



# CLASSIFIED SENATE MINUTES

February 3, 2022 | 1:00 – 2:15 p.m. | Zoom

**1. Call to Order:** Meeting opened at 1:02 pm.

## **2. Updates with Dr. Foster**

- Congratulations on Wanda Butterly, newly full-time employee. Welcome to Lisette Rocha, new LPC outreach specialist.
- An email was sent regarding campus opening; note the FAQ link that is a great resource (also available on the LPC website).
- Jean and the Classified Senate were thanked for bringing Caring Campus to LPC. Kudos to David Rodriguez who gave a lot of effort into this program.
- Dr. Foster invites you to “put your name in the hat” for a 21-day challenge for 30 seats reserved for Classified Professionals, with a focus on self-care and wellness with an equity lens. Includes conversation sessions, which will inform future Classified Professional development. An informational email will be sent out.
- Monday and Tuesday next week, in conjunction with Pacific Dining, free meals will be offered for employees and students.
- Thanks for Classified support to the campus and students during these challenging times.

## **3. Approval of Agenda:**

- Motion to approve: moved/seconded/approved

## **4. Approval of Prior Meeting Minutes, January 6, 2022:**

- Motion to approve: moved/seconded/approved

## **5. Guided Pathways, Community of Practice, Success Teams, Kristy Woods**

- Their aim is to take “luck” out of how students access information and make sure the information is easily accessible and clearly written.
- Spring work:
- Pathways: building infrastructure to support a Success Team Model, and automating the pathway process
- Success Teams work:
- Developing strategic and intentional interventions

### LPC Mission Statement

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### LPC Planning Priorities

Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### Classified Senate

#### **2021-2022 Executive Committee**

Jean O’Neil-Opipari, Classified Senate President

Vacant, VP of Activities

Vacant, VP of Communications

Elizabeth McWhorter, VP of Fundraising

Vacant, Secretary

Daysi Valle, Treasurer

Carmen Ortiz, Ambassador

Aubrie Ross, Ambassador

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Mike Alvarez, SEIU Representative

David Rodriguez, 4CS Representative

#### **Voting Members**

All full and part-time regular classified professionals are voting members

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Overview of Spring work:

- Create student-facing milestone timelines
- Develop websites and Canvas sites for each career and academic pathway
- Work with IT to develop the Ellucian Advise dashboards
- Special focus on students who did not persist; who were not granted a degree/certificate; do not have an Ed plan

**6. President’s Report**

- Congratulate Wanda Butterly for becoming a full time employee!
- Welcome new Classified Professionals
  - Lisette Rocha, Financial Aid Outreach Specialist
  - Jennifer Tonn, Counselor Assistant II
- Ongoing COVID transition: February 7 the campus will be fully opened. Walk-in tests are available every day at no cost from City Health.
- Caring Campus Update: administrator meetings are starting and 20 people will be selected for the team. Let Jean know if you are interested in this training. Ideally, this will happen by March.
- FLEX Day: Planning for a Classified Professional program at LPC Flex Day (in person and HyFlex). Sessions are based on the results of a survey.
- CLIP: David R., a former cohort member, described the year-long program that meets twice a month. This is a personal and professional development program.
- Sunshine Fund/Social Committee: Sharon Davidson handles this; contact her with any big life events (not birthdays or Covid) so the Classified Senate can acknowledge these.
- CLI – Classified Leadership Institute, June 8-10, <http://www.ccccs.org/>
- Classified Night at LPC Basketball game Friday, February 11 at 7:00? <https://athletics.laspositascollege.edu/sports/mkbk/2021-22/schedule>
- Establish Bylaws committee to review all changes and prepare for a vote: let Jean know if you can join
- LPC Market, Tuesday, February 15, all Classified Encouraged to help out
  - Let Josue know if you can help – every little amount of help is welcome!
- In-person Classified Senate meetings in the assessment center?
- Upcoming
  - Nominating committee/ election for Senate positions
  - The Election Committee will prepare and distribute nomination forms in March stating deadline for filing.



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- The Election Committee shall present its slate of candidates at the April Classified Senate meeting.
- Scholarship Committee (Established by March 1)
- Classified Professional of the year nomination

**7.Student Government, Kyle** (no report, he has classes at this time)

**8.Professional Development, Aubrie Ross & Carmen Ortiz** (no report)

**9.Fundraising Update, Liz McWhorter**

One more fundraiser: Page Mill Winery – March 24 (save the date), a flyer is forthcoming

Columbia Sportswear will be sending the fundraiser amount

Payroll deductions are continuing to be deposited in the two

Classified Senate accounts with the LPC Foundation (scholarship and award)

**10. Treasurer’s Report, Liz McWhorter (interim Treasurer)**

December 31, 2021 balance:

Classified Senate scholarship: \$607.04

Classified Professional award: \$1073.09

**11. UPDATES/REPORTS**

(Committee Report Form: <https://forms.gle/BVZTtEmV2Wp2T4mf7>)

- Accreditation Steering Committee
- Distance Education Committee
- Facilities and Sustainability Committee
- Guided Pathways Steering Committee
- Institutional Planning and Effectiveness Committee
- Health and Safety Committee
- Professional Development Committee
- Classified Professional Development Taskforce
- Program Review Committee
- Resource Allocation Committee
- Student Equity and Achievement
- Student Learning Outcomes Committee
- Technology Committee

**12. District-wide Committees (D-EMC, D-ESS, D-FC, D-PBC, D-TCC)**

**13. SEIU Update, Mike Alvarez**

Let Miguel know of any changes to language. Negotiations continue on release time for Classified Senate meeting attendance.



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### 14. 4CS Update, David Rodriguez Classified Leadership Institute 2022

- WHEN: June 8-10, 2022 – Riverside Convention Center, CA
- Early-Bird Registration - February 28<sup>th</sup>
- For more information: <https://ccleague.org/event-calendar/2022-classified-leadership-institute#general-info>
- Workshop Proposals (Submit by March 18, 2022):  
[https://docs.google.com/forms/d/e/1FAIpQLSdjUoH1h-squI\\_4DTA28guQjuG-FCE6a7fjbdsVzamAz5ofw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdjUoH1h-squI_4DTA28guQjuG-FCE6a7fjbdsVzamAz5ofw/viewform)

### New Formal Partnership with Caring Campus IEBC – more to come

#### Adopted 4CS Goals

- Short-term Goals
  - Adopt a 4CS 9 + 1
  - Recruitment to fill 4CS board vacancy
  - Evaluate current professional development needs
  - Rename and Expand Speakers Bureau

What is “9+1?” delineates the different areas of the institution and its processes that Classified Professionals should have the opportunity to participate in.

### 15. Administrative Policy/Board Policy (AP/BP)

#### ● First Reading

1. AP 5013 Students in the Military
2. BP 5035 Withholding of Student Records
3. AP 5035 Withholding of Student Records
4. BP 5700 Athletics
5. AP 5700 Athletics

#### ● Second Reading

1. AP 3435 Discrimination and Harassment Complaint Procedures
2. BP 5030 Student Fees
3. AP 5030 Student Fees
4. BP 5031 Instructional Materials Fees
5. AP 5031 Instructional Materials Fees
6. AP 5041 Student Records – Preferred Name and Gender
7. BP 5110 Counseling
8. AP 5110 Counseling
9. BP 5120 Transfer Center
10. AP 5120 Transfer Center



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11. BP 5150 Extended Opportunity Programs and Services
12. AP 5150 Extended Opportunity Programs and Services
13. BP 5220 Shower Facilities for Homeless Students
14. AP 5220 Shower Facilities for Homeless Students
15. BP 5205 Student Accident Insurance
16. AP 5211 Student COVID-19 Vaccination Requirement
17. BP 5500 Standards of Student Conduct
18. AP 5500 Standards of Student Conduct
19. AP 5520 Student Discipline Procedures
20. BP 5570 Student CC Solicitation
21. AP 5570 Student CC Solicitation
22. BP 5800 Prevention of Identity Theft in Student Financial Transactions
23. AP 5800 Prevention of Identity Theft in Student Financial Transactions

#### **16. Old business**

- **Ihollarback harassment training**, <https://www.ihollarback.org/>
- **Develop Committees?**
  - **Land Acknowledgement (22-23)**
  - **Add Equity Statement to Classified Senate Goals (22-23)**
  - **Set Budget (22-23) PBC Update:** “Hold harmless” was extended; the legislature has to weigh in. The district outlook is more positive that was expected. The governor is recommending a 5.3 COLA. There is legislatively advocacy for modifying the “cliff” levels.

#### **17. Good of the Order**

**18. Adjournment:** Meeting adjourned at 2:17 pm

#### **19. Next Classified Senate Meeting:**

Thursday, March 3, 2022 at 1:00p