

CLASSIFIED SENATE MINUTES

Monday, September 23, 2019

3:00 p.m. – 4:30 p.m.

Room CC2-236

(NO QUORUM – INFORMATIONAL)

Members Present: Nicole Almassey – *President*, Robert Delgado – *Vice President*, Ninnette Alfaro – *Council Member*, Sandra Mills - *Local 1 Representative*, Tammy Oranje, Paul West, Chris Long, Courtney Diputado, Rikki Hall

Members Excused: Letta Greene, Catt Wood, Justin Nogarr, Michelle McQuaid, BethAnn Stone

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none"> • Meeting called to order: 3:00 p.m. • Andrea Medina from District Office HR sent an e-mail to all employees regarding the Diversity Hiring Training for all employees. The one at LMC will be Monday October 7, 2019 from 9:00a-12:00p in L109. • On Monday October 7th the Classified Senate and the LMC Associated Student Senate will be conducting a Joint Meeting from 2:00-3:00 p.m. to review and provide feedback on the ISER drafts for some of the Accreditation Standards. • No public comment given.
4.	A. Agenda B. Minutes C. Treasurer’s Report	A. Agenda- Action: No Quorum B. Minutes 9/9/2019 – Action: No Quorum C. Treasurer’s Report: No report provided for this meeting.
5.	Presentation	<u>Student Life: Halloween Event October 25th – Robert Delgado:</u> We received an invitation from Teresea Archaga for Classified Senate to collaborate with Student Life for their annual Halloween Event. It is scheduled on October 25 th from 5-8:00 p.m. and Student Life will donate 50% of the proceeds made to the Classified Senate. Previously, this event included a haunted house, vendor tabling, games, and food. They need volunteers for the event in the haunted house and to bring food.
6.	Committee Input and Report-Outs	<p>A. District Reports: No meeting since the last Classified Senate meeting, the next one is scheduled for October 1st.</p> <p>B. Shared Governance Council: Reviewed the RAP Process and discussed the three (3) Program Review Year Three Templates (Instructional, Student Services, Administrative).</p> <p>C. Enrollment Management: Met last Tuesday and received the binders and overall vision of Strategic Enrollment Management (SEM). It is the revitalization of the previous Enrollment Management Committee and is in direct alignment with the Guided Pathways. There are three (3) constituency members from each group to represented on the Committee. The last meeting provided an overview of the purpose of the Committee and defined what Strategic Enrollment Management is. As more information comes forth it will be communicated by your Senate representatives.</p> <p>D. Safety Committee: Met last Thursday to review their charge(s) and discuss membership, additionally ensuring that the Brentwood Center is included. The Committee also discussed how they would like to conduct business (i.e. become an ad-hoc committee, or remain a sub-committee of SGC). It was noted that for this Committee it</p>

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would work best to become more of a working committee, classified as an ad-hoc committee rather than an SGC sub-committee. Additionally, a concern was being mindful of committee members that “come and go” on the Committee as projects and work will begin and then it may have to cease, due to members leaving or may never get completed. Currently the official Classified Senate representatives on this Committee are Susie Hansen and Eloine Chapman. We do need to ensure that we confirm and continue Classified representation on this Committee.

- E. Planning Committee:** The Planning Committee would like the Classified Senate to review and provide feedback on the three (3) Program Review Year Three Templates. This is an agenda item listed under Council Business and can be discussed during that item. Please note, that any Classified Professional can e-mail their feedback to BethAnn Stone by September 30th. Nicole noted, that we do need another Classified representative on the Planning Committee. Additionally, the Educational Master Plan (EMP) Core Group is being developed which will include the Planning Committee augmented with two (2) members from each constituency group. The EMP Core Group will meet during Planning Committee meetings on the first Thursday of every month and will begin meeting October 3rd and continue the work through mid-Spring 2020.
- F. TAG:** Had first meeting last week. Most of the meeting was defining the purpose and role of TAG as the majority of the members are new to LMC, Chialin also presented on Accreditation. They are also actively recruiting more faculty to become members. While most of TAG’s previous work primarily involved the Technology Strategic Plan, there are many more roles and responsibilities that this group has and/or should have (i.e. software support, hardware updates, standardization). A recommendation for TAG would be to look at technology specifically from a student perspective. For example, the printers available for students on campus are very outdated and the form of payment does not make it easy for students to print. Another recommendation for TAG would be to look at micro-badging or micro-credentialing).
- G. IDEA:** No representative present at the Senate meeting today. However, C. Wood informed P. West that IDEA is looking at offering a grant(s) and the next meeting would be sent on the process and how to evaluate. C. Wood said she will bring more information on this as it becomes available.
- H. Sustainability:** No representative present.
- I. Professional Development Advisory Committee:** First meeting is Thursday at 3:00 p.m. in L-215.
- J. EEO Committee:** E. Beanes will provide a report-out to Nicole for dissemination to Classified. Per the discussion at the last meeting, the EEO Survey was sent to N. Almassey for distribution. However, when she tested the survey one of the questions stated “Click all that apply” but it did not let her click on all that applied. N. Almassey returned the survey with this issue and it is currently being fixed. As soon as the issue is resolved and the survey is sent back to N. Almassey she will disseminate it to Classified. Per the discussion and approval at the last Senate meeting, we will be offering a \$25 gift card to the LMC Bookstore and a \$25 gift card to Starbucks. The survey is confidential however, in order to be entered in the drawing for the gift card the

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		respondent will need to provide their name at the end of the survey when prompted.
7.	Council Business	<p>A. Open Classified Senate Council Seat: L. Greene was unable to attend today however, R. Delgado checked the box for nomination ballots prior to the meeting and there were no nominations submitted. N. Almassey placed a call-out to the Senate to think about any Classified Professionals to nominate for the seat.</p> <p>B. Program Review: There are three (3) Program Review Year Three Templates (Instructional, Student Services, Administrative) for Classified Senate review. Please e-mail any feedback you have to BethAnn Stone by September 30th. N. Almassey encouraged Classified to please provide their feedback especially as it relates to the area and/or role you are in – student service program, instructional program, etc.</p> <p>C. Scholarship Committee: S. Mills has volunteered to chair the Scholarship Committee and will begin recruiting four-to-five members to serve.</p> <p>D. Election Committee: We are looking for a Committee Chair, if we do not have anyone volunteer then each member will be responsible for letting Classified Professionals know that we are looking for an Elections Committee Chair.</p> <p>E. Staff Parking Loss-Lot A: Due to the installation of the electric vehicle charging stations in Lot A there has been a loss of available staff parking in Lot A. A report-out on this issue was scheduled for today’s meeting however, the Classified Professional scheduled to provide the report is not present today. An issue at DVC has been vehicles parked in the EV charging spots all day when they should only be parked and charging for four (4) hours. Additionally, the vehicles parked there currently do not have parking permits. At Sacramento State students/employees would need to sign-in to the campus parking meter and they would be given a time limit to charge their vehicle. Once that time expired, they were to move their vehicle or receive a ticket (even if they have a parking permit).</p> <p>F. Strategic Enrollment Management: This was a double-entry on the agenda. N. Almassey wants to be sure that Classified Professionals are aware that this is currently happening on campus.</p> <p>G. Accreditation: The Classified Senate and LMC Associated Students will be conducting a joint meeting on October 7th to review and provide feedback on drafts of ISER Accreditation Standards.</p>
8.	Adjourn Meeting	Action: This meeting ended at 3:59 pm