



CLASSIFIED SENATE REGULAR MEETING AGENDA

October 3, 2024 | 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

- ❖ 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.
- ❖ 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 2024-2025

Governing Council:

Aubrie Ross – *President*

Maria Glidden* – *VP of Communications*

Jennifer Tonn – *VP of Activities*

Jean O'Neil-Opipari* – *VP of Fundraising*

Suzanne Kohler* – *Secretary*

Paula Rose* – *Treasurer*

Ambassadors:

Noël Fagerhaugh*

Ellie Hirstein

Amy Rel*

David Rodriguez*

SEIU Representative:

Jason Maxwell – *LPC Site VP*

* = present

Others in attendance: Lilibeth Mata

Juarez, Ana Del Aguila, Marisa Pascal,

Jennifer Farber, Angelica Cazarez, Lydia

Penafior, Sherita Waters, Shriya Shah, Mila

Jabbar, Adria Anderson-Kelly

1. **Call to Order:** 1:05 pm

2. **Review and Approval of Agenda:** Motion to approve (Suzanne Kohler). David Rodriguez requested that Item 4.4 be tabled until next month since it needs to specifically address events and amounts; also requested that Item 5.1 be changed from "Classified Senate Officer Appointment Changes" to "New Classified Senate Officer Appointments."/seconded with amendments (Noël Fagerhaugh)/approved

3. **Review and Approval of [Minutes](#):** Motion to approve (Noël Fagerhaugh)/seconded (Amy Rel)/discussion (none)/approved

4. **Action Items**

4.1 [Bylaws review of Article 6-11 | 1st reading](#)

6.2.4: Concerns regarding retreat being specified as summer.

The one in April is for all classified but Aubrie was still planning a retreat in the summer for the new governing council so this can technically stay as-is. This section could be re-examined. We may want wording like "governing council will plan a retreat with the senate and another with just governing council."

Specific days of the week should not be in bylaws so it is easier to change. We still need to keep a set schedule since the President's Office needs to be made aware of the typical schedule.

Decision to re-examine 6.2.4 at a later time.

Article 7: The first paragraph sites ed code so we cannot modify it. We could add in brackets "professionals" since the legal code does not identify us as classified professionals. David has suggested verbiage

7.1 Which committee(s) is this referring to? Hiring or regular? It is inclusive of all committees. Decision to keep generic. Appointments to hiring committees made by SEIU; do we want to keep SEIU specifically listed or replace with "union leadership?" We may switch union representation at a later time. When was the last time this happened? Unknown but we have more generic references to leadership in other places so we should maintain this verbiage. "Classified Union Leadership" could be a better generic term. Is it a specific person? It is, or their designee.

Final decision: "Classified Union Representative or designee."

7.2: Added since we have more tri-chairs. Concerns that this may be more detailed than necessary for our bylaws since we are working toward streamlining. We need to ensure 7.2-7.8 match the

committee’s standpoints. The ultimate reason for adding this wording is to ensure classified tri-chair does not end up taking minutes and handling administrative work. Jean believes the relevant committees have a designated note-taker already. What about just referring to the bylaws of relevant committees? State that the classified tri-chair will have the same responsibilities as the other chairs. *Article 8:* 8.1 is missing a secretary and president-elect. Maybe we could just say “all governing positions” rather than specify. 8.5 changes may have been added to give an outline of procedures since the previous classifieds who typically ran the election committee have since left/retired. Are we sure it is needed?

David suggests: “...when a classified [professional] staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified [professional] employees on shared governance issues that are outside the scope of bargaining.”

Decision made to table remaining bylaws review and revisit as a workgroup before presenting at subsequent meeting(s). We should perhaps focus on just 1 or 2 articles per meeting.

4.2 Bylaws review of Articles 1-5 | 2nd reading – Tabled

4.3 4CS Membership Renewal – Level II

Level II membership - \$250. Needs to be paid ASAP since it was due in July. Motion to approve (Suzanne Kohler)/Seconded (Noël Fagerhaugh)/ discussion (none)/approved.

4.4 2024-2025 Co-Curricular events budget usage –Tabled, needs to be specific

5. New Business

5.1 New Classified Senate Officer Appointments

- Treasurer: Paula Rose
- Secretary: Suzanne Kohler
- Ambassador: Amy Rel

5.2 Classified Professional Development Week – April 7-10

- New employee orientation
- Campus tour
- Speaker/Workshop with Tracey Coleman (April 8th)
- SEIU 101

6. Old Business

6.1 Shared Governance Committees – vacant representation

Guided Pathways committee now has full classified representation as of today. Contact Aubrie if you would like to join a committee. It is important that classified professionals serve in this capacity so our voices are heard. We are moving toward tri-chair model for more committees so we need people willing to step up to be a chair. It’s important to have had experience on a committee so you can make the most of the opportunity to be a tri-chair.

6.2 Recap from Chancellor/LPC President/CS meeting

Noël and David were in attendance. Aubrie asked about hiring for vacant positions (answer: committed to hiring more instructional assistants), purchasing processes (answer: need to research more before addressing questions), AEDs across campus (answer: in progress). Ongoing conversations about budget and SCFF advocacy.

7. Updates

7.1 Student Government

Next event is club day later this month.

7.2 Caring Campus – Jean

Jean went to a Caring Campus network meeting yesterday. Caring Campus Academy in the works with certification at three different levels. Jean will further discuss at the Caring Campus regular meeting on 10/21 10 – 11 am in room 21347 on the 3rd floor of 2100. Will meet 3rd Monday each month at 10 am. Access to this network is currently free but may have a membership cost in the future.

7.3 Fundraising – Jean

Jean just spoke to See’s candy today. Would like people to wait until November to order so we are no longer in a “warm month” and shipping costs less. Maria will resend info out at the end of October. We are waiting for Foundations Senior Admin. Asst. to get settled before focusing on payroll deductions.

7.4 Activities – Jennifer (not present)

- Trunk or Treat – Tuesday, October 29th 4-6pm
- Club Resource Fair – Wednesday, October 30th & Thursday, October 31st 11am-3pm
- Friendsgiving Pie Potluck – Tuesday, November 12th 11am-1pm
- Frosty’s Holiday Potluck – Monday, December 9th 12-2pm

7.5 Treasurer’ Report (see attached) – Paula

Discussed recent expenses and upcoming payment for 4CS membership. Our scholarship currently has \$370, which is enough to cover this year’s amount. We have \$175 that needs to be deposited into petty cash but waiting since we are moving to use a foundations account instead. Jean will be submitting bill for Classified Senate t-shirts; we need to discuss with Aubrie which account to charge.

7.6 SEIU – Jason (not present)

7.7 Committee Reports – all

Professional Development just approved final flex day session. Facilities committee will discuss the elevator in 1850 being out; will not be fixed for at least 2 weeks. Some classes needed to be moved due to inaccessibility.

7.8 Board of Trustees Meeting – Aubrie (not present)

7.9 College & District Updates – Aubrie (not present)

8. Adjournment: 2:13 pm

9. Next Regular Meeting: November 7, 2024

Classified Senate Meetings 2024-2025

- November 7, 2024
- December 5, 2024
- January 9, 2025
- February 6, 2025
- March 6, 2025
- April 2, 2025
- May 1, 2025
- June 5, 2025

Classified Senate Goals & Priorities 2024-2025

- Cross-Departmental Awareness
- Add a Classified Tri-Chair to the Resource Allocation Committee
- Offer annual Caring Campus orientations
- Hold orientations for new Classified Professionals every semester
- Highlight importance of Action Items
- Provide health, safety, and mental health training, and self-care

Caring Campus; DEIA Commitments

- Create a list of employees who are able to communicate in other languages
- Listen to our students by acknowledging diverse experiences, be culturally aware, practice empathy, encourage inclusive participation, and be mindful of power dynamics
- Expand our commitment; Cross-Departmental Awareness by collaborating and learning more about our resources

EXPENSES FOR FY 2024-2025

Paid From	Type	Description	Amount	Quantity	Total
Classified Prof Dev.	Prof. Development	Speaker for Classified Retreat - Mr. Geisce	\$ 3,000.00	1	\$ 3,000.00
Co-Curricular	Classified Events	Donuts and Juice	\$ 40.80	1	\$ 40.80
					\$ -
					\$ -
					\$ -
Total					\$ 3,040.80

PROJECTED EXPENSES FOR REMAINDER OF FY 2024-2025

Paid From	Type	Description	Amount	Quantity	Total
					\$ -
					\$ -
Total					\$ -

CLASSIFIED SENATE ACCOUNT BALANCES

Account	Account Number	Description	Balance	As Of	Expected	Total
Classified Prof Dev.	333299-30210	Bulk Grant	\$ 3,561.69	10/2/2024		\$ 3,561.69
Classified Senate	30230-5220	Conference Exp	\$ 2,487.00	10/2/2024		\$ 2,487.00
Classified Senate	30230-5301	Institutional Memberships	\$ -	10/2/2024		\$ -
Co-Curricular	953081	Classified Senate - CC	\$ 668.56	10/2/2024		\$ 668.56
Foundation	30135	Scholarship	\$ 370.00	10/2/2024		\$ 370.00
Foundation	30132	Awards and Programs	\$ 1,604.83	10/2/2024		\$ 1,604.83
Petty Cash	N/A	Petty Cash	\$ 43.00	10/2/2024	\$ 175.00	\$ 218.00
Total			\$ 8,735.08		\$ 175.00	\$ 8,910.08

Accounts	Totals	Totals + Expected Incoming
Cash Accounts	\$ 711.56	\$ 886.56
Foundation	\$ 1,974.83	\$ 1,974.83
Budget Accounts	\$ 2,487.00	\$ 2,487.00
Grant Money	\$3,561.69	\$ 3,561.69
Grand Total	\$ 8,735.08	\$ 8,910.08

Total After Projected \$ **8,735.08** \$ **8,910.08** Updated as of 10/2/2024