

CLASSIFIED SENATE MINUTES

Monday, September 9, 2019

3:00 p.m. – 4:30 p.m.

Room CC2-236

Members Present: Nicole Almassey – *President*, Robert Delgado – *Vice President*, BethAnn Stone – *Secretary*, Letta Greene – *Treasurer*, Ninnette Alfaro – *Council Member*, Justin Nogarr – *Council Member*, Michelle McQuaid – *Council Member*, Sandra Mills - *Local 1 Representative*, Paul West, Catt Wood, Grace Villegas, Sara Larkin, Courtney Diputado, Frankie Chavez

Members Excused: Tammy Oranje, Justin Nogarr

Guests: Katie Lougren (*LMC Experience*)

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none"> • Meeting called to order: 3:00 p.m. • No announcements given. • No public comment given.
4.	A. Agenda B. Minutes C. Treasurer’s Report	<p>A. Agenda- Action: Approved M/S: C. Wood, R. Delgado (<i>6-0-0</i>)</p> <p>B. Minutes 4/29/2019 – Action: Approved M/S: R. Delgado/N. Alfaro (<i>5-0-1; C. Wood</i>)</p> <p>C. Treasurer’s Report – L. Greene: Waiting on the Governing Board’s official approval of the budget. Letta shared the assumption is we will receive the same allocation as last year (\$10,350.00 for the Fund 11 account). We have \$4460.33 left in the Fund 79 account (fundraising account for scholarships).</p>
5.	Presentation	<p>Review of Constitution, Bylaws, Website and Brown Act - Nicole Almassey: Nicole reviewed Business Procedure 18.04 with the Senate (Academic + Classified Senate Budget Guidelines & Apportionments). Additionally, HR Procedures 3040.02 (Guidelines for Classified Staff Participation in Institutional Governance and Other Authorized Committee or Staff Development Activities) and 3040.03 (Procedure for Classified Staff Participation in Institutional Governance). These procedures stipulate that Classified Professionals should participate in shared governance and Management should support this participation.</p> <p>CEEP – Sandra Mills: CEEP (Classified Employee Enrollment Program) is a program for Classified Professionals whereas Classified Professionals can apply to receive funding for educational and/or personal enrichment. There is funding available however, as Classified we do not access it as often as we should. Sandra encouraged faculty to apply for this funding source which will reimburse for books and supplies as it relates to personal enrichment (i.e. a conference, a class, etc.). It is noted that the reimbursement for books, tuition and/or supplies related to a course will be reimbursed at the end of the semester (upon successful completion of the course). Please be sure when submitting your application that your reason for the conference/course is for personal enrichment not because of your job. As any conference or course that is needed for your job should be funded through PDAC or your program/department. Sandra Mills also informed the Senate that Local One elections will be starting soon and we are looking for a Secretary, Treasurer, President and Vice President. Additionally, copays for medical benefits will be increased to \$20.00 starting this year. There is a copay reimbursement program however, there is a specific amount of funding available and it is first come, first serve. Please be sure to submit your copay reimbursement requests promptly, as when the funding is spent there will not be another opportunity until the next academic year.</p>
6.	Committee Input and	A. District Reports: DGC did not meet over the summer. The Council just had its first meeting of the semester

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	<p>Report-Outs</p>	<p>and part of the meeting was a discussion on the new Electronic Vehicle (EV) changing stations at all campuses.</p> <p>B. Shared Governance Council: No meeting.</p> <p>C. Enrollment Management: No meeting. (clarify if SGC group)</p> <p>D. Safety Committee: No meeting.</p> <p>E. Planning Committee: The Committee reviewed the Program Review Year Three Update-Instructional Template. Faculty seem to be in favor of the “chunking” process for completing the items in Program Review. The templates are still being reviewed and have not been released to the college as a whole until we have received feedback from constituency groups. It is scheduled to be approved at the October Planning Committee Meeting. BethAnn will send the templates to Nicole before the next Classified Senate meeting for review and feedback. The College selected Diane White as a consultant for the Mission/Vision/Values and Educational Master Plan 2020-2025. The contract will be going to Governing Board for approval at their October meeting. Chialin Hsieh will work with Sally Montemayor Lenz to coordinate the spring 2020 forum dates with SEM. Planning Committee will be working with Senate Presidents to identify two (2) additional members to expand the Planning Committee to form the EMP Core Planning Committee.</p> <p>F. TAG: Next week.</p> <p>G. IDEA: Next week.</p> <p>H. Sustainability:</p> <p>I. Professional Development Advisory Committee: 9/26</p> <p>J. EEO Committee: EEO will be sending out a survey that requires employee input. As previously seen in campus surveys, there typically is not a large number of respondents.</p>
<p>7.</p>	<p>Council Business</p>	<p>A. Open Classified Senate Council Seat: We have an open Classified Senate Council Seat and need to convene the Elections Committee to put a call-out for nominees, ballots and subsequent voting.</p> <p>B. EEO Survey: See above report-out for EEO Committee. The Classified Senate approved to offer two (2) \$25 gift cards (for Starbucks or LMC Bookstore) as an incentive for Classified Professionals to complete the EEO survey. The \$50 funding will be taken from the Classified Senate Foundation account. M/S: S. Mills/L. Greene (7-0-0)</p> <p>C. Board Docs: The District Office uses this system to store agendas and minutes. The District informed Nicole that the Classified Senate needs to transition to Board Docs and move all of our documents over to this system.</p> <p>D. Fundraisers: Reviewed activities held last year. The Crab Feed was very successful and raised a lot of money for scholarships. The Classified Senate discussed only holding the Holiday Luncheon and the Crab Feed, not the Crock-Pot or Chili Cook-Offs. While the faculty, staff and students typically love this event, it does not generate a lot of funding for scholarships for the amount of work entailed. It is noted that the cook-offs maybe morphed into a tailgate event or a pot luck. It is also noted, that planning for the Crab Feed</p>

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		<p>starts soon and we need to someone to chair the Crab Feed Event Committee.</p> <p>E. Holiday Luncheon (December 4th): Nicole has reserved L-109 on December 4th for the Holiday Luncheon. This date is not set however, since L-109 typically fills up in the early part of December, Nicole wanted to ensure we have a placeholder.</p> <p>F. Shared Governance Council Vacancies: Nicole will send an e-mail out soon on the SGC sub-committee vacancies. Additionally, Nicole is looking at building the members for the Election Committee and the Scholarship Committee early this semester.</p> <p>G. Accreditation: This will be standing item until the visit is completed in early October 2020. The Senate briefly reviewed the timeline, the ISER due date and the October 2020 site visit dates.</p>
8.	Adjourn Meeting	Action: This meeting was adjourned at 4:16pm / M/S: <i>(7-0-0)</i>