

CLASSIFIED SENATE MINUTES

Monday, May 2, 2022 3:00 – 4:30 pm

[ZOOM](#)

Members Present:

Council: BethAnn Stone – *President*, Cesar Reyes – *Vice President*, Reginald Turner – *Treasurer*, Aaron Nakaji – *Secretary*, Sandra Mills - *Union Rep*, Lawrence Punsalang – *Council Member*, Irene Sukhu – *Council Member*, Grace Villegas – *Council Member*, Catt Wood – *Council Member*

Attendees: Nicole Almassey, Robert Delgado, Courtney Diputado, Melina Rodriguez, Shondra West

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<p>Welcome: BethAnn Stone welcomed the group at 3:04 pm. Announcements: BethAnn Stone shared that immediately following the Classified Senate Meeting there is a Music Faculty concert on-campus, at the amphitheater outside the old cafeteria space. BethAnn Stone announced that Job Links 2022 registration and the link to register for the general session and individual workshops will be sent out on Tuesday, 5/03/22. Our graphic design intern has also worked to incorporate this link into the flyer's design. Following the link takes you to the event page where instructions are provided for registering for workshops, selecting a lunch option, and entering dietary restrictions. Please note that the general session is available to attend virtually or in-person and the majority of our workshops are also hybrid. If the virtual option is not available, it is indicated in the workshop description that it is in-person only. BethAnn Stone also brought attention to Dean Jeffrey Benford's email regarding TimelyCARE, sent Tuesday, 4/26/22. TimelyCARE is a new telehealth program for students that provides access to 24/7 medical and mental telehealth care in the form of on-demand support from counselors, doctors, nurse practitioners, and more. Please share this information with students in your area and you may contact BethAnn if you did not receive Jeffrey's email and are interested in having it forwarded to you. Public Comment: Nicole Almassey shared that the second date of the college's two Senior Saturday events took place on 4/30/22, with 400+ students and parents in attendance, which was a very exciting turnout. Lawrence Punsalang announced the last two APIDA events for Asian American and Pacific Islander Heritage Month. First, there is a Pacific Islander 4CD Community Gathering on Wednesday, 5/04/22 at 4:30 pm. There is also a "Silence is Violence: Addressing Anti-Blackness in the APIDA Community" panel and discussion happening virtually on Friday, 5/06/22 at 1:30 PM. BethAnn Stone thanked Nicole and Lawrence for the event updates. BethAnn shared that the LMC Foundation Scholarship Award Ceremony is being held in the Student Union Conference Center on Friday, 5/06/22 at 1:00 pm, and that she will be announcing recipients.</p>
<p>4.</p>	<p>Approval: A. Agenda of 5/02/22 B. Minutes of 4/18/22</p>	<p>A. Agenda Action: Motion to approve the 5/02/2022 Classified Senate Meeting Agenda: M/S: I. Sukhu/S. Mills (12-0-0) B. Minutes Action: Motion to approve the 4/18/2022 Classified Senate Meeting Minutes: M/S: L. Punsalang/R. Turner (9-0-3; C. Reyes, R. Delgado, S. Mills abstained)</p>
<p>5.</p>	<p>Presentation: Treasurer's Report & Budget Items Mental Fitness Donation Comprehensive PR Draft Templates Bylaws Review & Revision</p>	<p>A. Treasurer's Report & Budget Items: BethAnn Stone presented budget information which was provided to her by Reginald Turner. The current budget remaining in our Fund 11 (General Fund) is \$9,449.51 and this needs to be spent by the end of the fiscal cycle on 6/30/22. BethAnn proposed a few options for this spending and invited the group to discuss them and offer their own ideas, with their approval as an agenda item for the next Classified Senate Meeting on 5/16/22. BethAnn recommended that Classified Senate set aside about \$2,500 as a safe amount to account for overtime which has yet to be processed, leaving us with a general figure of \$7,000 to be spent by June 30. Sandra Mills remarked that there appears to be an unusual amount of funding remaining in this year's budget in comparison to previous years, and wanted to make sure that the appropriate amount of overtime is being paid out. BethAnn replied that due COVID-19, Classified Senate was allowed to carry over the budget and as a result had</p>



more time to spend it down. BethAnn also supposed that because of COVID-19's impact and the transition of Classified Senate Presidents, fewer Classified Senate events were held than were planned for or scheduled, reducing our expenses. Nicole Almassey asked about the funding earmarked for the 2022 Classified Leadership Institute (CLI) and described that, historically, Equity has paid for the registration fees while Classified Senate paid for lodging and travel expenses. BethAnn responded that Classified Senate has four registrants for CLI and received funding for five, with Dean Sabrina Kwist's SEA funding paying for registration and lodging. Travel and food will need to be paid for by Classified Senate and this was one of BethAnn's proposals, to fund travel (one registrant is driving and the remaining three are flying), rideshare service, and meals for the Classified Senate CLI attendees, for a total amount of \$2,000 - \$2,500. Nicole had budgeted for similar expenses in the past and thought that BethAnn's estimate was accurate. Cesar Reyes suggested that registrants driving to CLI could submit an expense claim reimbursement for the mileage expense, to which BethAnn agreed. Earmarking these funds for CLI leaves approximately \$4,400 to be spent from the budget. Irene Sukhu asked if these unspent funds would be used for a potential donation to Eric Moss's Mental Fitness Challenge, and Nicole clarified that for the items we are interested in purchasing as gifts we would rather need to use our scholarship fund for their purchase. Lawrence Punsalang offered as an idea that Classified Senate bring back Staff Appreciation Day, which Nicole chimed in to explain that funding for these types of events may be expensed from Fund 11 if Local 1 presents during it. Sandra Mills requested that the group reach her for Local 1's involvement. BethAnn thought that the event could potentially happen in June, after Classified Senate is finished with Job Links. Lawrence remarked that if there isn't enough time to plan a Staff Appreciation Day, the funds could instead be used to purchase more shirts. The group continued to discuss the feasibility of planning a new event so close to Job Links. Reginald Turner suggested a simpler, luncheon event to appreciate Classified Professionals, and Nicole reiterated that this is possible if the agenda includes a professional development or Local 1 presentation. Robert Delgado proposed that it also may be tied to Caring Campus, with Caring Campus shirts and activities. Although the group agreed that Caring Campus would be appropriate to lead in organizing this potential event, there remained concerns that Caring Campus needs more volunteers to do so, as their members are already preoccupied with Job Links planning. Cesar asked the group if Classified Senate had any technology needs which could be purchased with its remaining funds, such as for camera or microphone equipment. BethAnn remarked that an Owl camera would be useful to our meetings beginning in the fall, allowing them to be held as hybrid flex, offered both in-person and virtually (and allowing for Classified Professionals at the Brentwood Center to attend). BethAnn also suggested for the next academic year that Classified Senate schedule a meeting at the Brentwood Center to better engage those Classified Professionals. Cesar described that an Owl camera suitable for our needs is about \$1,200. Nicole agreed that we should have a camera, but that it should rather be available to Classified Professionals as an institutional commitment. Courtney Diputado shared that there are about 23 Owl cameras available to check out but it has not been confirmed if their policy allows them to be used for Classified Senate meetings. Courtney will follow up with Carl Chiu to verify this. BethAnn concluded the discussion of budget items by requesting that the group bring proposals for any of the ideas discussed at the meeting to the next Classified Senate Meeting on 5/16/22 for approval. It was noted to allocate up to \$3,000 from Fund 11 for CS Executive Board overtime. **Action:** Motion amended and approved to spend up to \$3,000 from Fund 11 for travel expenses for the four (4) Classified Professionals attending the Classified Leadership Institute in June. **M/S:** N. Almassey/C. Reyes (13-0-0)

- B. Mental Fitness Donation:** BethAnn Stone summarized that Eric Moss is organizing another Mental Fitness Challenge and at the last Classified Senate Meeting the group discussed contributing to its prize pool. Donating \$50 to \$100 in Amazon gift cards was proposed, which would be purchased from the Fund 79 balance. The Classified Senate scholarship account will have approximately \$1,500 after the scholarship awards are transferred to the Foundation scholarship account. Reginald Turner requested the amount transferring from Classified Senate's Fund 79, and BethAnn replied that it will be \$3,620. BethAnn continued to explain that we may also decide what group we would like to be eligible to win our donation (ex. LMC students) and this eligibility, the quantity of donations, and the donation amounts are completely open. Cesar Reyes suggested two \$50 gift certificates, one for students and one for faculty and staff. **Action:** Motion approved to purchase one (1) \$50 Amazon Gift Card for LMC Students, and one (1) \$50 Amazon Gift Card for LMC Employees that participate and complete the May Mental Fitness Challenge from the Fund 79 account. **M/S:** C. Reyes/L. Punsalang (12-0-1; N. Almassey abstained)
- C. Comprehensive PR Draft Templates:** BethAnn Stone displayed the three Comprehensive PR Draft Templates for

		<p>Instructional Units, Student Services & Learning Community, and Administrative Units in eLumen and described that they had been presented to Classified Senate for feedback at our last meeting. Since then, SS LSO Committee, Academic Senate, Student Services leads, and Cabinet have provided their feedback and their acceptance of the draft as presented. There have been some minor changes but no dramatic feedback and so the templates largely remain the same. BethAnn asked for and received from the group a general endorsement of the Comprehensive PR Draft Templates which she will bring to Planning Committee. PDF attachments with screenshots of the three Comprehensive PR Draft Templates were included with Bethann's 5/04/22 Classified Senate Meeting summary email for your review and information.</p> <p>D. Bylaws Review & Revision: Shondra West presented a Bylaws Review & Revision update from the Bylaws Committee. Shondra pointed out that the section remaining for the bulk of the revision is Article V: Elections and requested that Classified Senate review and provide feedback on this section of the bylaws, including but not limited to the committee's recommendations and questions. Shondra, Robert Delgado, and Cesar Reyes met and went over some of the existing language of Article V to determine which sections remain a current practice and which sections need revision or update. In Section 2, Item a., the committee's recommendation for revision can be seen highlighted in yellow. Section 2, Item b. is highlighted in blue to indicate their request for feedback on the item's revision, in this case our practice for a Council Member's eligibility for office after a period of absence. In Section 3. Elections Timeline the dates have been omitted and now only months are provided, offering more flexibility for the Elections Committee in scheduling events. In Section 4. Election Procedures, red type font indicates terminology for continued review and revision, and there is a question highlighted in blue for Item c. about what precisely is being announced and whether or not a nomination process is needed. Feedback is also requested for the recommendations to Section 5. Special Elections and Section 6. Elections Committee, and then the remainder of the document will continue to remain as is, except for Section 1. Standing Committees of Article VIII. The bylaws under revision are attached to BethAnn Stone's 5/04/22 Classified Senate Meeting summary email for your review and please note that the highlighted text and red type font are the currently recommended revisions to Article V. You may either attend the 5/16/22 Classified Senate Meeting to provide feedback or email your input to Shondra or BethAnn by that date.</p>
6.	Committee Input and Report Outs	<p>A. District Reports: CSCC and DGC have not met since the last Classified Senate meeting.</p> <p>B. Shared Governance Council: BethAnn Stone shared the SGC report out from Irene Sukhu and Cesar Reyes. At SGC, Edward Haven presented the Arts & Humanities/Philosophy department proposal. VPB&AS Carlos Montoya presented the LMC Technology Plan 2022-28, including the feedback that was provided, and the plan was approved. The Monday Meeting Calendar Draft for Fall 2022 was also reviewed and there was robust discussion about meeting in-person versus adopting a high flex/hybrid method. The usage of Owl cameras, having individual Zoom links for meetings at both Pittsburg campus and the Brentwood Center (with participants congregating in Zoom), and opening meetings to everyone rather than simply to the Brentwood Center were further discussed at SGC. BethAnn displayed The Monday Meeting Calendar Draft and received endorsement of it from the group present. Shondra West commented on the 11/21/22 Classified Senate Meeting and its closeness to the Thanksgiving holiday, and BethAnn suggested that at the start of the Fall semester Classified Senate discuss ahead of time whether to hold a meeting that day or perhaps scheduling the meeting with the expectation that quorum may not be met. Dean Chialin Hsieh presented the QFE progress report and there was discussion about the data points and numbers, and Chialin directed the group to the mural link in the QFE document for more detail. Carlos presented the Spring 2022 RAP (Resource Allocation Process) Proposal Review and there is currently no available funding for on-going requests, only funding for one-time requests. The formation of an SGC Budget Working Group was recommended, including all managers who have categorical funds in their budget, to convene as a regular part of the process to review the proposals and ensure that all items that can be funded are funded. The LMC Technology Plan, Monday Meeting Calendar, and Spring 2022 RAP documents can be found attached to BethAnn's 5/04/22 Classified Senate Meeting summary email for your information.</p> <p>C. Strategic Enrollment Management: BethAnn Stone reported that SEM met on 4/19/22. The SEP Writing Team convened and has held two meetings, and are breaking out into teams based on the five metrics, with those teams' members having been identified as experts or having knowledge, experience, or expertise in the areas defined by those metrics. Please expect email updates regarding the various SEP Writing Team activities happening over the summer and Focused Flex will also include these updates and a draft of the new SEA Plan. The SEA Budget Workgroup members were identified and were representative of constituency groups. Managing expectations on</p>

		<p>what is budgeted already for the SEA funds and an ongoing funded projects list developed by Dean Sabrina Kwist were also topics of discussion at SEM. SEM 2.0 has begun to meet and Classified Senate representatives Nicole Almassey, Melina Rodriguez, and Letta Green, among others, are participants so we may expect updates from our representatives on SEM 2.0's progress.</p> <p>D. Safety Committee: Sandra Mills reported that Safety Committee reviewed the Pittsburg campus and Brentwood Center Emergency Maps used for evacuations and continued to update the Safety Monitors participation list.</p> <p>E. Planning Committee & ISLO Core Group: Planning Committee has not met since the last Classified Senate meeting.</p> <p>F. TAG/Technology Plan Core Group: Nicole Almassey reported that TAG reviewed their plan and there was discussion about distributing technology to adjunct faculty and that the plan did not adequately address their needs.</p> <p>G. IDEA: IDEA has not met since the last Classified Senate meeting</p> <p>H. Sustainability: Sustainability has not met since the last Classified Senate meeting.</p> <p>I. Professional Development Advisory Committee: Shondra West reported that PDAC held their first meeting after not having met for some time and the group was updated on PDAC's charges and their goals, objectives, and outcomes. Shondra expressed her interest in seeking opportunities for Classified Professionals, whether they be for professional development or just for fun, and encouraging classified to participate in these activities. Shondra continued to report that Courtney Diputado had shared that new podcasting equipment and green screens were purchased and are now available for use. Please contact Courtney or Robert Delgado if you are interested in borrowing these. At PDAC Dean Sabrina Kwist also reviewed how to input data into GROW. Robert added that the next PDAC meeting is in September 2022 and that although the FLEX deadline was 5/01/22, the form is still open and those interested in presenting a workshop for FLEX week can still enter it. BethAnn thanked Shondra and Robert and congratulated Robert on his new role as Sr. Program Coordinator of Equity.</p> <p>J. EEO Committee: EEO has not met since the last Classified Senate meeting.</p>
7.	Council Business	<p>A. Job Links 2022: The full Job Links update was tabled to the next Classified Senate Meeting but BethAnn Stone provided the highlights. Set for Thursday, 6/02/22, our theme is "All in Flavor" and there will be a spirit competition during lunch as well as door prizes. Our keynote speakers are Chancellor Mojdeh Mehdizadeh, who will speak about her journey from Student Worker to now Chancellor of the District, and Nancy Sans, who was a writer for Sesame Street from 1984 to 2002. We will be giving out Blue Bunny sundaes at the end of the day in the spirit of our theme and there will be amazing workshops from our local faculty and outside organizations. Please refer to BethAnn's 5/03/22 Job Links 2022 registration link email to register for the general session, workshops, and festivities.</p>
8.	Adjourn Meeting	<p>Adjourn at 4:13 pm Action: M/S: S. Mills/C. Reyes (11-0-0)</p>