



Classified Senate Meeting Minutes

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

Agenda Item

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 Fagerhaugh – *Secretary*
Jennifer Farber – *Treasurer*

Ambassadors:

Andrea Anderson
Sharon Davidson
Amy Rel
Savannah Richardson

Past President:

Jean O'Neil-Opipari

SEIU Representative:

Jason Maxwell – *LPC Site VP*

LPCSG Representative:

TBD

- 1. Call to Order:** 1:01 pm
- 2. Review and Approval of Agenda:** Motion to approve (Jennifer Farber)/seconded (Tim Druley)/approved unanimously
- 3. Review and Approval of February 5th Minutes:** Motion to approve (Jennifer Farber)/seconded (Sherita Waters)/approved with 3 abstentions
- 4. Accessibility Presentation** (Wanda Butterly, Tim Druley, Kat King, Nan Ho)
The team provided a presentation about accessibility updates (see attachment). Compliance is an institutional responsibility per a memo from the CCCCO (ESS 26-17: Accessibility Standards and Revised ADA Title II Regulations), which establishes WCAG 2.1 Level AA as the systemwide web accessibility standard for all online content; this includes emails, websites, Canvas, MyPortal, digital instructional materials, third-party tools, and more. Tools and training are available both locally via the web accessibility team and state-wide on CCCCO's website. Many applications have built-in accessibility checkers, like Microsoft Office Suite and Adobe.

Questions:

- Are printed materials required to meet accessibility requirements? Physical materials are not technically applicable but it is good practice to ensure things like color contrast is accessible before printing materials. PDF flyers online must be accessible.
- Outside organizations sometimes send PDF flyers that we convert to PNG files with alt text giving date/time information and a link to more details; does this meet accessibility requirements? This would be accessible if the alt text gives critical information and/or redirects individual to an accessible platform.
- Are there resources for accessible materials in other languages? The language is less important than ensuring the content is structured for a screen reader. There is a tool called Immersive Reader that is compatible with Canvas that reads text aloud to students and has a translation feature. Wanda confirmed that ComplyBot can translate to Spanish, although she has not tested other languages.
- What are options for adding alt text to math questions that do not give away the answer? Wanda advises compiling examples

and bringing them to TLC for more assistance. ComplyBot should be able to address this.

- Have there been complaints regarding screen readers not working with MyPortal and registration? There have not been complaints but relay any concerns promptly since Ellucian is supposed to be fully compliant.
- Who can we reach out to with Follett Bookstore accessibility concerns? VP Ho provided contact information for our Follett textbook representative. Concerns can also be relayed to Administrative Services.

5. Consent Items

5.1 \$175 - Activity Supplies (utensils, plates, etc.), Gen. Fund

Motion to approve (Jean O'Neil-Opipari)/seconded (Jennifer Farber)/approved unanimously

5.2 Standby Student Grievance Hearing Committee: Aubrie Ross/Suzanne Kohler as proxy

Motion to approve (Jean O'Neil-Opipari)/seconded (Jennifer Tonn)/discussion (How long is the assignment for this committee? It is assigned each fiscal year. Clarification that this is a standby/as needed committee for student grievances that are escalated past the initial steps within Student Services. Suggestion that future assignments should go through an initial selection process.)/approved unanimously

6. Old Business

6.1 Retreat Planning Workgroup for Spring Break

Classified Professionals should have received calendar invites for the two professional development days that will take place during spring break – one will be a workshop with Peralta Chancellor, Dr. Tammeil Gilkerson, and the other will be a mental health first aid training with Dr. Sheena Turner-August.

6.2 Outstanding Classified Prof. of the Year Award Committee

A call for nominations will be sent out within the next two weeks.

6.3 CS Governing Council 26-27 Election Committee

Nominations have been sent out via email.

7. New Business

7.1 Commencement Names Announcer

Volunteers were requested. Suzanne Kohler and Tania Torres volunteered to be considered. Rosa Lopez-Rodriguez may volunteer as a backup depending on availability.

7.2 Faculty Appreciation Event

We are considering holding an appreciation event or providing thank you cards and snacks at upcoming division meetings in appreciation for faculty.

8. Updates

8.1 Committee Reports – All

David Rodriguez on behalf of RAC: Recommendations on classified and administrative position (CAP) requests were provided to Dr. Foster. Question if an update has been provided regarding the position that was approved last year since it has not yet posted? There has not been a practice in circling back after receiving Dr. Foster's response but he will work to close the loop. Question what the total costs on the recommendation letter include? This includes all expenses for a position, including salary and

benefits, and is generated by Sui Song. We hope to have a better idea of available funding after the SERP commitment deadline.

Aubrie Ross on behalf of PDC: Reminder to RSVP for flex day food.

Jean O’Neil-Opipari on behalf of Facilities & Sustainability Committee: Relay facility concerns to Jean. A recent concern was brought up by the Theater Department regarding parking pass challenges for visitors.

8.2 Student Government – TBD: None

8.3 President’s Report – Aubrie: None

8.4 Caring Campus – Jean

Let Jean know if you plan to present on behalf of your department during the Caring Campus flex day session.

8.5 Fundraising – Jennifer T.: None

8.6 Activities – Lilibeth: None

8.7 Treasurer’s Report – Jennifer F.: None

8.8 SEIU – Jason: Negotiations have concluded. General membership meetings will take place next week with more details. An email will then be sent out via personal email addresses for voting. The goal is to make the March board meeting. Volunteers are needed for the leadership election committee.

8.9 Board of Trustees Meeting – Aubrie: None

8.10 College and District Updates – Aubrie: None

9. Announcements/Good of the Order

Congratulations was given to Sherita Waters for winning the most recent What’s Right at LPC award.

10. Adjourned: 2:22 pm

Next Meeting: April 2, 2026

Remaining Classified Senate Meetings 2025-2026

- April 2, 2026
- May 7, 2026

Classified Senate Goals & Priorities 2025-2026

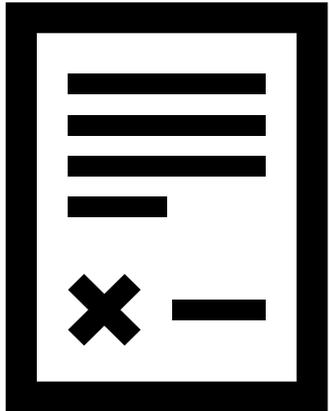
- Support classified peers during the transition to a new compressed calendar and winter intersession
- Foster relationships to build classified professionals’ network of support by:
 - Prioritizing and celebrating behind-the-scenes star departments, offices, and individuals
 - Identifying needs and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

Accessibility Updates



- Nan Ho, Vice President of Academic Services
- Wanda Butterly, Instructional Technology Specialist
- Kat King, Instructional Technology Coordinator
- Tim Druley, Web Master

What's new with accessibility?



- [ESS 26-17: Accessibility Standards and Revised ADA Title II Regulations](#) - Memo from the CCCCO that clarifies our responsibilities and implementation expectations
- Establishes [WCAG 2.1 Level AA](#) as the systemwide web accessibility standard, applied to our entire online ecosystem

What tools/training are available to help?

Explore options on [LPC's Web Accessibility webpage](#).

Tools + Training

Learn more about tools and training available to help you meet accessibility standards in our most commonly used digital platforms.

Accessibility Basics



Canvas



Office Tools (ex: Microsoft, Adobe)



Social Media



Video



Website



Don't see training or tools you need? Reach out to the [Teaching + Learning Center](#) or [Disability Resource Center](#).

Case Study: PDFs

PDFs are a common pain point when it comes to accessibility:

- Great for printing when you need a handout or something to display on a bulletin board > not great for digital environments
- **Past practice:** PDF event fliers posted to the web...typically not accessible/creates extra workflow
- **Solution:** Use our [Calendar Tool](#)...it's responsive, easier for screen readers, and you don't need to remember to remove it



LAS POSITAS
COLLEGE

MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

2026

Wednesday, Mar 4

 (Men's Basketball) Las Positas at TBA
(Men's Basketball) Las Positas at TBA, Semi Final Regional Playoffs
[ADD TO CALENDAR](#) [FORWARD TO FRIENDS](#)

Wednesday, Mar 4 | 2 - 4pm ROOM 2401, BUILDING 2400

 **Game Social**
Join us for a Game Social event at the Cultural Community Center!
Meet Other Las Positas Students
Free Food & Games
Anyone is welcome!
[ADD TO CALENDAR](#) [FORWARD TO FRIENDS](#)

Wednesday, Mar 4 | 4 - 5pm ROOM 1011, BUILDING 1000

 **Careers in the Data Center Industry**
Guest Speaker from Kaiser Permanente Data Center Operations. Hear about the many careers within the exploding Data Center Operations Industry. Learn how your education aligns with technical and professional roles.
[ADD TO CALENDAR](#) [FORWARD TO FRIENDS](#)

Thursday, Mar 5 | 2 - 3pm US06WEB.ZOOM.US...
Navigating the Biology Major

Subscribe My Events

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

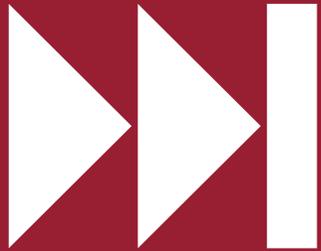
Calendars

- Las Positas Events Calendar
- Black Cultural Resource Center
- Career Center
- Important Dates and Deadlines
- LPC Student Clubs
- Outreach Events
- Performing Arts
- Smart Shop Series
- Student Health
- Student Life
- Veterans
- Athletics

Select: All, None

[Event Submission Form](#)





Make a Plan: Next Steps

- Pick a training to complete based off tools you use most frequently.
- Encourage your co-workers to complete relevant training.
- Design with accessibility in mind. (Ex: check accessibility before sending out an email.)
- Reach out for help when you need it!

Thank you for all you do to support all of our colleagues and students!