



California Community Colleges

Classified Senate

*Executive Board Meeting
Santa Rosa Junior College
September 11-12, 2015*



Minutes Approved

Present:

4CS Board Members: South Vice President Karen Martin, Irvine Valley College; North Vice President Shondra West, Los Medanos College; Secretary Cari Plyley, Butte College; Treasurer Norma Talley, Butte College; President Emeriti Jim Wilson, Sierra College Retiree;

4CS Area Representatives: North 2 - Deborah Knowles, Sacramento City College; Bay 2 – Linda Allen, Skyline College; Bay 3 - Laurel Kinley, West Valley College; Southeast 3 – Trisha Albertsen, Chaffey College.

Present by Conference Call: President Debbie Weatherly, Santa Rosa College; Associate My Loi, Mission College.

Absent: Past President Maureen Chenoweth, Foothill College Retiree; Southwest 3 Area Representative Debra Cantarero, Pasadena City College; President Emerita Monica Souza, Sacramento City College; Southwest 2 Area Representative Peder Nielson, Ventura College. Associates: Karen Smith, Foothill College; Dennis Gordon, Irvine Valley College; Angela Mahaney, Irvine Valley College.

1. Meeting Called to Order

South Vice President Karen Martin, meeting chair, called the meeting to order at 9:15 am. President Debbie Weatherly attended the meeting via conference call due to medical issue.

2. Welcome and Introductions

Martin welcomed Board members and thanked them for their attendance and thanked staff and administration of Santa Rosa Junior College for hosting this meeting and providing food.

3. Agenda Approval

The agenda was approved as presented. **Kinley M/S/U**

4. Consent Agenda

- 2015-32 a. Lease for Change in Corporate Office
- 2015-33 b. Corporate Office Insurance
- 2015-34 c. Asset Loan Agreement – Norma Talley
- 2015-35 d. Purchase of Presentation Laptop
- 2015-36 e. Purchase of Office Furniture

M/S/U Knowles

5. President's Report – Debbie Weatherly

a. CCLC Board*

Weatherly and Chenoweth attended the last CCLC Board meeting. The new CCLC President and CEO Larry Galizio attended via conference call.

b. Professional Development

Professional Development funding has been put on hold, but classified will keep pushing for and asking for more funding for professional development. Consensus to survey classified staff on who has professional development in contracts. Collaborate with unions for professional

- development language in contracts so when funds come through language and contracts will be ready.
- c. **Speaker's Bureau**
- Pyley will be attending a retreat for the Grossmont-Cuyamaca District Classified Senate to discuss changing their senate structure from one district-wide senate to separate senates.
 - Kinley will be attending the San Jose Community College Professional Development Day.
- d. **Institutional Effectiveness Partnership Initiative (IEPI)**
Maureen Chenoweth participated in a team visit to City College of San Francisco. The IEPI team visits colleges with problems with their accreditation. Maureen has been asked to participate as a leader in teaching the next team in October.
- e. **Committee Appointments**
- A number of names were submitted from classified staff from Sacramento City College, San Diego Continuing Education, Folsom Lake College, College of Marin, Chabot College, and San Diego Miramar for statewide committee appointments.
 - Three completed applications were received.
 - Discussion on application that requested a specific committee, but the applicant was placed on a different committee.
 - **Motion to approve the appointments below and ask President Debbie Weatherly to contact the appointees and confirm their application intention and follow up with Maureen. M/S/U Kinley:**
 - 2015-37** *Non Credit SSSP Advisory Committee*
Christy Figueroa-Pettis, San Diego Continuing Education
 - 2015-38** *Common Assessment Advisory Committee*
Irina Marsant, Sacramento City College
 - 2015-** *Student Equity*
Shawn Ledet, Sacramento City College
- f. **Grant Opportunities - Perkins**
Perkins grant is used for professional development. This grant will be made available to 4CS. Maureen White will provide more information.

6. **Old Business**

- 2015-28** *Goals 2015-2016*
Discussion on the 4CS goals for the last two years and recommendations for formatting future goals.

Institutional Goals

1. Maintain organizational resources
 - a. Objective 1: Update and maintain senate reference guide
 - b. Objective 2: Update and maintain member orientation materials/packets
 - c. Objective 3: Annual reporting
 - d. Objective 4: Develop materials for presentations to colleges without classified senates
 - e. Objective 5: Review and revise (if decided) by-laws
2. Develop statewide position papers
 - a. Objective 1: Subject- Current Status of Classified in Governance
 - b. Objective 2: Subject- Brown Act relative to 4CS and local classified senates
 - c. Objective 3: Subject- Professional Development
3. Support the needs of the classified professionals in the community colleges through meaningful external relations, outreach, partnerships, and collaborations.

- a. Objective 1: Strengthen the relationships with classified unions by encouraging the collaborating on the development of professional development time for classified professionals.
- b. Objective 2: Strengthen the relationships with community college presidents
- c. Objective 3: Strengthen the relationships with district leaderships.

2015-16 Goals

- Update senate reference guide
- Update member orientation materials/packets
- Write position paper on Professional Development
- Develop materials and presentations for colleges without classified senates
- Strengthen the relationships with classified unions by encouraging the collaborating on the development of professional development time for classified professionals.
- Strengthen the relationships with community college presidents by establishing a personal communication for 4CS membership/sponsorship

2016-2017 Goals

- Write position paper on Current Status of Classified in Governance
- Write position paper on Brown Act relative to 4CS and local classified senates
- Strengthen the relationships with district leaderships
- Review/revise by-laws

Ongoing Goals

- Annual reporting

Reassign as a task

- Area Representatives: Connect with each college or contact a campus president to find out who the classified person is that handles governance.

Motion to accept Institutional Goals and 2015-2016 Goals as presented by Karen Martin. M/S/U Plyley

Discussion on proposed Code of Ethics presented by Karen Martin.
Place on next agenda.

2015-30 *Title Change for Secretary*

The Board reviewed a draft description of current secretarial duties, including management of the 4CS corporate office and separating minutes from the secretary to a recorder position.

- Review nonprofit guidelines on whether the Secretary is required to keep minutes.
- Separate office management duties from regular secretarial duties in case of separation.

7. New Business

2015-39 a. **Open Area Representative Positions**

North 1, North 3, Central 1, Central 3, Southwest 1, Southeast 1, Southeast 2

b. **Supporting member Benefits**

Discussion on providing future discounts for CLI attendance for supporting classified senates.

c. **Annual Report to Sponsors and Supporting Members**

- Plyley reported that a nonprofit annual report is not required, but she has been working with past president Chenoweth and President Weatherly on formatting such a report.
- Nonprofit information states the report is developed by the President and secretary.
- Martin volunteered to develop the report.
- Kinley volunteered to edit.
- Board updates from each meeting should be gathered for the report.
- Further discussion required.

2015-40 e. **4CS Speaker's Bureau Academy Task Force**

Plyley requested the support of the 4CS Board to pursue grant opportunities to assist in funding the activities of the Speaker's Bureau Academy. Consensus for support.

2015-41 f. **New Position – Recorder.** Tabled.**8. Board Reports**

a. *North Vice President Shondra West*

Third Gathering of the Senates

- Laurel reported that the event was well attended (36) but there are suggestions to help run smoother in the future.
- Not everyone sent an RSVP and though they can pay onsite, there were issues with supplies.
- The event went very well with good conversations.
- A number of non-senate attendees from San Jose City College.
- Will set up a retreat packet to go to coordinator in case the treasurer is unable to attend.
- Inform those paying onsite that the Square will send a receipt. Looking at new square model that takes the chip card.

Shondra reported that she feels the North Region is doing very well and she is pleased with what's happening in the North.

b. *South Vice President Karen Martin*

- Has been in contact with Deborah Cantarero and Heather ().
- Participation seems to be the largest issue, especially on committees
- South Retreat. January 29, 2016 hosted at Crafton Hills. Crafton Hills is catering the breakfast and lunch. So far no fee is planned.
- Members are requesting to meet more.
- Using Google Docs to solicit items for the agenda.
- Weatherly will be attending.
- Will approach Karen Smith on AUSLOS.
- Resolution training needs to be included to prepare leaders for future plenary sessions.

c. Secretary Cari Plyley

- Moving office. Jim and Harriet Wilson helped with the move.
- New lease, new insurance, 2 new bookcases.
- Unpacking, organizing shirts and purchasing clear bins.
- Communicating with members and forwarding inquiries to representatives.
- Continuing to work with Norma on nonprofit status correction.
- Updating website, senate database, board database, sponsor database.
- Mentoring new board members.
- Organizing new office.

d. Treasurer Norma Talley

2015-25 Non-Profit Notice and Action

- Still waiting for response from IRS regarding retroactive reinstatement
- Cari will email the website available to check on status.

Balances as of end of September 10, 2015

Bank	\$13,513.26
Savings	\$2,500.46
PayPal	\$731.80
Total cash assets:	\$16,745.52

CLI Proceeds have not been received yet.

\$1,400 from Denise so far.

9. Area Representative Reports

a. Area Representative Report Form (Attached)

North 2 - Deborah Knowles reported on the Los Rios District (Attachment)

Bay 2 - Linda Allen

- Sent out requests to Bay 1 and Bay 2 with no response.
- Will send forward reports when she receives them.
- Skyline.
 - Getting more staff involved in community volunteerism.
 - Giveaways to people who come to meetings to promote attendance
 - Linda has been appointed to Professional Development committee
- San Mateo.
- Reached out to CSEA there.
 - Got connected to other staff member who is responsible for sending out information to classified staff.

Bay 1 and 3 – North Vice President Shondra West reported on colleges in the North Region currently with no representative

- Contra Costa,
 - Ericka Adakai currently making changes to foster good communication.
 - Updating website, creating newsletter, sending out listserv emails.
 - Change in structure.
- Los Medanos College
 - Senate President Linda Kohler.
 - Currently changing bylaws and constitution. Currently no treasurer or secretary. Looking at adding those positions.
- Diablo Valley College
 - Senate President Scott Heiden. Keeping an eye on him for a future 4CS board member.
- Peralta District Office.
 - Met with them at CLI, but have not received a report.
- Alameda College
 - Spoke with someone at CLI from Alameda about an open position, but haven't heard from her.
- Solano College.
 - Interest in senates. Shondra would like to see efforts to communicate with them.

Bay 3 - Laurel Kinley. Communicated with her colleges.

- Foothill DeAnza
- West Valley-Mission District
 - Coordinated with district on professional development plans to submit to state.
 - Laurel now chief union steward

- Mission College
 - Hosted Gathering of the Senates
 - Recruiting issues, working hard, support of administration
- West Valley.
 - New senate president
 - 17 member senate
- San Jacinto College
 - Fall 14 Maureen Chenoweth and Laurel attended the first senate meeting on Monday.
 - Senate President Delinda Dedee,
 - May visit Evergreen sister college in October. New senate. Packet?

Central 2 – Ernie Garcia. Report (Attachment)

Southwest 2 – Peder Nielsen. Absent

Southwest 3 – Debra Cantarero. Absent

Southeast 3 - Trisha Albertsen.

- Sent introduction and welcome letter to 11 colleges, except Barstow.
- Victor Valley
 - No senate.
 - Contacted Academic senate president who provided information on a classified contact (union president). Information emailed to him.
- Crafton Hills
 - Trouble with meeting quorum.
 - Classified professional retreat in June and would like 4CS to attend.
 - Two members on statewide committees
- Mt. San Jacinto
 - Planning meeting to discuss projects for the year.
 - Biggest challenge is getting classified outside of senates to participate.
- Chaffey
 - Communication is sometimes issue.
 - Same people on standing committees.
 - Several positive activities in place.
 - Trisha invited to management retreat.
 - Suggested classified convocation at management meeting and happened right away.
 - Issues with the union.
 - Hoping to have area meeting at Chaffey in Mid October for 11 colleges.

South Vice President Karen Martin reported on colleges in the South Region currently with no representative.

- Saddleback College
 - Senate President currently is interning at other college and relinquished role to VP. VP out on worker's comp right now. When returning, working on revising bylaws.
- Coastline. Quiet over summer.
- MiraCosta, GlenDale, Mt. San Jacinto
 - All 3 same discussion same people on committees and bringing in more people.
- Irvine Valley College
 - \$35,000 for classified professional development..

b. Communications with Members

Discussion on communicating with member senate leaders.

c. Individual Reports

Discussion on difference between vice president reports and area representative reports.

10. Committee Reports

- a. *Bylaws*
- Committee will be reviewing bylaws and any new requirements for nonprofit or corporation status.
 - Discussion on all board members being familiar with the bylaws.
 - Make list of changes/recommendation from each meeting.
 - Set timeline to review bylaws after a certain number of years without change.
- b. *Budget*
- No changes.
 - Treasurer's report under 8.d.
 - President Weatherly suggested discussion on increasing speaker's bureau funding.
- c. *Conference Development*
1. CLI
 - A. July Conference Committee Meeting
 - Members of the Conference Development Committee met at Maureen Chenoweth's home for a summer planning meeting.
 - Decision to institutional a late July, early August planning meeting.
 - Change in workshop structure to allow workshops to be more than one hour.
 - Add 2 hour plenary session Thursday morning at 8 am (part 1)
 - Hold Friday 1.5 hour plenary session (part 2)
 - Add Thursday night buffet workshops in 5 different rooms
 - Add a 6-month CLI evaluation follow up. How has CLI information benefited you?
 - Maximize profits by giving out a good prize Friday night and last good one on Saturday.
 - Wilson asked to put offering sponsor CLI credit or scholarship back on the table.
 - Albertsen will make diagram for registration table to reduce confusion and assign duties sheet.

Martin suggested using guides to help people where to go.
Request for board kits with scissors, tape, maps, schedules, cell phone cards. Laminated
 - B. CLI Timeline
 - Committee will be evaluating the timeline to move deadlines earlier.
 - Request for a materials kit for Board Member to include assigned duties sheet scissors, tapes, maps, schedule, laminated cell phone card.
 2. CCLC

Activities for upcoming CCLC Convention in Burlingame, November 18-21.

 - Planning needed
 - Exhibitor registration
 - Facilities forms
 - 3 rooms and conference phone
 - CCC Confer and conference call set up
 - Workshops - Review
 - Maureen White
 - Chenoweth and Weatherly
 - Orientation - Discussion
 - All welcome, but primarily for new members.
 - Cari Plyley presenting
 - Plenary – Discussion – Thursday, 8:00 am – 12:00 pm
 - Session on writing resolutions and current submitted resolutions
 - Professional Development Resolution discussion

- Exhibitor's Showcase - Discussion
 - Plyley Exhibitor
 - Set up
 - Basket
- d. *Awards Committee - Linda Allen*
- 2015-42 Change to Scholarship Application
- Recommendation to update Scholarship Applications.
 - Discussion and consensus to change questions.
 1. How would you define leadership?
 2. Please explain why you are interested in attending the CLI.
 3. What would you like to take back from CLI?
 4. Please describe the activities that you participate in on your campus.
 - Timeline. Suggest adding to the CLI timeline that forms for CLI be ready for the September meeting for review. A number of forms need to be distributed at the CCLC Convention.
 - Motion to approve the revised 4 questions for the scholarship application and to update all 4CS materials to be consistent with the application. **M/S/A Plyley**

Model Senate Award

- Cari will work with Linda and discuss the current process.

Spirit Award

- Discussion on revising the award.
 - Should not be the same school each year, but the last awardee give the award to the new group.
 - Spirit Stick made by Karen Martin and the school takes it to their campus and then bring it back and pass it on.
 - Ernie do a hashtag with a CLI Spirit Stick
 - Only one point for the same sticker
 - Put guidelines on the website so people can be prepared.
 - Mascot points
 - Suggestion to have Spirit Task Force
 - Deborah Knowles will lead the task force. Karen Martin assist.
 - Someone from winning team to count points.
- e. *Fundraising – Laurel Kinley*
- Structure the conference to maximize profits.
 - Identify items we want to sell.
 - After ordering, Laurel will go to the corporate office to inventory and set spreadsheets.
 - Meet with committee, set prices and stay with those prices.
 - Kinley asked for ideas for fundraising, including a senate membership drive.
 - Kinley discussed her vision for improving fundraising
 - Reducing unnecessary inventory
 - Reducing amount of inventory shipped to CLI
 - Commitment of 4CS members to be sponsors and to encourage their campuses to be supporting members.
 - Structure conference in a way to maximize profits
 - Identify items we want to sell.
 - Linda volunteered to travel to corporate office to do inventory.
 - Prices appear to be good.
 - Starting bid at 10% of item for Silent Auction

- Research benefits of Amazon Smile Account. Percentage of Amazon purchase goes to 4CS. Senates could get the word out.
 - Selling tickets. 1099 for prizes for minimum prizes?
 - Discussion regarding CPA as consultant.
 - Question about whether any profit from the retreat will be considered income.
 - A consistent fee of \$36 should be offered both north and south, but the event is not a fundraising event.
 - Participants need to be paid in advance.
 - If a fee is waived because a college is covering meals then it should be shared with participants that there is usually a charge and it has been waived at that event thanks to the host college.
 - Suggest placing this item on the next agenda.
- f. *Nominations and Elections – Shondra West*
- Shondra will be updating the 2016 Election materials.
 - Reminded to Board members that they need to have their letters of intent in on time if they plan to run to continue in their positions.
- g. *Resolutions Task Force – Maureen Chenoweth*
2015-43 Member Vote on Resolutions Handbook
- Maureen was unable to report because she was in Ireland.
 - Discussion on project direction.
 - Chenoweth and Plyley will continue to review and refine the Resolutions Handbook to simplify.
 - Next resolutions plenary is planned for a pre-CCLC Convention workshop.
- h. *Policies and Procedures – Cari Plyley*
- Travel and Recordkeeping Policies and training
 - Suggestion for a sample packet of completed forms
 - Plyley reviewed travel forms and policies and procedures.
 - Review of nonprofit recordkeeping requirement.
- i. *Student Success Advisory Board**.
No report received.
- j. *Institutional Effectiveness*
No report received.
- k. *Public Relations – Ernie Garcia*
- November Connections Newsletter. Garcia publishing.
 - Discussion on timelines, assignments and encouraging member senates to submit articles.
 - Karen Martin will mentor Ernie in this area.
- l. *Legislative Awareness/ACL – Linda Allen*
- Committee has not met since the last meeting.
 - AB2888 Concurrent Enrollment. Passed Legislature and waiting for Governor’s signature.
- m. *Technology – Norma Talley*
- Committee is working well
 - Change committee chairs from Wilson of Bylaws to Talley. Technology Committee Chair from Talley to Wilson.
 - Jim wants to do test of the email system at the beginning of the week.
 - Plyley continues to make changes to website with Wilson’s direction and training.
 - Jim is working on the problem of forwarding emails. He will send out a test next week.
- n. *Membership – Cari Plyley*
- Grossmont-Cuyamaca District Classified Senate Restructure

- Member Activity Packets. Consensus to provide.
- o. *Brown Act Task Force. No report.*
- p. *4CS Speaker's Bureau Academy Task Force – Cari Plyley*
 - a. Approval of Goals
Plyley requested approval to work with the CLI workshop participants on developing goals and moving forward on the Speaker's Bureau Academy. Consensus for support.
 - b. Webpage approval
Plyley will set up webpage for the Speaker's Bureau Academy Task Force for communication and committee work.
 - c. Approval for Grant Research
Plyley requested assistant from Board Members on grant opportunities for classified leadership development for this academy.

10. Good of the Order

Discussion on developing a survey coordinator to focus on making and collecting 4CS surveys.

11. Adjournment

Meeting adjourned at 4:10 pm

Calendar of Meetings

November 18, Winter Meeting	November 18, 2015
November 19-21, CCLC Convention	November 19-21, 2015
2016 Legislative Conference	
South Regional Retreat	January 16, 2016
4CS Quarterly Board Meeting	March 4-5, 2016

Addendums:

Conference Planning Meeting Agenda

√Code of Ethics Draft

Grossmont-Cuyamaca Meeting Agenda

√Treasurer's Report

Representative Reports:

√ Central 1, Ernie Garcia

√ North 2, Deborah Knowles

Statewide Committee Reports:

√ IEPI REPORT, Neill Kovrig (Attachment)

IEPI Summary Report,_Breanne_Holland (Attachment)

California Community Colleges Classified Senate

Sept 10 2015 Financial Balances

Unaudited

Bank of America – Checking	\$13,513.26
Bank of America – Savings	\$2,500.46
PayPal Account	\$731.80
Total Assets	\$16,745.52

CODE OF ETHICS draft

Mission

The mission of 4CS is to support the leadership roles of classified staff in the governance of the California Community College System through the development and support of local senates, advocating increased involvement at the state level, and promoting leadership skills among classified staff.

Code of Ethics

The purpose of this Code is to establish ethical standards of personal and professional conduct for the Board of Directors of 4CS to promote the highest level of public confidence and integrity in support for the advancement of 4CS. This Code will be reviewed periodically. Board of Directors will:

- o Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
- o Provide credible and ethical oversight to the organization’s work.
- o Abide by the governing documents and policies of 4CS.
- o Conduct the business and activities of 4CS truthfully and honestly.
- o Honor our commitments and promises to the best of our abilities.
- o Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
- o Serve the members’ interests by acting as responsible advocates in providing an active and consistent voice in the areas of ideas, facts, and viewpoints to aid those we represent.
- o Work for the best interest of the organization and its membership.
- o Be accountable for adhering to this Code of Ethics

4CS Report
Central 2
September 2015
Ernie Garcia

Clovis Community College

Clovis Community College Classified Senate will be awarding our first \$500.00 scholarship on September 18th at the scholarship awards ceremony.

We are working with ASG and Student Activities on Rocktoberfest and will be cooking Carne Asada tacos as a fundraiser.

Plans are on the agenda for gift certificates to be handed out for Thanksgiving and Christmas.

Also on the agenda for next month is going forward with a time capsule that will be filled with items and put somewhere on campus.

Fresno City College

Fresno City College Classified Senate received a larger allocation than usual to be used towards Classified Professional Development/Travel & Conference which includes the annual Classified Senate Staff Development Day (Nov 11).

The theme for FCC Staff Development Day is “Defying Gravity and Reaching the Stars.” It will be a day filled with workshops that promote professional and personal development and campus camaraderie.

The Senate is drafting a “Fact Sheet” for classified professionals showing the differences between Classified Senate and CSEA. The document will be reviewed by CSEA soon. Campus committees are beginning to meet again and our Senate members are busy serving on several.

IEPI REPORT, Neill Kovrig

Indicator and Goal-setting Progress-to-date:

Focus on Year 2; 111 out of 113 colleges have certified adoption of a goal-setting framework according to the minimum requirements of the metrics. 38 districts have gone beyond that and identified goals for ALL metrics. Website goes live 30 June. High level of cooperation and responsiveness. Feedback is appreciated.

Partnership Resource Team Update:

Several occurring presently; evaluation requests have been sent out and data is coming in accordingly. Report due early next month. Preliminary results (VERY preliminary – 4 colleges and small PRT groups): very positive but need for logistical improvements. Ex: client colleges informing participants for need for PRT; ideas needed at meeting; procedures still evolving. Fall '15 cycle: 15 colleges identified, with 3 more identified for Spring '16 (total 26 overall); 162 experts in PRT pool. Preliminary matching has been completed -> Tech Assistance group today. 4 Sept – Webinar for training (in-person 18 Sept and October). Teams as a whole should attend ONE workshop. Webinar version to be archived. Leads to be determined. Awaiting CEO approvals from client colleges. Topics of interest have been enrollment management (past groups), integrated planning (current pool), CTE curriculum development

Professional Development Update:

Continuing to buildout schedule for coming months (through April '16); August/September: Student Support Redefined Workshops. Enrollment Management Workshop @ Coll San Mateo/Riverside. SLOs; Fiscal Management; Integrated Planning; Data Integrity; Student Equity. Online Clearinghouse – draft taxonomy and forms for submission of materials to be reviewed today. Website design for clearinghouse materials also to be discussed today.

Policy, Procedure, and Practice Update:

Discussion has been on multiple areas; messaging and branding – efforts to focus on better communication strategy on what exactly IEPI is; work has been ongoing for fleshing out a comprehensive systematic on initiative. Evolution of process to be discussed. Securing communications firm to undertake effort; feedback to be solicited on activities. Need for a

simpler method for provision of data from member institutions. Finding baseline data and certain reporting elements from Chancellor’s Office – streamlining and develop systematic approach. What are reporting requirements by division?

POLICY – MORNING SESSION

How shall we be preparing the system for the launch? Should the expectation be that colleges will be connected and interviewed?

Best approach – slow and steady, don’t panic the groups. Communications effort might change their methodologies. “Less is more”

TECHNICAL ASSISTANCE – AFTERNOON SESSION

Evaluation materials as received through end of May – self-assessment process: more detail will come at July 17 meeting. Most PRT members agreed or strongly agreed with positive commentary. Everyone agreed that training was effective; useful information, some suggestions for additions and for future trainings. Lack of positive feedback regarding logistics – insufficient preparation at colleges, etc. (Berkeley CC). Discussion regarding team purpose and design. Need for additional information to be provided to the lead, etc. Next steps??? No one knows ... Enough participation from Classified Staff for Fall, based on function as opposed to expertise in many ways.

Summary_Report_Breanne_Holland (expected)

Cari Plyley, Secretary

Debbie Weatherly, President

**California Community Colleges Classified Sentae
Bank Reconciliation**

31-Oct-15

Unaudited

Opening Balance 11,202.62

10/7/15 The Sqaure 96.35
11,298.97

Checks/Debit Card Activity

10/5/15 Positive promotions	295.70	Fundraising Exp	
10/5/15 PDF Filler	59.88	Computer Exp	
10/9/15 Butte College	1,865.97	Annual Expense Payment	
10/13/15 Boost Mobile	50.00	Internet	
10/13/15 Cari Plyley	188.55	TR15-013 Speakers Bureau	
10/16/15 Staples	21.49	Supplies	
10/21/15 Survey Monkey	204.00	Program Fees	
10/22/15 Cheapoair	9.00	Travel	
10/22/15 Cheapoair	26.00	Travel	
10/22/15 Cheapoair	12.95	Travel	
10/26/15 Virgin Mibile	55.00	Internet	
10/26/15 Trisha Albertson	239.20	TR-15-011 Sept Travel Exp	
10/27/15 Sec of State Ca	20.00	Fee	
10/30/15 Mission College	592.00	The Gathering Expense	
			3,639.74

10/30/15 Transfer to Savings 600.00 600.00

Total 7,059.23

10/31/15 Savings Account 3,100.54

10/31/15 PayPal Balance 789.88

TOTAL 10,949.65

Elections Report
11/2015
From Shondra West

The Board positions, Election Deadline and Procedures 2016 information sheet has been updated. The positions that are open for 2016 elections are designation category “A” positions for a two year term:

A
North 1
North 3
Central 2
Bay 1
Bay 3
Southeast 2
Southwest 1
Southwest 3
President-Elect
South Vice President
Secretary

The remaining vacant positions from category “B” open for elections as a one year term are:

B
Central 1
Central 3
Southeast 1

The timetable for elections 2016 are:

ELECTIONS TIMETABLE – FOR JUNE 2016

Actions / Items	Deadlines
Notification of Election and Open Positions	March 24, 2016* (twelve weeks prior CLI)
Letter of Intent Submission Deadline:	April 21, 2016* (eight weeks prior)
Area Representative Candidates and Senates Notified of Potential Need for an Election	May 5, 2016* (six weeks prior)
Area Senates Receive Election Materials, as needed.	May 12, 2016* (five weeks prior)
Area Senates Vote and Submit Ballots to 4CS Nominations and Elections Committee	June 2, 2016* (two weeks prior)
4CS Nomination and Elections Committee Certify and Notify Senates of Election Results	June 18, 2016*

Submission of letter of intents can be sent to:

SEND TO: Shondra West, 4CS Elections Chair

Los Medanos College

2700 East Leland Drive

Pittsburg CA, 94565

Email: swest@ccccs.org

Fax #: (925) 427-1599 (please confirm receipt of your application)

Telephone: (925) 473-7409

Thank you

4CS Bay 1 and North Report
11/2015
From Shondra West

Contra Costa College (CCC):

To follow-up from the last report (September, 2015), CCC decided not have their elections and it was best to keep the current members in place for year 2015-2016: Erika Greene, President; Darrius Creer, Treasure; while the two remaining position stay vacant, VP and Secretary. Erika is currently recruiting new hired Classified to consider filling the vacancies.

To date, CS President Erika Green is currently coordinating their annual Winter Retreat for December, 2015. Ms. Green's intentions are to bring classified together and conduct a mini-meeting to update everyone on CS business. The meeting will be held before everyone starts enjoying the holiday festivities

I spoke about CLI 2016 with Erika, and she plans to send Classified Staff that never attended as way to increase local CS participation.

Contra Costa Community College District (CCCCD):

Georgette Steward, President holds regular meetings with District Classified; most recent meeting October 2015. They discussed and provided feedback on new/revised district policy procedures.

Georgette plans to send members to CLI 2016.

Los Medanos College (LMC):

Linda Kohler, President has been the facilitator between Classified and other committees needing Classified input on; Equity, Professional Development, and 3SP. The outcomes has been positive in which Classified are being proactive with the developments to increase academic success for students.

Linda efforts to raise fundraising dollars for student scholarships continues to be a success.

Professional development has been a heavy topic with senate, how to support classified with leadership activities. With CLI 2016 on the horizon, there has been a great interest from Classified to attend for the first-time.

Diablo Valley College (DVC):

Scott Heiden, President holds regular monthly meetings; most recent meeting October 21, 2015. The council continues to make great strides with maintaining Classified participation on committees and at campus events. The council is actively involved with providing feedback to their local and district constituents. Currently, the council is working with departments regarding the 3SP plan in conjunction with classified participation towards maintaining student success.

Every year DVC sends a fair amount of Classified to CLI, and next year they will do the same.

Peralta District; Berkeley, Alameda, Laney, and Merritt

No report

Chabot-Los Positas District;

No report

Solano

No report

North VP Report

I would like to thank Karen Smith past NVP, for being available as mentor and willing to provide guidance. For the 4CS North Representatives; Deborah Knowles, Linda Allen, and Laurel Kinley, I am very appreciative that they go beyond the call of duty to maintain 4CS ties with their local and regional area senates. Without them, it would be difficult to maintain communication within their region. Regarding the vacant positions, I have been speaking with several potential representative to submit letter of intents to fill the vacancies for Bay 1.

Moving forward, as I continue to dive into the responsibilities of NVP, I plan to develop ways in which Deborah, Linda, Laurel and I, can come together on a regular basis via phone to discuss any challenges and/or what works best, and share ideas for the North Classified Senates continue to seek the rewards of being united.

I'm forever grateful to the 4CS Board for being supportive while I emerge as NVP.

Skyline College Classified Senate:

Classified Senate at Skyline College has recently voted and unanimously approved our Code of Ethics. Now we are waiting for our sister colleges to vote and approve them. Once all three approve our Code of Ethics will go to the board for final approval and to be added to our district board policies. This will allow our Senates to have a more unified and stronger voice within our district and within the state.

We have been recently collaborating with our Associated Students of Skyline College to collect donation items to support the victims of the Butte County wildfires. The drive recently ended, but from what we have established thus far, we collected a generous amount of donations and are now in the process of donating them to the appropriate people.

We are also in the process of working with our Associated Students of Skyline College to package lunches and donate these packaged lunches for the homeless in San Francisco

We are in the process of raising money to make a donation from the Classified Senate to our Skyline College Student Scholarships

- I have reached out to Michael Bilbray the President of CSEA to see how 4CS and CSEA can work together.
- I am working with CSM to get a classified senate started.
- I reached to our CSEA President about getting flex time in our contract. She said we can ask for it when our contract opens next year.

No reports from other campuses

I called and left messages also.

Awards Committee

I will begin sending out notices after Thanksgiving to remind folks of the various scholarships and awards. I chose to wait because everyone is so busy right now.

I will send notices after Thanksgiving again in February and again in March.

CLI Awards and Dinner:

- I can MC and complete dinner brochure. If there are other plans for brochure please advise.

Decorations, I can order the decorations unless someone else has already done so. Either way I am fine. What is the budget for decorations?

I have asked Cari to mentor me through this process to ensure that I don't miss anything.

ACL Meeting

Points to high light

Concerns about the timing of the conference. Lizette explained that we tried to schedule the conference at a time when we would have easier access to law makers.

Discussed AB288 College and Careers Pathways Act. (see attachment)

Discussed AB798 College Textbook Affordability Act of 2015. (see attachments)

Concerns: how will it affect student financial aid and students with disabilities? **Lizette will get back to us on this**

The Townhall meeting was such a hit at the Legislative Conference that the league will host them again at the 2016 Legislative Conference. They have requested that ACL board members serve as moderators.

I have already volunteered.

Bay 3 Area Report

November Executive Board Meeting

11/17/15

Mission College – Classified Senate President Renee Ruzicka stepped down in October, citing scheduling conflicts and lack of support from her department. VP Mike Denne is serving as Interim President until a general election can be held.

San Jose City College – The staff have formed a Classified Senate with interim officers pending a general election. Julinda LeDee is acting president and has been instrumental in guiding the process thus far. Bay 3 rep Laurel Kinley will be meeting informally with the interim officers on December 11 to offer guidance on creating a constitution and bylaws for the new senate. A formal request for a speaker to attend the staff professional development day in January 2016 will be submitted to 4CS. Interested 4CS Board members are needed for the event.

West Valley College – The Fall professional development day on November 13 was well attended by staff. Topics included retirement/investment planning and a wellness workshop. Plans for the Spring PD day are underway.

There are no reports from other colleges in the Bay 3 area for this quarter. Continued efforts will be made to establish communication with classified senates in the Bay 3 region.

Submitted by Laurel Kinley

4CS CENTRAL 2 REGION REPORT

REEDLEY COLLEGE (including Madera & Oakhurst Centers)

- The RC Classified Senate was given the opportunity to provide input on the College's Student Equity Plan.
- Nominations are being taken for Classified Senate Senators (will be voted in and start in January 2016 for 2 year term) and will be Electing new Executive Officers.
- Started a "Coats for Kids" drive which will end on November 13th and distributed to the community soon after.
- Held a successful "BOO Grams" fundraiser and sold close to \$175 which will go towards scholarships next year. We also held an annual OctoberFeast Potluck and fun Office decorating competition.

CLOVIS COMMUNITY COLLEGE

- CCC had a Boo-Gram fundraiser for Halloween. They sold out all the witches cauldrons filled with candy and were able to put over \$300.00 towards CCC's Classified Senate scholarship program.
- Currently working on handing out gift cards for Thanksgiving and Christmas to students who may need some help with food and gifts.

FRESNO CITY COLLEGE

- The FCC Classified Senate was given the opportunity to provide input on the College's Student Equity Plan. The plan was approved by all constituent groups.
- Held a very successful Staff Development Day on November 11. The them was "Defying Gravity & Reaching for the Stars." The keynote speaker was Jake Soberal, co-founder & CEO of Bitwise Industries, a technology incubator in Fresno.
- Donated to FCC's annual Hope for the Holidays that gives gift cards and other times to students who may be in need.

4CS Area Report Template

Your Name and Title:

John Lewallen,
President, Classified
Senate

College Name:

Mt. San Antonio
College (Mt.SAC)

Senate Office currently serving:

How often are you holding your Classified Senate meetings:

Monthly

Have you had any problems meeting quorum? No

If so, describe here:

What are some of the issues you are discussing?

Professional Development – what's good and what might be added?

Classified awards and recognition – enhance and/or improve

More classified socials/mixers

What should the spring's classified retreat include? Goals, offerings and activities

Resolutions create a classified senate college voice on a local or statewide level. If you didn't know this already, Academic Senates create MANY resolutions yearly. Let us know what frustrates you so we can work together and benefit from this effective process. Looking forward to the resolution writing ideas at this year's CLI. Are there any topics that might benefit from a resolution?

A resolution that supports creating a statewide system of credit for professional development classes/workshops that classified staff take. A system that mirrors what faculty now receives. This could include salary increases, bonuses, etc. Also, allowances for time to take these classes during regular work hours.

What activities has your senate done over the past quarter?

- We started planning a classified retreat – off campus and for up to three days.
- Hosted our annual Halloween Mixer

Where are your challenges?

We could always use more classified staff involvement in planning our events.

What do you wish you had help with from 4CS or any other resources?

Would love to connect easier w/ our constituents at the other state colleges. Online would be fine with a vivid site that people can share ideas on. Meet-ups a couple times of year, localized but inviting all would be great. Just a nice space to chat for a couple of hours with loose guidance from whomever coordinated the gathering.

What's working well for your Classified Senate? We'd love to share what you do!

Classified LOVE our socials! At our annual Halloween mixer everyone dresses in costume and enjoys the prizes. The senate members decorate the room and create a spread worthy of Martha Stewart!

We have been doing well with successfully finding and placing either senators, or other classified, on college committees. We place a high priority on keeping the classified voice well represented. Our classified leaders dialogue regularly with key management to keep them aware of classified staff opinions and needs.

What factions of your Classified Staff are active in Program Review and the SA/SLO process?

Just about every department has at least one classified serving on a college committee.

Are you doing any program review or AU-SLO for your Senate?

A classified survey, done in coordination with POD, was recently completed. It asked and gave us feedback on what classified want to see in POD offerings, socializing, daily work needs and more.

What else would you like to tell us?

Personally, I'd like to do more state activities. However, between my job duties and classified president tasks I have almost no time! (I also serve as the CSEA CPRO.)

OFFICE USE ONLY

For Area Representatives: highlights to include in your area report to the board:

Date report was received: _____

For submission to 4CS Board meeting held: _____

Your area: _____

Report from this college: _____

4CS Area Report

Your Name and Title: Karen Martin

College Name: Irvine Valley College

Senate position currently serving: President

How often are you holding your Classified Senate meetings? Monthly

Have you had any problems meeting quorum? No

If so, describe here: _____

What are some of the issues you are discussing?

Professional development is a big topic for us. We received funds and just completed a survey for Classified Staff at Irvine Valley College. Currently, putting together the results to present at our upcoming meeting and then will present a professional development plan for the year to the college president.

Accreditation is another big topic for us right now.

Resolutions create a classified senate college voice on a local or statewide level. If you didn't know this already, Academic Senates create MANY resolutions yearly. Let us know what frustrates you so we can work together and benefit from this effective process. Are there any topics that might benefit from a resolution?

What activities has your senate done over the past quarter?

Professional development survey, professional development funds kickoff event, Halloween fund raiser, food collection for holiday baskets for Veterans, Thanksgiving Potluck/Meeting

Where are your challenges?

Participation

What do you wish you had help with from 4CS or any other resources?

What's working well for your Classified Senate? We'd love to share what you do!
Even though the participation is small, we are starting to get more people at our meetings and seeing new faces.

What factions of your Classified Staff are active in Program Review and the SA/SLO process?
Not at this time.

Are you doing any program review or AU-SLO for your Senate?
Not at this time.

What additional information would you like to share us?

OFFICE USE ONLY

For Area Representatives

Highlights to include in your area report to the board: _____

Date report was received: _____

For submission to 4CS Board meeting held: _____

Your area: _____

Report from this college: _____

4CS Area Report Template

Your Name and Title:

DEBRA
CANTARERO

College Name:

PCC

Senate Office currently serving:

PRESIDENT

How often are you holding your Classified Senate meetings:

TWICE A MONTH

Have you had any problems meeting quorum?

NOT LATELY.

If so, describe here:

What are some of the issues you are discussing?

WE ARE ON PROBATION, SO MANY OF OUR DISCUSSIONS ARE BASED ON ACTION ITEMS HAVING TO DO WITH ADDRESSING THAT.

Resolutions create a classified senate college voice on a local or statewide level. If you didn't know this already, Academic Senates create MANY resolutions yearly. Let us know what frustrates you so we can work together and benefit from this effective process. Looking forward to the resolution writing ideas at this year's CLI. Are there any topics that might benefit from a resolution?

AM VERY INTERESTED IN VENTURA'S 9+1 AND INVESTIGATING WHETHER THAT CAN BA A USEFULE TOOL FOR MORE SCHOOLS.

What activities has your senate done over the past quarter?

WE JUST HAD OUR FALL HALLOWEEN GENERAL MEETING/FUNDRAISER WHICH WAS ATTENDED BY OVER 100 STAFF MEMEBERS.

Where are your challenges?

WE HAVE NO OFFICIAL POLICY ON GETTING RELEASED TO PERFORM SHARED GOVERNANCE RESPONSIBILITIES.

What do you wish you had help with from 4CS or any other resources?

WOULD LIKE TO USE THE SPEAKERS BUREAU.

What's working well for your Classified Senate? We'd love to share what you do!

WE PRESENTLY HAVE ALMOST A FULL BOARD, WHICH HASN'T HAPPENED IN A WHILE. A FULL COMPLEMENT OF STAFF FROM FACILITIES IS SITTING ON THE BOARD- A FIRST FOR US!

What factions of your Classified Staff are active in Program Review and the SA/SLO process?

WE WERE CITED FOR SLOS FROM ACCJC. OUR UNION IS CURRENTLY NEGOTIATING HOW TO PUT SLO'S INTO OUR UNION EVALUATIONS. STAY TUNED...

Are you doing any program review or AU-SLO for your Senate?

WE JUST DID OUR FIRST PROGRAM REVIEW THAT ACCJC REQUIRED OUR CAMPUS TO DO-LINKING PLANNING TO BUDGETING....STAY TUNED...

What else would you like to tell us?

OFFICE USE ONLY

For Area Representatives: highlights to include in your area report to the board:

Date report was received: _____

For submission to 4CS Board meeting held: _____

Your area: _____

Report from this college: _____

California
Community
Colleges Classified
Senate

November 2015
Board Meeting

11/18/2015

**4CS Southeast 3
Area Report**

Area Representative
Authored by: Trisha Albertsen

Area Representative

Chaffey College

On Friday, October 16, 2015 the Southeast 3 Area had a meeting at Chaffey College with 4CS Area Representative Trisha Albertsen and 4CS South Vice President Karen Martin. All the colleges in the Southeast 3 area were invited and 3 of the 8 participated. We had Chaffey College, Mt. San Jacinto College and Crafton Hills College. The Classified Professional that attended were Elizabeth Mascaro, Tim Lampley, Diane Morales, Alma Alvarez, Eva Aceves, Belen Kirejian, Mary Bender, Cyndi Gundersen, Donna Walker, Lissa Napoli, Corrie Verhagen, Trisha Albertsen, Karen Martin. The topics we covered were meeting quorums, senator participation, senate events and fundraising, campus challenges and we gave out many 4CS resources.

We currently have finished the new classified professional orientation program that we have been working on through program review and will be implementing the program in January 2016. We also have a senator who is running for the VP position on the e-board for CSEA and we hope this will give us a closer working relationship with our union. We also have finished interviews for our .475 Administrative Assistant II position for Classified Senate; the new classified professional should be starting at the beginning of January.

4CS Area Report

Your Name and Title: Mike Sauter

College Name: Saddleback College

Senate position currently serving: Past President

How often are you holding your Classified Senate meetings? Twice a month

Have you had any problems meeting quorum?

If so, describe here:

What are some of the issues you are discussing?

Working on rewriting bi-laws. Would like to remove the position of President Elect and establish two 1yr term Vice President positions.

Resolutions create a classified senate college voice on a local or statewide level. If you didn't know this already, Academic Senates create MANY resolutions yearly. Let us know what frustrates you so we can work together and benefit from this effective process. Are there any topics that might benefit from a resolution?

What activities has your senate done over the past quarter?

Collecting and organizing a food drive for Thanksgiving baskets for Veterans.

Where are your challenges?

Participation.

The new president took a position at another college and the president elect as been out on medical leave.

The past president has had to take back on some of the duties to keep the senate going.

What do you wish you had help with from 4CS or any other resources?

What's working well for your Classified Senate? We'd love to share what you do!

What factions of your Classified Staff are active in Program Review and the SA/SLO process?
Not at this time.

Are you doing any program review or AU-SLO for your Senate?
Not at this time.

What additional information would you like to share us?

OFFICE USE ONLY

For Area Representatives

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Date report was received: _____

For submission to 4CS Board meeting held: _____

Your area: _____

Report from this college: _____

4CS Area Report

Your Name and Title: Patrick Backes. Curriculum, Articulation and Special Project Coordinator

College Name: College of the Canyons

Senate position currently serving: President

How often are you holding your Classified Senate meetings? Monthly Officer Meetings, Monthly Open Meetings

Have you had any problems meeting quorum? No

If so, describe here: _____

What are some of the issues you are discussing?

Classified Representation on Campus Committees

Professional Development for Classified Employee

Future joint meetings with our Academic Senate

Program Review, Fundraising, Budget

College Policies

Resolutions create a classified senate college voice on a local or statewide level. If you didn't know this already, Academic Senates create MANY resolutions yearly. Let us know what frustrates you so we can work together and benefit from this effective process. Are there any topics that might benefit from a resolution?

What activities has your senate done over the past quarter?

"Donut and Coffee Drop" networking events at various departments on campus.

Classified Professional Development workshop planning.

Classified representation on campus committees.

Where are your challenges?

Attendance, participation at our monthly open meetings.

What do you wish you had help with from 4CS or any other resources?
Writing really good constitution and bylaws that represent our classified staff.

What's working well for your Classified Senate? We'd love to share what you do!
Networking events

What factions of your Classified Staff are active in Program Review and the SA/SLO process?
None

Are you doing any program review or AU-SLO for your Senate?
No

What additional information would you like to share us?

OFFICE USE ONLY

For Area Representatives

Highlights to include in your area report to the board: _____

Date report was received: _____

For submission to 4CS Board meeting held: _____

Your area: _____

Report from this college: _____

CHARTER



Online Education Initiative Steering Committee

Revised 08/28/2015 with changes recommended at the 08/28/2015 Steering Committee meeting

Revised May 8, 2014 with the changes recommended at the April 4, 2014 Steering Committee meeting

Establishment and Authority

The Online Education Initiative (OEI) Steering Committee is a committee established by the California Community Colleges Chancellor's Office (CCCCO).

Purpose/Responsibilities

The purpose of the committee is to advise and make recommendations to the OEI project staff on the implementation of the OEI Grant for the California Community Colleges.

The committee shall:

- Work towards achieving the goals of the OEI Project to promote improved access to and quality of online education
- Solicit input from respective constituent groups to inform the committee
- Communicate project status to respective constituent groups and colleges
- Review progress and provide input on project planning and deliverables
- Provide recommendations to the OEI project staff and CCCCCO on policies for the Exchange, best practices, user requirements, and other project activities as requested
- Provide input in an annual project review process, to be conducted by an independent review organization¹ and submitted to the OEI project staff with a copy to the CCCCCO

Committee Composition and Governance

1. Membership

Regular Members

- a) The committee shall be composed of Regular Members representing the following organizations:
 - Admissions and Records (2) – appointed by CACCRAO
 - Faculty appointed by the Academic Senate (9 total including at least one member from the following areas as indicated)
 - Counselor (1)
 - Librarian (1)
 - Articulation Officer (1)
 - Additional Faculty – (6 total)
 - Tutoring (1) - Appointed by ACTLA
 - CBO (1) - appointed by ACBO
 - CEO (1)- appointed by the CCLC CEO Board
 - CIO (2) - appointed by CCCCIO
 - CISOA (1) - appointed by CISOA

¹ The RP Group has been designated as the independent review organization in the grantee's response to the RFP

- CSSO (2) -appointed by CCCSSAA
- DE Coordinator (2) - appointed by CCCDECO
- Financial Aid (1) - appointed by ???
- College Researcher (1) - appointed by the RP Group
- Students (2) - appointed by SCCC
- Educational Technology Staff (1) - Appointed by the CCC Classified Senate (CCCCS)

- b) The Regular Members of the OEI Steering Committee shall be appointed by the leadership of the appropriate constituency groups represented on the committee, in consultation with the Chancellor's Office, for terms of two (2) years. Members may be reappointed by their constituency groups to serve additional terms. Faculty shall be appointed by the Academic Senate pursuant to Board of Governors Standing Order 332 except as otherwise noted within that standing order.
- c) All Regular Members are voting members of the committee.
- d) Positions may be deemed vacant if an appointee to that position is absent for three consecutive meetings. The Chancellor's Office shall notify the leadership of the appropriate constituency organization of the vacancy and request a new appointment.

Ex-officio Members

- a) The committee shall include the following non-voting, ex-officio members:
- OEI Executive Director
 - CCC Technology Center Director
 - CCC Technology Center OEI Statewide Project Manager
 - CCCCCO Technology Director
 - CCCCCO Dean of Academic Affairs
 - CCCCCO Specialist, Student Success and Support Program
 - SACC Liaison
 - SSSPAC Liaison
- b) Ex-officio committee members may invite members of their staff to attend committee meetings as resources.
- c) Committee meetings will not be scheduled for the convenience of ex-officio members or their invitees.

2. Leadership

- a) There shall be two Co-Chair positions each elected by a majority vote of those members present at a scheduled meeting or through electronic ballot of the entire committee membership. The Co-Chairs shall serve staggered two-year terms.
- b) The Co-Chairs shall coordinate actions of the committee and conduct its meetings.
- c) The OEI Executive Director shall appoint a member of his / her team to prepare and distribute draft minutes of committee meetings for the committee's approval, and archive approved minutes.
- d) The OEI Executive Director shall appoint a member of his/her team to maintain a current roster of the voting and ex officio membership of the committee and keep a record of meeting attendance. The record of meeting attendance shall be provided to the Co-Chairs and the CCCCCO Technology Director.
- e) The Co-Chairs may appoint sub-committees as needed to gather information and develop recommendations on designated issues or topics.

3. Meetings

- a) The committee shall determine the time of its meetings, provided that it meets at least quarterly. The location of in-person meetings shall be determined by the OEI Executive Director or designee, in consultation with the Co-Chairs.
- b) The committee shall determine the procedures to conduct its meetings. Robert's Rules of Order shall be used as the parliamentary authority.
- c) A quorum is 50% plus 1 of the active voting membership in attendance in-person and/or via audio/video conference. Voting members who are not present for three consecutive meetings will be deemed inactive and will not count towards the quorum. Vacancies do not count towards a quorum.
- d) Action taken by the committee shall require a majority vote of those members present at a scheduled meeting.
- e) Scheduled meetings of the committee may be conducted in person, through audio/video conference or by using a combination of both as agreed upon by the committee. Any member of the committee may attend committee meetings either in person or remotely through audio/video conference.
- f) The Co-Chairs (or designee) shall provide email notice of the time and place of all meetings of the committee to each member of the committee, the OEI project staff, and the CCCCC no later than 72 hours prior to the meeting, together with an agenda of the items to be discussed and proposed actions to be taken.
- g) Guests who wish to attend committee meetings either in person or through audio/video conference should provide notice of intent to the Chair by email at least 48 hours prior to the meeting. The Chair shall provide an email copy of the meeting notice and agenda of the next meeting to that guest within 24 hours of the notice being received by the Chair.

Reporting

The committee shall report to the California Community Colleges Chancellor's Office on its activities and any recommendations. The approved minutes of the meeting may be used as a report of the committee's activities.

Review and Changes to the Charter

The committee will review this charter on an annual basis and may recommend any changes as needed to the California Community Colleges Chancellor's Office.