



Classified Senate Meeting Minutes - October 15, 2026

October 15, 2026 | 1:00–2:15 p.m. | Zoom Meeting ID: 823 1134 3972 | Passcode: 2627

1. Call to Order

The meeting was called to order at 1:00 p.m.

2. Review and Approval of Agenda

Motion: Tania Torres | Second: Aubrie Ross | Motion carried.

3. Review and Approval of [September 3rd Minutes](#)

Motion: Jean O'Neil-Opipari | Second: Jennifer Tonn | Motion carried.

4. Consent Items

4.1 - 4CS Membership Renewal Level II (\$250 from General Fund)

The Senate discussed funding the Level II membership fee of \$250 for the California Community Colleges Classified Senate (4CS), the statewide classified senate organization.

4CS is primarily self-funded through membership dues and donations. The organization supports the annual CLI conference, Caring Campus/4CS Cares, Senate gatherings, awards and recognition programs.

- General Fund balance reported: \$2,487.00
- Proposed allocation: \$250.00 to institutional memberships.

4.2 - 2026-2027 Outstanding Classified Professional of the Year Award (\$300 from Classified Senate Awards Foundation)

The Senate reviewed the annual \$300 award funded through the Foundation's Awards account. This amount is specified in the Classified Senate Bylaws.

A potential future discussion about revising the Bylaws to allow the Senate to determine the award amount was noted. No change was proposed at this meeting.

- Foundation Awards and Programs balance reported: \$1,941.33
- Proposed expenditure: \$300.00

Batch Consent Vote

The Senate approved both consent items as a single batch.

Motion: Jennifer Tonn | Second: Jean O'Neil-Opipari | Outcome: Consent items approved as a batch. No objections were raised.

5. New Business

5.1 - 2026-2027 Classified Senate Student Scholarship - Number of Awards and Dollar Amounts

The Senate discussed the number and value of student scholarships for 2026–2027. The Senate has historically awarded one \$300 scholarship annually; members noted that rising college and living costs may make a larger award more meaningful, particularly for transfer students.

- Current scholarship account balance: \$798.85



Options considered included one scholarship of \$300, \$500, \$550, or \$700, or two scholarships of \$300 each. Senate also discussed directing fundraising proceeds specifically to scholarships and rebuilding the account for future years.

It was shared in the past the scholarship review committee typically receives approximately 10–15 applications, although the number varies. Eligibility requirements were previously expanded to include transfer students after concerns that the earlier criteria would leave very few eligible applicants.

Following an informal vote using reactions in the meeting chat, one \$700 scholarship received the most support. The proposal will return as a consent item at the next meeting for formal consideration; no final award decision was made at this meeting.

5.2 - Committee Assignments and Report Outs

Suzanne reported that classified professionals are represented on all LPC committees. The District Planning & Budget Committee remains the only committee without Senate representation. The time commitment and scheduling conflicts associated with serving on both the District Budget Committee and the College Budget Development Committee were noted as challenges.

Committee Report-Out Form

Suzanne shared an update on a committee report-out form being developed with Jennifer Farber. The form is intended to take approximately two to three minutes to complete and capture key updates from committee meetings.

Suzanne emphasized the importance of sharing committee updates from the perspective of classified professionals, particularly when decisions may affect their daily work.

Committee representatives were encouraged to share two or three key updates during Senate meetings, ideally monthly or as appropriate to their committee's meeting frequency. Members unable to report out may do so when they can.

6. Old Business

6.1 - Professional Development Committee Conference Funding Requests

Suzanne shared an update regarding funding for members interested in attending the Classified Leadership Institute (CLI) conference in Santa Rosa.

- Dr. Foster confirmed that funding may be available for up to five attendees, provided each receives full Professional Development Committee (PDC) funding, up to a maximum of \$750 per person.
- David Powers confirmed that multiple Senate members may submit conference funding requests with the same verbiage for the same conference.

Everyone is encouraged to submit their requests and contact Suzanne with questions. The conference was highlighted as an opportunity to network with classified professionals from colleges throughout California and attend professional development sessions.



7. Informational Items

7.1 - New Hires / Promotions / Reclassifications / Transfers

Samantha Bacher - Outreach Specialist

Mario Ferrer - Campus Safety and Security Communications Dispatcher

7.2 - New Donation Form

Suzanne shared the new donation form and thanked Jean for assistance with its development. The form will be shared across with the campus community, including administrators, to encourage contributions.

Donation options include:

- Monthly payroll deductions, with a minimum contribution of \$5 per month.
- One-time monetary donations by cash or check.

7.3 - Spooky Donut Social

The Senate discussed the upcoming Spooky Donut Social scheduled for October 27, from 9:00–11:00 a.m. in the Cultural Community Center. All are invited to stop by for coffee and donuts.

Rosa was thanked for providing the space. Bianca is coordinating the event, with funding provided for refreshments. Plates and napkins are already available in the Senate office and David has cups.

8. Report Outs

8.1 - Student Government

No Student Government representative was present to provide a report.

8.2 - Caring Campus/LPC Cares (Jean)

Statewide Updates

- 4CS Cares hosted a webinar for California Community Colleges, with approximately 50 participants.
- 4CS Cares is working in coordination with Caring Campus rather than replacing the existing initiative.
- The relationship between the organizations is strengthening, combining research and emerging practices with support from classified professionals.

Local Campus Activities

- Classified Professionals supported students at the beginning of the semester.
- Support is planned for the Spooky Resource Fair on October 28-29. Jean will distribute a SignUpGenius link to recruit volunteers.
- A student support initiative is being planned for the final week of classes in December.

Last Week of Semester Student Support

The proposed initiative will provide students with snacks, water, green books, scantrons, and other essential supplies. The goal is to establish a centrally located, well-publicized resource area so students can easily access materials needed for their coursework and exams.



There was some discussion about reaching out Basic Needs and the Library for supplies. Aubrie noted that Basic Needs has specific requirements for distributing supplies. Jean plans to discuss possible collaborative arrangements with Paul, including ways to support Basic Needs and potentially restock existing mini Basic Needs centers in locations such as the Library and DSPS.

The current mini-center model may be reconsidered due to the effort required to maintain the centers relative to their use. Alternative ways for the Senate to support Basic Needs are being explored.

8.3 - Fundraising (Jean)

A. Holiday Fundraiser

The LPC Classified Senate for Student Scholarships See's Candy holiday fundraiser is scheduled to launch, with the online campaign expected to be distributed by the following Monday and remain open through December 4.

The fundraiser will feature holiday-themed items, including Hanukkah merchandise. The launch was delayed until cooler weather to avoid additional charges associated with shipping temperature-sensitive items.

B. Giving Tuesday Campaign

Jean proposed a Giving Tuesday campaign to promote the employee payroll deduction and one-time donation options.

The goal is to increase participation across the campus community, including administrators and other employee groups, and grow ongoing financial support for Classified Senate initiatives. Chabot College was cited as an example of an institution that can operate solely on employee payroll deductions rather than individual fundraising efforts.

8.4 - Caring Campus Funding and Recognition Event

Jean reported meeting with Vice President Gagnon, who is advocating for Caring Campus to become a funded initiative.

One-time funding has been offered for the current year, with the goal of establishing a recurring budget line in future years.

You Are the Heart of LPC Celebration

A campuswide celebration is planned for Wednesday, February 17, 2027, from 4:00–5:00 p.m., following a college division meeting.

The event will provide an opportunity for employees to recognize and connect with colleagues who contribute to the Las Positas College community.

Planned activities include:

- Paper hearts on which attendees can write a colleague's name and one word describing why that person is the heart of LPC.
- A display wall featuring the submitted hearts.
- Recognition call-outs similar to those used during the previous "You Are Awesome" celebration.
- Light refreshments and opportunities for employees to network.

The event will be open to all employees, without requiring nominations or advance selection.

8.5 - Activities (Bianca)

None.

8.6 - Treasurer's Report (Jennifer F.)

Classified Senate Account Balances - October 15, 2026

Account	Balance
Foundation - Student Scholarships	\$798.85
Foundation - Classified Awards	\$1,941.33
Foundation - General Fund	\$80.00
Block Grant	\$3,561.00
Co-Curricular Account	\$0.00
General Fund	\$1,098.37

It was clarified the intended allocation of fundraising will be:

- Fundraising specifically designated for student scholarships will be deposited into the scholarship account.
- Fundraising without a specific designation will be deposited into the General Fund.

Suzanne confirmed that establishing a General Fund account was important because it provides flexibility for general Senate expenses and initiatives.

8.7 - SEIU Report (David)

A. Holiday Staffing Notifications

The deadline for Human Resources/ Supervisors to notify the SEIU of positions expected to work during the holidays was highlighted as today, October 15, 2026. Employees who are expected to work during the holidays should receive notification accordingly.

David noted that at least one administrator had proactively provided the union with information about the affected positions. Additional information was still pending.

David clarified that the deadline for HR and supervisors to notify the union of positions expected to work during the holidays does not necessarily mean individual employees must be notified by that date.

SEIU is monitoring how the information is communicated through HR, supervisors, and SEIU leadership to ensure affected employees are informed and potential concerns can be addressed early.

Members who receive information about holiday staffing requests are encouraged to share it with Jason or David, although doing so is voluntary.

B. Holiday Pay for Alternate Schedules

SEIU leadership is discussing holiday pay with management, particularly how holiday pay should be handled for employees working alternate schedules when holidays occur outside the summer period.

C. Administrator Evaluation Surveys

David reported a concern raised by SEIU members regarding the anonymity of narrative responses on administrator evaluation surveys.



Although other portions of the surveys may be anonymous, written comments could potentially identify based on the details provided. Members may therefore feel uncomfortable participating if they are concerned their identities could be inferred. The concern has been raised with SEIU leadership.

8.8 - Committee Reports

A. District Enrollment Management Committee (DEMC) - David

David reported on his participation in DEMC as a non-voting classified representative. The committee includes two classified representatives, one from Chabot College and one from Las Positas College.

The committee has begun discussing potential adjustments to the district's funding allocation model, particularly how future growth funds would be distributed.

The proposed approach under discussion includes:

- Allocating approximately half of the growth funding based on productivity measures and full-time faculty targets.
- Allocating the remaining half based on each college's FTES share under the Budget Allocation Model (BAM).

David noted concerns regarding the proposed productivity component and its potential implications for district funding. Additional discussion will be needed as the model develops.

B. Planning and Budget Committee (PBC) - David

David reported that PBC recommended approval of a revision to Administrative Procedure (AP) 6280. The proposed revision specifies a minimum unrestricted reserve level of 16.7% of District expenditures.

The committee also plans to review program review processes from Chabot College, Las Positas College, and District Services. These presentations will help communicate planning priorities across the district. District Services' presentation will be a new addition to the process.

C. Resource Allocation Committee (RAC) - David

IER (Instructional Equipment Request) Process

- The IER process is underway.
- The request form was available through InformedK12 and the RAC website.
- Requests were due to division Deans on October 7, 2026, and the submission period is now closed.
- Requests proceed to Administrative Services before RAC review, with committee review scheduled to begin November 5, 2026.
- RAC plans to review feedback on the forms before the next submission cycle in the spring.

Everyone is encouraged to share feedback about the IER forms and submission process to help identify potential improvements for the next cycle.

Classified and Administrative Position (CAP) Requests

- The CAP request form is now available through InformedK12 and the RAC website.
- The committee reviewed and approved changes to the form.
- The submission deadline is November 10, 2026.
- Requests must be costed by Sui before submission to RAC; members were advised to allow approximately one week for this step.



- RAC review is scheduled to begin December 3, 2026.

D. CAP Request Form Clarification

Suzanne and David pointed out a newly added section on page three of the CAP request form. The form is available to anyone who wishes to submit a request, and fields highlighted in red indicate required information whereas the new section is optional.

If you work in, but don't supervise, this area, briefly explain your relationship to the position:

If you are submitting on behalf of an area where you work but do not supervise, briefly describe your relationship to the area here.

E. Institutional Planning and Effectiveness Committee (IPEC) Report - David

David provided an update on IPEC's progress in revising the college's Mission, Vision, and Values Statements. Classified representation and participation were encouraged, as the committee continues developing language that will help guide the college's priorities and decision-making.

The latest draft will be shared with the college community for feedback through IPEC representatives or directly to the committee chair. The committee anticipates recommending a revised statement to College Council in the coming month.

8.9 - PDC Flex Day Keynote Update (Jennifer F.)

Jennifer F. shared an update on planning for the January Flex Day keynote speaker.

- Proposed keynote - Khalid White: [Khalid White - Equity and Inclusion Keynote](#)
- Backup speaker - Paisley Currah: [Paisley Currah - LGBTQ+ Speaker](#)

9. President's Report (Suzanne)

A. Draft Board Policy: Responsible Use of Artificial Intelligence (BP 3775)

Suzanne shared a working draft of a proposed Board Policy addressing the responsible use of Artificial Intelligence (AI). The draft is still under discussion at Chancellor's Council.

Everyone was encouraged to review the draft and provide feedback, including suggestions, concerns, and requests for clarification. Suzanne noted that Board Policies are intended to remain concise, while Administrative Procedures provide more detailed implementation guidance.

- Review the draft policy: [Working Draft - BP 3775 Responsible Use of Artificial Intelligence](#)

B. Reclassification of Research, Planning, and Institutional Effectiveness Leadership

Suzanne reported that the district plans to reclassify the Directors of Research, Planning, and Institutional Effectiveness at Chabot College and Las Positas College to Vice Presidents of Research, Planning, and Institutional Effectiveness.

The reclassification is intended to strengthen districtwide coordination and accuracy in institutional data reporting, particularly now that the district is funded under SCFF rather than hold harmless provisions.

The reported financial rationale included:

- An estimated annual cost of approximately \$250,000 to establish a new district-level position.
- An estimated annual cost of approximately \$30,000 per campus through reclassification.



Questions were raised regarding whether additional staffing would be provided to support the reclassified positions, particularly Executive Assistant support. The Chancellor indicated that staffing arrangements had not yet been determined.

C. BP 4250: Probation, Dismissal, and Readmission

Suzanne reported on a state-mandated update to Board Policy 4250 regarding academic standing terminology.

The updated terminology replaces:

- Academic Dismissal with Academic Pause.
- Probation with notice.

The policy also changes the GPA threshold for academic notice from 1.75 to 2.0. Students whose GPA remains below 2.0 for three consecutive semesters may be subject to academic pause.

Suzanne noted that implementation occurred under a tight timeline due to the state mandate.

10. Announcements / Good of the Order

A. Undocumented Student Success Week

Rosa Lopez-Rodriguez encouraged everyone to participate in Undocumented Student Success Week activities. The events are open to the campus community, with activities scheduled throughout the week. The flyers are attached at the end of these meeting minutes.

B. Spooky Donut Social

Everyone was reminded of the upcoming Spooky Donut Social on October 27, from 9:00–11:00 a.m., at the Cultural Community Center.

Tania volunteered to assist Bianca with event preparations, including hosting and potentially picking up refreshments.

Adjournment

The meeting adjourned at 2:12 p.m.

Next Meeting: November 5, 2026

UNDOCUMENTED STUDENT SUCCESS WEEK

OCTOBER 19 - OCTOBER 23, 2026



Open to all undocumented, DACAmented, AB 540, and ally students, staff, and community members.

From October 19–23, 2026, California Community Colleges will celebrate Undocumented Student Success Week under the theme “Our Stories. Our Strength. Our Future.” Free statewide webinars will share resources and best practices to support undocumented and immigration-impacted students.

MONDAY
OCTOBER 19
9:00 AM - 10:00 AM

AI With Purpose: Advancing Equity, Belonging, and Student Success

Discover how college leaders are using AI to create a more supportive and inclusive environment for every student.

Register Here: <https://tinyurl.com/3v747c3s>

TUESDAY
OCTOBER 20
9:00 AM - 10:00 AM

Centering Trust: Building Mental Health Access for Undocumented Students

Discover how trust shapes mental health access for undocumented students. This session shares proven strategies to build trust and strengthen campus and community partnerships.

Register Here: <https://tinyurl.com/mental-health-access>

WEDNESDAY
OCTOBER 21
9:00 AM - 10:00 AM

More Than a Starting Point: The Power of Noncredit Education for Undocumented Students

Discover how noncredit education creates powerful pathways for undocumented and immigration-impacted students. Learn to build skills, navigate AB 540 eligibility, and accelerate academic and career goals.

Register Here: <https://tinyurl.com/noncredit-education>

THURSDAY
OCTOBER 22
9:00 AM - 10:00 AM

Behind the Consultation: A Conversation with Immigration Legal Services Providers

What actually happens when a student connects with a legal provider? This panel takes the guesswork out of the process, breaking down what to expect before, during, and after an immigration consultation.

Register Here: <https://tinyurl.com/legalproviders>



UNDOCUMENTED STUDENT SUCCESS WEEK

OCTOBER 19 - OCTOBER 23, 2026



Open to all undocumented, DACAmented, AB 540, and ally students, staff, and community members.

In honor of Undocumented Student Success Week, the LPC Undocumented Student Support Center is hosting a series of workshops and campus events to stand in solidarity with and support undocumented, DACAmented, and mixed-status students at Las Positas College and across California.



EVENTS LOCATED AT THE CULTURAL COMMUNITY CENTER, ROOM 2401

MONDAY

OCTOBER 19

11:00 AM - 2:00 PM

**Community Care
Social**



TUESDAY

OCTOBER 20

12:30 PM - 2:00 PM

**Day of the Dead
Watch Party**



WEDNESDAY

OCTOBER 21

12:00 PM - 1:30 PM

**Own Your Magic
Workshop**



THURSDAY

OCTOBER 22

12:30 PM - 2:30 PM

**Encanto
Watch Party**

