CLASSIFIED SENATE MINUTES Monday, April 28, 2025 3:00 – 4:30 pm SS4-412/BRT-125 & **ZOOM**

Council Members Present: BethAnn Stone – *President*, Irene Sukhu – *Vice President*, Sheri Woltz – *Treasurer*, Connie Konsavage (Online AB2449) – *Secretary*, Courtney Diputado – Council Member, Alexander Rosewood - Council Member, Lyssa Shabusheva – Council Member

Absent: Christian Diaz-Galarza – *Council Member*

Attendees: Annica Soto, Aaron Nakaji, David Valencia, Michael Simpson, Grace Villegas, Lawrence Punsalang, Jocelyn Morales, Mika Mobley, Myles Crain

uest(s):]	N. Traeger	
Item	Agenda	Outcomes
1.	Welcome	1. Welcome. Meeting called to order at 3:03 pm.
2.	Announcements	 2. STEM Symposium is seeking volunteers on May 2nd, SU Conference Center, 12:30-4:30 pm. A. Conversations with the President – The last one this semester is Tuesday, May 6th, in L-109 at 3:30 pm. B. Chat with the VPI - We used to have a couple of years ago, and President Ralston would like to see
		us bring that back. They would come and update us and we'd provide feedback or input on things we're experiencing.
		C. Classified Leadership Institute (CLI) 2025 – We have a team of three from LMC CS and three additional funded through CEEP. Those attending are B. Stone, I. Sukhu, L. Punsalang, A. Duldulao, D. Valencia and G. Villegas.
		D. LMC Asian American and Pacific Islander (AAPI) – They are inviting us to celebrate AAPI Heritage Month on Thursday, May 1 st , 2-4 pm, in the SU building.
		E. Mission, Vision, and Values Survey – R. Pederson is sending an email out today, and President Ralston is having it sent via text to 8,000 students.
3. P	Public Comment	3. Taco Trivia Tuesday is Tuesday, May 6 th , 5-7 pm at La Pinata.
4.	Caring Campus	4. No update
5.	Approval:	
	A. Teleconference Waiver	A. Motion to approve the AB2449 Teleconference Waiver for Connie Konsavage. M/S: I. Sukhu/S. Woltz (10-0-0)
	B. Agenda of 4/28/2025	B. Motion to approve the 04/28/2025 CS meeting agenda with one (1) revision to correct Carlos' last name at the bottom of the agenda to read "Montoya" and to move the Teleconference Waiver to Agenda Item 5A. M/S: A. Rosewood/I. Sukhu (11-0-0)
	C. Minutes of 04/14/2025	C. Motion to approve the 04/14/2025 CS meeting minutes with two (3) corrections to 8G Committee Input and Report Outs – SGC: (1) Include the name of the survey discussed; (2) Revise 2 nd sentence to read "Instead of questions, the survey was revised to statements with options to select your level of agreement (Strongly Agree, Agree, Disagree, and Strongly Disagree)." M/S: S. Woltz/I. Sukhu (11-0-1; E. Shabusheva abstained)
6.	Council Business:	
	A. Election Results & Council	A. Election Results & Council Appointments: B. Stone - We just completed the election process for President,

	Appointments	Treasurer, and two council member seats (one 2-year and one 3-year). All positions ran unopposed, so no election was needed. The appointees are: 2-year Council Member is Michele Laruta; 3-year Council Member is Grace Villegas; Treasurer is Sheri Woltz; and President is Irene Sukhu. Congratulations everyone! Extend the utmost gratitude to our outgoing Council Members: Alexander Rosewood and Courtney Diputado. I. Sukhu will be the incoming President, and this leaves a vacancy in the remaining term (7/1/25-6/30/26) of the Vice President's term. I will be reaching out to S. Mills and the Election Committee to get that process started before we leave for the summer. This way, they can work with the incoming President for
	B. 2025 Chili Cook-Off	the fall semester. B. Chili Cook Off 2025: B. Stone – Monday, May 19 th , in the outdoor quad in front of the gym and Student Union, 11-1 pm. We'll have opportunity drawing prizes, and you can buy tickets for the opportunity drawings. We have a couple of different Chili Combo options: 1) Bowl of Chili, cornbread, and soda; 2) a Chili Sampler and soda. This is a fundraiser for our Scholarship Fund. People have been asking when are you bringing this back. The entries are not as high as we'd like. We currently only have two entries, but would like to have at least 10 entries. In the past, we've had as many as 20 entries. It was brought up to reach out to the retirees. An email reminder was sent out earlier today. Anyone can enter, not only classified staff.
		We are seeking five judges across all constituencies. We've worked in the past with three judges. Brentwood would like to have a Chili Cook Off as well on Tuesday or Wednesday afterwards. We would just need supplies like bowls, cups, spoons, and paper towels. Drinks were a big draw for the International Festival, and the student clubs made a lot of money on beverages. They sold for at least \$2. Another reminder going out on Thursday, and a header on it that if we do not have at least 'X' entries by May 5 th , maybe May 12 th , we will need to determine whether to hold it or not.
		How much chili should each entrant provide? Make enough chili for about 15 people. There will be a trophy for the best chili and then certificates for the best vegetarian chili, best no-bean chili, etc. Be sure to name your chili something fun and exciting – firehouse chili, sweet and hot chili, sweet and sassy chili, etc. Be creative with it. Does it have to be an employee, or can a family member enter? Anyone can enter, the more entries the better.
		Lucy Snow, one of the biggest faculty supporters of the Classified Senate and the CS Scholarship Fund. She has several handmade ceramic bowls she would like to donate, and she recommended we charge \$5 extra for the bowl of chili, and they get to keep the bowl. Thank you, Lucy, for always supporting Classified staff.
7.	Presentations: A. Program Review Template	A. Program Review Template: N. Traeger – Presented a new program review proposal to the committee. The proposal includes a simplified timeline and template based on campus feedback. The new template focuses on five areas: enrollment, success, student learning outcomes (SLOs), degree and certificate completion, and retention and persistence. It features goal setting, equity considerations, and activity

B. 4CD Policies, Procedures& Strategic PlanningMatrix Feedback

planning. This proposal will be implemented in the fall of 2025 to align with accreditation requirements, if approved.

Motion to approve the updated and revised final Program Review Template.

M/S: I. Sukhu/A. Rosewood (12-0-0)

- B. **4CD Policies, Procedures & Strategic Planning Matrix Feedback:** B. Stone We discussed at our last meeting, but wanted to make sure there was an opportunity to provide input. Input needs to be provided by Monday, May 5th, so we can take it to the next DGC meeting on Tuesday, May 6th.
 - I. Sukhu sent out an email earlier today because M. Greenberg had sent out a district-wide email requesting feedback and provided a link for the feedback.

Now to review the Policies and procedures. The reasons for these changes, 90% of the time, are due to State Codes or changes in laws around legal issues that might have come up in HR. If you have any feedback, be sure to send it to B. Stone or I. Sukhu by May 5th. These are up for a second read and approval at DGC.

Board Policy 5028: Claims Against the District (Board Policy is what's being done and what we need to do to ensure we meet it. The Policy will cite the Codes that are being referenced).

Business Procedure 8.40: Claims Against the District (Business Procedure is more about how we are going to accomplish it- what system are we using, what process, etc.).

Human Resources Procedure 4000.02 – Had some feedback at the first read about actively enrolled students being eligible for Federal Work Study. Unit counts dropped, 6 units for Fall and Spring, and 3 units for Summer, so they are anxious to get this one approved. Item # 4 in the document states student is enrolled in at least one class.

Questions for HR 4000.02: It is B. Stone's understanding that this is a change in the policy at the federal level. She will reach out to K. Schelin to confirm. Q: As a classified employee, I am very concerned that students who take one class per semester will be doing classified jobs as we lose classified staff. They are not supposed to be doing our work instead of a classified person, and they are not supposed to be doing the work indefinitely. With this change, they could do it indefinitely. A. Please send me an email with your feedback. Q. We're reviewing this, and we haven't voted to approve it? A. We do not vote to approve this, we just give feedback. It hasn't been officially approved by DGC yet. Q. It is posted on the HR website, the District website. It was approved as of 4/15/25. A. That was a BOG meeting date. Q. Is it one class because a class can be 0.5 units on up? A. I'll also reach out to K. Schelin about these concerns.

Business Procedure 22.22: Data Classification Standard - This is new to address the new law. GLBA sensitive confidential data sharing law. They do not want us to send via email anymore. They want us to use SharePoint, OneDrive, and send data via a link via a secure, shareable cloud service. This procedure addresses the different levels and what is considered at each level, protocols around confidential and sensitive data, and common examples of data owners (student records, financial aid data, etc.)

Level 1: Confidential

		Level 2: Sensitive Internal Level 3: Public Questions about BP 22.22: Q. With regards to Adobe, how will this affect our business office, requiring us to send unlocked documents? A. It would depend on what is included in the unlocked document and what category it falls under. They are most concerned about are student ID #'s, student personal information data, and employee personal information (SSN, ID #'s, addresses). If you have questions, contact the IT Department or reach out to B. Stone, and she can assist. Curriculum and Instruction Procedure 4016: Credit for Prior Learning – Due to timing, please review and email feedback to B. Stone or I. Sukhu.
8.	A. College & District Reports B. Planning Committee C. Sustainability D. Professional Development Advisory Committee E. EEO Committee/ DEEOAC F. AI Task Team G. Shared Governance Council	 A. DGC: B. Stone - My report is what we just reviewed above. B. Planning Committee: B. Stone - We meet on Thursday. C. Sustainability: S. Woltz - Nothing to report. D. PDAC: No report E. EEO: C. Konsavage - Have not met since last meeting.
	H. Enrollment Management & Planning Group I. Safety Committee J. IDEA	 H. Enrollment Management & Planning Group: Nothing to report. B. Stone – We are seeking a representative for this group. Meets the 1st and 3rd Tuesday of the month, from 3:30-4:30. If interested in being a representative, please feel free to reach out to me. If you'd like a little more information, you can reach out to me, I. Sukhu or S. Woltz. I. Safety Committee: L. Punsalang – We last met on the 17th, but I was unable to attend. J. IDEA: A. Rosewood – Had some last-minute grant applications come in and spent a lot of time discussing those. One of them is just going to be funded through Student Life, as it is for our Field Day at the Brentwood Center. A special celebration for our graduates our here on May 14th. Another one was classified related, but it was for the Math Faculty to hold special study slams. Found it strange that they wanted to do their own instead of joining with Bring Your Own Brain or existing study slams. I'm not sure

		about regular tutoring, but math tutoring has been largely defunded in the past 2 years. We will have to do a lot of stuff in the subcommittee over the summer because we have to present to SGC, and we are trying to help the Office of Equity, Inclusion, and Belonging on the SEAP. This was our last meeting for the semester.
	K. TAG	K. TAG: No report.
9.	Adjourn Meeting	Adjourn Action: Motion to adjourn the 04/28/25 meeting at 4:31 p.m. M/S: S. Woltz/I. Sukhu (7-0-0)

Council Members: BethAnn Stone – President, Irene Sukhu- Vice President, Sheri Woltz – Treasurer, Connie Konsavage – Secretary, Sandra Mills – Union Rep, Alex Rosewood – Council Member, Courtney Diputado – Council Member, Lyssa Shabusheva – Council Member, Christian Diaz-Galarza – Council Member

2025 REGULAR MEETING DATES: SPRING SEMESTER: February 3rd & 24th, March 10 & 31, April 14th & 28th, May 12th

cc: Pamela Ralston, President

omzioos

Adrianna Simone & Louie Giambattista, Academic Senate Co-Presidents

Tanisha Maxwell, Vice President of Student Services A'kilah Smith, Vice President of Instruction

Armon Gonzalez, LMC Associated Students President Carlos Montoya, Vice President of Business & Administrative Services