

CLASSIFIED SENATE MINUTES
Monday, September 16, 2024 3:00 – 4:30 pm
[ZOOM](#)

Council Members Present: Irene Sukhu – *Vice President*, Sheri Woltz – *Treasurer*, Connie Konsavage – *Secretary*, Sandra Mills - *Union Rep*, Courtney Diputado – *Council Member*, Catt Wood – *Council Member*, Lyssa Shabusheva – *Council Member*
Attendees: Irma Gregory, Richard Stanfield, Grace Villegas, Lawrence Punsalang, Myles Crain, Aaron Nakaji, Lindsay Litowitz

Item	Agenda	Outcomes
1. 2. 3. 4.	Welcome Announcements Public Comment Caring Campus	<p>Welcome & Introductions: Irene Sukhu welcomed Classified Professionals to the first CS meeting of the fall semester. It was noted that Irene will be facilitating this meeting on behalf of CS President BethAnn Stone who is unable to be here today.</p> <p>Announcements: Spanish Heritage Month 9/15/24-10/15/24. There is a Spanish Heritage Parade taking place tomorrow, 9/17/24, 12-2pm. If you'd like to participate, meet in L-109 at 11:30am and the parade will start in parking lot A. You can watch the parade, 12-2pm, if you do not wish to participate. The Puente Club will also have a fundraiser during this time as well. They take cash or Venmo. Academic Support Task group meeting. The first meeting is Friday, 10/4/24, 1-3pm, in SS-409. If it becomes a larger group then she'll reserve this room. Upcoming events taking place include: LMC Book Club; Equity Speaker event on Monday, 9/23/24. It'll be a conversation with Brian Quijada, a writer and performer in the musical Mexodis; The 8th Annual California Community Colleges Undocumented Student Action week 10/14/24-10/18/24; The Monument Impact Gala event with Victor Villa Senior was held on 9/11/24; Immigration Institute of the Bay Area workshops and consultations. That info was sent out by Dr. Ralston on 9/9/24; Constitution Day, tomorrow, 9/17/24. Dr. Ralston sent an email on 9/10/24. There are also events related to this on 10/2/24 and 10/16/24; Nolan Higdon, who's the author of the Anatomy of Fake News will be presenting on 10/2/24, 11:30-1pm; Courageous Conversation in the SU Unity Center on 10/16/24, 11:30-1pm. There is additional info in the email from Dr. Ralston on 9/10/24; Caring Campus has started a series of workshops, Care & Coffee, hosted on select Friday's. The first one was 9/13/24 and upcoming workshops are 10/4/24, 11/8/24, and 12/13/24. They will be in the Student Success Center, 2-3:30pm. The first one went well. Angela Fantuzzi - Child Studies, Nicole Almassey – Outreach and Welcome Desk, Veronica Ortiz – and Melina Rodriguez - Student Success Center all presented on the services they offer to students. There was coffee and snacks. We will have different departments presenting information on the services they provide.</p> <p>Public Comment: Sheri Woltz commented that the Foundation Board had their retreat on Friday, and wanted to remind everyone about the 50-for-50 Campaign, specifically for non-restricted funds. Payroll deduction easy to sign up for. Lyssa Shabysheva commented that the Foundation for CA Community Colleges (FCC) sponsored a series of webinars regarding Common Cores Numbering (CCN). One coming up this Wednesday and another for 9/25/24 specifically covering student facing requirements and communicating with students. It's open to all. Sign up via the FCC page and there will be a video recording afterwards if you cannot make it.</p> <p>Catt Wood commented that the Library and Pride Alliance are co-sponsoring an event at the Brentwood Library. The events are the first Thursday each month, 5-7 pm and start on 10/3/24. They are calling it Thembo Thursdays. This is open to employees as well.</p> <p>Richard Stanfield gave a shout out to Andrew Murphy for helping the students during the power outage. It was pretty crazy out there.</p> <p>Lawrence Punsalang thanked all those who participated in Welcome Week.</p> <p>Lindsay Litowitz provided a couple links in the meeting chat to 2024-25 campus-wide events and upcoming events with marketing materials attached - Campus wide events 24-25.xlsx and Upcoming events with marketing materials created.</p> <p>Caring Campus: Irene Sukhu announced Caring Campus Moments. These are when you catch someone 'Caring on Campus', whether related to behavioral comments or you see someone going above and beyond to help a student. Q: Are</p>

		<p>Caring Campus Moments for faculty as well? A: Right now, it is for Classified but there is a program of Caring Campus for faculty. If we are interested in as a college we need to reach out to IEBC. Q: How do you nominate someone? A: we start the CS meetings with the Caring Campus Moment, which is just informal and a shout out. A Caring Campus email was sent out with a Who Got Caught Caring link to nominate someone. You submit the form when you see someone ‘caring’ or going above and beyond. Those are due this Friday and we will be sending out another reminder. The link is also on our Caring Campus webpage. We have a new webpage and the link is a button at the top. It is also on the Classified Senate webpage. You can find it in the A-Z index also.</p>
5.	<p>Approval:</p> <p>A. Agenda of 9/16/24</p> <p>B. Minutes of 5/6/24</p> <p>C. Teleconference Waiver Form</p>	<p>A. Agenda Action: Motion to approve the 9/16/2024 CS meeting agenda with the following revisions: Table items 6C and 7A M/S: S.Mills/S. Waltz (13-0-0)00:19:48</p> <p>B. Minutes Action: Motion to approve the 5/6/2024 CS meeting minutes with no corrections. M/S: S. Mills/L. Shabusheva (13-0-0) 00:2:26</p> <p>C. No Teleconference Waiver Forms were submitted.</p>
6.	<p>Presentation:</p> <p>A. AI Task Team</p> <p>B. SGC 2024-25 Priorities Review</p> <p>C. Classified Professional of the Year Award</p>	<p>A. AI Task Team: This item was tabled as presenter did not attend to present.</p> <p>B. SGC 2024-25 Priorities Review: Provide feedback on how to measure the goal. These goals are from the EMP that we want to measure as a college.</p> <p>Priority 1) Strengthen and support effective, cross-constituent leadership to foster an anti-racist, collaborative, productive, and engaging place to learn and work.</p> <ul style="list-style-type: none"> • The priority is referring to the type of leadership but the metrics are not measuring the leadership. • How does this relate to a goal? • The metric might be ‘How many new leaders emerge from our efforts’? Then, how do we determine a baseline? • Then, how does the satisfaction survey measure that? There has to be a different measure for people who step up to the call. There are always new leaders (CLI to initiatives like this) but how do we measure that? • Specificity of the types of financial aid. FT3, CPG, CalVet Fee Waiver, will this include Foundation grants, veteran grants and any scholarships? <p>Priority 2) Improve access to financial, enrollment, and academic support, and enhance social connection for students (EMP Goal 2)</p> <ul style="list-style-type: none"> • How do we define access? When we measure, what will be considered access? Were they able to access the form; they looked at the form but did not fill it out; they completed the form and submitted to FAFSA; they did something else; did they receive financial aid? Different financial aid programs. Applied but did not receive financial aid. • What metrics are being used for academic support and social connection? The clear academic plan and pathway and the effective track to college ready enrollment. But how is it assessing access to academic support and access to social connection? • Possible social connection metrics could be social media engagements via our official social platform pages (Instagram – student life, some clubs). Details would have to be worked out but it’s a possibility. • Improving access to academic support – Center for academic Support tracks visitors (SARS?) per semester of visitation. The log in is student facing we can track numbers. There would have to be a baseline. Can we include other areas, math lab, tutoring. • Define academic support: academic support coaches, math lab, tutoring, VRC academic planning (counseling), VRC assistance with submitting forms, questions about veteran process, etc. • There seems to be a lot of areas so do we need to have 2A) Financial; 2B) Enrollment; 2C) Academic Support; 2D) Social Connection. • Are we going to hold out the Academic Support Coaches since there is no baseline for them or are we including them to bump up the numbers? <p>Priority 3) Increase Early College Offerings and General Enrollment (EMP Goal 3)</p> <ul style="list-style-type: none"> • Special admit, does it include Dual Enrollment because they are different. Special admit is at the college and Dual Enrollment is at the high school. • How does this measure general enrollment? New student enrollment, specifically for special admit only?

		<p>What about dual enrollment, adult ed enrollment, new college students?</p> <ul style="list-style-type: none"> • New in the system, new college student vs new high school student. • Recommend have multiple areas: 3A) Special Admit; 3B) Dual enrollment; 3C) new college student (was high school previously); 3D) Returning students that have taken a break but are new headcount. • Enrollment – trying our best to engage more groups that are underrepresented. Not seeing it listed anywhere in the metrics and perhaps it should be. How to separate out those groups within each subcategory. Not sure if this should go here but not sure where to include it. 3A could be Early College Offerings and 3B could be general enrollment. And have sub groups under each with metrics - increase number of special admits, increase number of new students, underrepresented students under general enrollment. <p>Priority 4) Increase student Completion of Courses, Certificates and Degrees (EMP 4)</p> <ul style="list-style-type: none"> • Add a metric about Black African American Male students (BCSI has data ?) • Baseline of degrees/certificates there needs to be a clarification because the units are changing the number of units to receive a local degree which may impact their choice of an AA and an ADT. They may not opt for both. Will need to monitor this. This will be effective fall 2025. • How are they viewing this – state only pays for highest earned degree/certificate. <p>Priority 5) Strengthen Institutional Effectiveness and Streamline Operational Processes (EMP Goal 5)</p> <ul style="list-style-type: none"> • Metrics seem more like a narrative than quantitative metrics. • Not sure what this is saying. What does it mean to improve responses – more responses, more positive responses and if so, what can we do differently to receive responses that are improved? Do we have a baseline? How do we measure transparency of communication? • Do we get a pre and post academic year survey every year? How often are the surveys sent out? • SEM Committee no longer meets as one committee. Structure is split into two different groups: Enrollment management and Student Success/Guided Pathways. • Are we revising this or has it already been completed? Trying to understand what revision means since SEM revision was done spring 2024. • Metrics are like SMART goals – Specific, Measurable, Accurate, Reliable/Achievable and Time. • <p>Any questions please reach out to Grace Villegas or myself and we can take it back to SGC.</p> <p>C. <u>Classified Professional of the Year Award:</u> This item was tabled to the next meeting so CS President can present.</p>
7.	Committee Input and Report Outs	<p>A. College & District Reports: Tabled until next meeting.</p> <p>B. Shared Governance Council: 9/11/24 was last SGC meeting. Looked at fall 2024 RAP cycle and timeline. Also reviewed the LMC Mission Statement and SGC Position Paper We also reviewed the Task Group Assessment Report. Went over the 24-25 priorities that we just gave feedback on. I told them we hadn't yet discussed in CS so we will be reviewing it and giving feedback. Power outage feedback – please send to Grace Villegas or Irene Sukhu. Parking and getting off campus was a huge issue so that is our #1 priority. Additional exit being built, but when? It was on the FMP but was it 2030? We are so unready after the power outage, nothing came over for the safety monitors. Driving the wrong direction, FOBs do not work (Cashier – so building manager may not have access), toilets do not work in SSC, should have a set procedure that we automatically go to (15minutes if power is not restored assume you need to check your canvas page and you will not lose credit for that day), how to access class via canvas if no power at home? Add codes not working and coming to campus to manually add and they panic. President off site, so what do we do in that case? Recommend the Safety Committee create a Contingency Plan. The LMC Safety Committee first meeting of the semester was cancelled.</p> <p>Could use a third CS member on SGC and if you want to be part of the RAP process.</p> <p>Next SGC meeting: We will work on creating a rubric for the RAP (Resource Allocation Proposals) will be based off of the EMP goals, there will be a Phase 2 of the Task Group Assessment and pick participants for the Phase 2, giving feedback on the priorities we just went over.</p> <p>C. Enrollment Management & Planning Group: Doesn't exist anymore. Two separate groups Enrollment Management and Planning Group. They meet on the 1st and 3rd Tuesday of the month, starting tomorrow, 3:30-4:30pm in SS-409. The chairs are Dr. Akilah Smith and Ryan Pederson. The second group is the Student Success Team and they meet on the 3rd Monday of the month. They met on 9/9/24, 10:30-12pm. The chairs are Dr. Tanisha Maxwell,</p>

		<p>Rosa Armendariz and Dennis Franco.</p> <p>D. Student Success Team: Missed the meeting so no report.</p> <p>E. Safety Committee: Didn't meet. Third Thursday of the month. Next meetings are 9/19/24 and 10/17/24, 3-4:30pm.</p> <p>F. Planning Committee: Have some new charges. Charges for a membership for 24-25; Charge 2 revised slightly to no assessment or EMP and planning our new EMP that wasn't punched out that much; Charge 3 – they wanted a new charge on developing a template and/or framework for creating new plans at the request of the President Office. (1.15.49). Establishing a measurable, quantitative goals directly addressing the college mission and include an ongoing assessment side cycle. Concerns were expressed regarding Charge 3 related to PD around the template and process – who reviews and approves the submissions of these new Charges? What are the resources beyond the process? Who is going to manage it? Is it similar to Tech Review in the curriculum to Tech Review for planning and are they just asking us for a template? And if so, what are the metrics they are supposed to address? If they are just asking for a template, our structure does not allow for one template for just anything. R. Pederson noted there was so much ambiguity and uncertainty he was going to bring to SGC and try to get some clarification. New projects were assigned. Richard assigned to Institutional Effectiveness and Goal Setting project. Program review project team – Nicole Traeger, Dr. Tanisha Maxwell and Paula Gunder. There was an overview of three project teams including regular check-ins.</p> <p>G. TAG: Courtney left so no report.</p> <p>H. IDEA: Meeting is later this week.</p> <p>I. Sustainability: Meets Wednesday 9/18/24 at 2pm.</p> <p>J. Professional Development Advisory Committee: May need to look at membership for this since Robert Delgado is an interim manager. Courtney Diputado and Justin Nogarr are the only ones remaining.</p> <p>K. EEO Committee: Meeting cancelled. No report.</p>
8.	Council Business	<p>A. Treasurer's Report: Feel free to email Sheri if you would like to see the spreadsheet. Successful FY23/24 – donated \$6,000 for LMC Scholarships; \$50 for Thanksgiving Baskets; supported three classified professionals to the 'Peace, Love & Friendship: Moving Forward with Heart & Collaboration' conference. End of year summary was \$391.67. Bowling Night and BBQ funds that were spent for those will come out of FY24/25 budget. Currently we are at \$9,892 and the Trust account has a balance of \$997. The new Program Account to support the Crab Feed last year was \$1554 and the Scholarship Account has some outstanding scholarships but the balance after those is \$2,911. Good fresh start for FY24/25. Having some activities in the fall (karaoke night, paint night, chili cook-off, fun run).</p> <p>Q: How will Job links be funded? A: Last year the District had a fund and gave to each of the schools. Not sure if it comes from them. Our expenses come from that budget but not sure if we have to touch our budget. Beth Ann would probably know more.</p> <p>Would like to see in an excel spreadsheet. The recap is great but easier to see where started, projected expenses and explanation of what the funds were used for. Creating line item budgets so we can better track. Coming from a deficit when Sheri took over as Treasurer. A great idea. Connie will send Sheri a sample (L1) treasurer report. Need to see a line item for the CS President overtime.</p> <p>B. FA24 Meeting Schedule: Since 9/9/24 was an Accreditation meeting and our first meeting got bumped to today, do we want to have a meeting next Monday, 9/23/24 or adjust to regular schedule? Does an event proposal need official meeting for vote? No, an informal event with membership of over 50% but can no longer be informal. There may be a participation charge, and if so, does that require a formal meeting? When in doubt, let's have an abbreviated CS meeting on 9/23/24.</p> <p>C. Fall 2024 Events & Activities: Motion to table to next meeting. M/S: S. Woltz/S. Mills (9-0-0)</p>
9.	Adjourn Meeting	<p>Adjourn Action: Motion to adjourn the 9/16/2024 meeting at 4:35 p.m. M/S: S.Mills/S. Woltz (9-0-0)</p>