



Classified Senate Meeting Minutes

February 5, 2026 | 1:00 pm – 2:15 pm | Zoom

Agenda Item

1. **Call to Order:** 1:01 pm
2. **Review and Approval of Agenda:** Motion to approve (Suzanne Kohler)/seconded (Jennifer Tonn)/approved
3. **Review and Approval of December 4th Minutes:** Motion to approve (Suzanne Kohler)/seconded (Jennifer Farber)/approved
4. **IT Updates (Bruce Griffin)**
CTO Bruce Griffin presented IT updates. Notable items include:
 - Enrollment fraud was down for winter and spring
 - Anticipate a replacement for ServiceNow/Helpdesk ticket system
 - Upcoming computer and audio/visual upgrades in several LPC buildings
 - More functions being added to MyPortal, like grade entry and class rosters
 - No plans to implement software-as-a-service (SaaS), which will limit customization options. The next renewal cycle will be in approximately two years so we may reevaluate.

Questions:

- What student feedback has the district received regarding the new registration portal? No official studies but anecdotal feedback has been positive. Enrollment is up so we know students are successfully using the system.
- Will additional screenshot guides be added to the Self-Service Registration Resources webpage on the district's website? This can be reviewed prior to the next registration cycle.
- Where will student payment and guided self-placement migrate to when SSB8 is deactivated? There are plans to move these off SSB8 and remove the "Class CLASS-Web" card.
- How many false positives are marked as potentially fraudulent? Each college's Institutional Research team is reviewing this data.
- Has the State Chancellor's Office offered financial support to colleges to help with fraud mitigation? Yes, the LightLeap product is now being subsidized by the state.
- Are there plans to resume CLASS-Web sunset meetings? There will be an increase in communication in the future, although meetings may not take place as frequently as the

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- ❖ Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- ❖ Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Classified Senate 2025-2026

Governing Council:

Aubrie Ross – *President*
Suzanne Kohler – *VP of Communications*
Lilibeth Mata Juarez – *VP of Activities*
Jennifer Tonn – *VP of Fundraising*
Noël Fagerhaug – *Secretary*
Jennifer Farber – *Treasurer*

Ambassadors:

Andrea Anderson
Sharon Davidson
Amy Rel
Savannah Richardson

Past President:

Jean O'Neil-Okipari

SEIU Representative:

Jason Maxwell – *LPC Site VP*

LPCSG Representative:

TBD

sunset meetings occurred.

5. Consent Items: Motion to approve (Suzanne)/seconded (Jennifer Tonn)/approved

5.1 \$400 from Awards for M&O Behind-the-Scenes Spotlight: Cooler Bag from Positive Promotions

5.2 Awards from Foundation Account - Awards

6. Old Business

6.1 AI Professional Development

Aubrie has not received an update on future professional development opportunities. This may be incorporated into flex day.

6.2 See's Candy Fundraiser Results

\$134.50 was raised during this fundraiser.

6.3 CLI Conference

Aubrie and Suzanne had their PDC requests approved. Jennifer Farber and Jennifer Tonn plan to submit their requests to PDC. Let Aubrie know if you are interested in attending.

7. New Business

7.1 Winter Intersession Check In

Suzanne shared that IPEC provided success statistics for intersession, which yielded high results. Aubrie shared that the feedback was mostly negative during the BSSL division meeting, particularly due to potentially unmanageable workload. There is uncertainty about what next year's intersession will look like.

7.2 Retreat Planning Workgroup for Spring Break

A workgroup will be established to prepare for the upcoming professional development day on March 30th. The theme will likely be health and wellness.

7.3 Outstanding Classified Prof. of the Year Award Committee

A committee is needed to select the awardee. Suzanne and Jennifer Farber volunteered.

7.4 CS Governing Council 26-27 Election Committee

A committee is needed to facilitate elections. Individuals who plan to continue to serve on governing council cannot be on this committee.

7.5 M&O Behind-the-Scenes Spotlight Committee

Participants will meet to finalize plans and purchase the cooler bags.

8. Informational Items

8.1 New Classified Hires/Promotions/Reclassifications/Transfers

- Carla Aguirre – ECD Professional Development Coordinator
- Nicole Duffin –Senior Administrative Asst, President's Office

- Sharay Hill – Mental Health & Wellness Program Coordinator

9. Updates

9.1 Committee Reports – All

Suzanne shared discussions from IPEC. Relay feedback regarding mission statement and college goals to priorities. Aubrie shared items from PDC regarding the upcoming flex day.

9.2 Student Government - TBD

9.3 President's Report - Aubrie

Aubrie will meet with Dr. Foster soon. She plans to provide feedback regarding the health and wellness fair; she is concerned that there was not enough forewarning in order for classified professionals to close their offices or find coverage to attend. Upcoming immigration enforcement activity training will take place for the campus at large on April 29th. Aubrie will push for the training to be hybrid so individuals may attend via Zoom if they cannot step away from their work stations. Town Hall and other meetings may be pushed back in the compressed calendar.

9.4 Caring Campus - Jean

Tabling at the club and resource fair went well. Jean will send communication regarding the Caring Campus hour in the Cultural Community Center.

9.5 Fundraising – Jennifer T.

Jennifer is working with El Pollo Loco for a future fundraising event. She is also looking into promoting Classified Senate swag.

9.6 Activities - Lilibeth

Praise was given for the Valentine's potluck. The group appreciated the facilitated activities.

9.7 Treasurer's Report – Jennifer F.

Jennifer shared the latest balances. Suzanne shared that the remaining \$25 in the Sunshine Fund will be used to purchase stamps.

9.8 SEIU – Jason

A negotiations update meeting will take place next week.

9.9 Board of Trustees Meeting – Aubrie

Let Aubrie know if you have suggestions for the next meeting.

9.10 College and District Updates - Aubrie

10. Announcements/Good of the Order

11. Adjourned: 2:02 pm

Next Meeting: March 5, 2026

Classified Senate Meetings 2025-2026

- March 5, 2026
- April 2, 2026
- May 7, 2026

Classified Senate Goals & Priorities 2025-2026

- Support classified peers during the transition to a new compressed calendar and winter intersession
- Foster relationships to build classified professionals' network of support by:
 - Prioritizing and celebrating behind-the-scenes star departments, offices, and individuals
 - Identifying needs and providing resources and support to single-staffed departments
 - Encouraging peer mentorship and round table conversations with Classified Senate