

Classified Senate Meeting Minutes

12-4-25, meeting called to order at 1:03 pm

Today's Agenda (Approved)

- **Review and Approval** of today's agenda (approved by Sharon Davidson, seconded by Sherita Waters).

Minutes from Last Meeting (Approved)

- **Minutes Approval** (motion to approve by David Rodriguez, seconded by Sherita Waters).

Old Business: AI Professional Development

- **Previous Training Recap:**
 - Administrative assistants and a few others attended training on **Halloween at Chabot**.
 - The training covered **ChatGPT Pro accounts**.
 - The training session was **well-received**, despite mixed reviews on AI itself.
- **Future Training Plans (LPC Campus):**
 - The Chancellor confirmed that **funds are available** for at least two more trainings at Las Positas College.
- **Faculty Payment Question (Raised by Carolyn Scott):**
 - Carolyn asked if the college is prepared to **pay faculty to attend the training** (as is often requested).
 - **Response:** This is a matter for the **Chancellor to determine** how to handle.

New Business

- **Hold Harmless Status:**
 - LPC is **officially off Hold Harmless status** (announced by Dr. Foster).
 - This is a relief, despite ongoing financial challenges.
 - It should expedite filling **vacancies** and addressing **understaffing concerns**.

- The college managed to get off Hold Harmless **without borrowing from future summer projections** as initially planned.
- *Mechanism*: A recalculation report was done, and approximately **1,000 FTES** was found that pushed the district over the cap.
- **Benefits**: Allows for **Cost of Living Adjustments (COLAs)** and exceeding the Hold Harmless cap if enrollment expectations are surpassed.
- **CalWORKs Adopt-A-Family**:
 - **Gift Deadline**: Thursday, **December 11th**.
 - It is **not too late to sign up** for unclaimed gift requests.
 - **Gifts**: Should be delivered **unwrapped** (CalWORKs now puts them in bags).
 - **Celebration Event**: Friday, **December 12th**, from 2:00 PM to 4:00 PM at the Cultural Community Center. Donors are invited; invites are being sent out.
 - **Foster Youth/Next Step Program**: Tania Torres mentioned an additional giving opportunity for foster youth.
 - **Donation Clarification**: Maria Glidden will coordinate with Amanda and email Tania regarding appropriate donations for the foster youth cohort (given the lack of specific requests).
 - *Recommendation*: **Gift cards** and small supplementary gifts are always helpful, especially when specific requests are vague.
- **See's Candy Fundraiser**:
 - The fundraiser is at **one-fifth of its goal**.
 - **Deadline**: **End of day tomorrow** (strongly encouraged to purchase today or early tomorrow).
 - Purchases are suitable for **last-minute gifts** (fast, reliable shipping).
 - **Purpose**: The proceeds are profit-sharing funds for **fun activities** and potentially **additional student scholarships**.
- **New Classified Hire**:
 - **Amanda Lau** is the new **Financial Aid Advisor II**.

Committee Reports & Updates

- **RAC (Resource Allocation Committee)**:
 - Meeting scheduled for **today at 2:30 PM**.
 - **Agenda Items**:
 - Finalizing prioritization for **instructional equipment**.
 - Beginning the **CAP (Classified and Administrative Position) request process**.
 - **Vacant Positions (Context)**:

- 11 classified position requests were received.
 - A list of currently vacant positions was shared to provide context for the prioritization.
 - *Policy Note:* Positions vacant for **less than 24 months** *do not* typically need to go through RAC for refilling; those vacant for **2 years or more** often require reprioritization by RAC to become unfrozen/refilled, as funding may have been redirected.
 - **Goal:** To make the RAC prioritization process as robust, informative, and transparent as the Faculty Hiring Prioritization Committee.
- **Fundraising:**
 - No current report
- **Treasurer's Report (Jen Farber):**
 - **Balances:** Presented current balances for both general use and awards/programs.
 - **Action Items:** Need to meet with Foundation to **correctly separate the general use account from the scholarship account** (Awards and Programs).
 - Need to meet with the business office (Lisa) to **fix the error regarding last year's conference expense funds** that were mistakenly taken from the current year's grant money.
- **SEIU (Jason Maxwell):**
 - **Negotiations:** Last session was November 13th; resuming in **Spring 2026**.
 - Leadership is meeting to draft improved language based on the district's counters (meetings scheduled for December 8th and 18th).
 - **SERP (Supplemental Early Retirement Program):**
 - The conversation is **ongoing** with the Chancellor.
 - The district will soon draft an **MOU** (Memorandum of Understanding) for the program.
 - **Target Retirement:** June of **2026**.
 - *Note:* The MOU is expected to be similar to the 2017 SERP and will detail enrollment/drop-out dates, but **will most likely not include plans for refilling vacated positions**.
 - **Retirement Dates:** The intention is to open the program with options, possibly similar to the 2017 SERP which had two groups (early and late in the year).
- **Salary Increase Concern:** A concern was raised that if the retirement date is only June, employees might miss the **July 1st salary increase**.

- *Clarification:* The SERP calculation is based on the **previous year's annual salary**. If an employee's step or COLA increase takes effect on July 1st, retiring on June 30th would **not include** that increase in the SERP calculation.
- *Next Steps:* The Chancellor and HR need to have more in-depth conversations, specifically regarding how **longevity steps** would be factored in.
- **Site Meeting:** Next site meeting is **Tuesday, December 9th at 12:00 PM**.
- **Elections Postponed:** Elections for new SEIU positions are **postponed** until after negotiations are complete to maintain continuity at the bargaining table.
 - *Expected Negotiation End:* Realistic timeline set for **April/May** (last round took 1.5–2 years).
- **Member Feedback:** Members are strongly encouraged to continue sharing issues and concerns for the leadership team to capture and include in the collective bargaining agreement language.

Updates and Announcements

- **Board of Trustees Meeting:**
 - The last meeting was at LPC.
 - **Jason Maxwell's presentation for MESA** was highly praised and well-received.
- **Enrollment Updates (A&R/CMC):**
 - **Winter Intersession:** Greatly successful with **over 1,000 unduplicated enrollments** district-wide. The fill rate is just under **97%**.
 - **Spring Enrollment:** Numbers are **slightly lower** than this time last year, raising a concern that intersession inclusion might be negatively impacting spring enrollment.
- **College and District Updates (DEMC/PBC):**
 - **Budget Outlook:** Looks **significantly better** for the district.
 - **DEMC:** An agreement was reached between faculty and administrators on **FTEF (Full-Time Equivalent Faculty) allocations** for the next academic year.
 - **PBC:** Still setting goals; reviewed the **program review process** for both colleges and will review the process for the district office.
- **FTEF Allocation:**
 - The allocation will now cover **all four terms** (Summer, Fall, Winter Intersession, Spring), moving away from the previous three-term to the allocated FTEF will be all four terms
 - Division Deans will determine how to spread their FTEF across the four terms, potentially impacting next year's Winter Intersession.

- *Note:* An **MOU to reopen discussions** for intersession is planned after reviewing the results of the current one.
- **Discipline Plans (CMC):**
 - Allocation targets for next year were received, including a **slight increase in FTEF**.
 - Deans will present their discipline plan allocations next **Friday, the 12th**, for approval.
- **Caring Campus (Jean O'Neil-Opipari):**
 - Will be addressing **new faculty** next week.
 - Will send out information next week to start holding a **Student Hour in the Cultural Community Center** next semester.
- **Announcements/Good of the Order:**
 - **Computer Center Event:** Annual **Cookies and Cocoa** (and healthy snacks) drop-in on **Tuesday, 11:00 AM to 5:00 PM**.
- **Meeting Adjourned:** 1:59 PM.