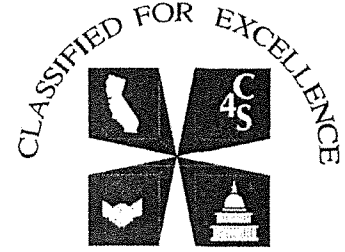




California Community Colleges
Classified Senate

Board of Directors
Quarterly Meeting
Riverside Convention Center – CCLC Conference
November 16, 2016



Approved Minutes

Present: Wednesday, November 16, 2016

4CS Board Members:

Debbie Weatherly	President	Santa Rosa Junior College
Karen Martin	South Vice President	Irvine Valley College
Trisha Albertsen	Secretary	Chaffey Community College

4CS Area Representatives:

Deborah Knowles	North 2	Sacramento City College
Susan Rodriguez	Central 1	San Joaquin Delta College
Debra Cantarero	Southwest 3	Pasadena City College
Dawn Bridge	Southeast 3	San Jacinto College

Attending via conference call:

Shondra West	Vice President Elect	Los Medanos College;
Linda Allen	North Vice President	Skyline College
Ernie Garcia	Central 2	Fresno City College
Cari Plyley	Office Manager	Butte College
Monica Souza	President Emerita	Sacramento City College
Jim Wilson	President Emeriti	Sierra College Retiree;

Absent:

Maureen Chenoweth	Past President	Foothill College Retiree
Norma Talley	Treasurer	Butte College Retiree
Evren Gurson	Bay 1	Contra Costa College
Peder Nielsen	Southwest 2	Ventura College
Jose Hueso	4CS Associates	San Diego Continuing Education
Janet Pedersen	4CS Associates	San Joaquin College
My Loi	4CS Associates	Mission College
Laurel Kinley	4CS Associates	West Valley
Karen Smith	4CS Associates	Foothill Community College

1. Meeting Called to Order

President Debbie Weatherly called the meeting to order at 8:08 am.

2. Welcome and Introductions

President Weatherly welcomed Board members present and those joining us via CCC Confer and talked about the possibility of holding the 2020 Classified Leadership Institute at the Riverside Convention Center. The convention center is centrally located with many hotels, restaurants and other activities within walking distance. Cherie Savage informed Trisha Albertsen that the convention center is very reasonable priced.

3. Agenda Approval

49 **Motion to approve: Deborah Knowles, Second: Karen Martin, Approved**

50

51 **4. Consent Agenda:**

52 **A. 2016-62 Approval of Minutes: September 9-10, 2016 Board Meeting**

53 **B. 2016-63 Accept Supporting Memberships & Donations**

54 **Motion to approve: Dawn Bridge, Second: Karen Martin, Approved**

55

56 **5. President's Report**

57 ➤ 4CS has been awarded the \$100,000 IEPI Leadership Grant. We will be using to create
58 a Leadership Academy to serve all California Community Colleges and breakdown the
59 silos between staff, faculty and administration and to serve on statewide committees.
60 Deborah Knowles is the chair over the grant; we will discuss more about the grant later
61 in the agenda.

62 ➤ Santa Rosa Junior College received \$50,000 IEPI Leadership Grant that they will be
63 using to create a Leadership Academy and they shared their application with 4CS if we
64 want to use it as a template for our academy. Santa Rosa's professional development
65 committee is working how to access the Professional Learning Network & Linda.com
66 and we need to spreading the information how all colleges can use this network for
67 professional development. Cari Plyley asked if we should add the link to the 4CS
68 website with simply instruction of how to access it for free.

69 ➤ President Weatherly shared she is serving on a IEPI team that will be going into
70 Cabrillo on November 29-30, 2016, these teams come in a receive a list from the
71 college of area they feel needs improvement and we give them ideas of how they can
72 obtain them. We listen to them and give positive feedback. I know Ernie Garcia is
73 serving on a team and we need more classified to serve, they have request from 63 of
74 the 113 colleges to have teams come out and give them a review and tools that can help
75 them prior to an accreditation visit.

76 ➤ President Weatherly is also part of the Strategic Priority Training team that will be
77 creating a system wide leadership list of what is needed for the future.

78 ➤ President Weatherly will be doing a workshop during the CCLC convention on "Take
79 Your Classified on a Road Trip to Institutional Success"; we have a panel that includes
80 myself, Frank Chong the President of Santa Rosa Junior College, Breanne Holland,
81 American River College and Neill Kovrig, San Diego Continuing Education. We will
82 be talking about why it is important to have classified involved not only locally but
83 statewide.

84 ➤ President Weatherly will be attending the League Board meeting while attending the
85 conference this week.

86 ➤ President Weatherly has been working with SEIU in creating a flex credit program at
87 Santa Rosa so that classified can receive a stipend when part of committees, which
88 would be an incentive for classified to participate. We also want to look into moving
89 the flex credit towards travel and conference.

90 ➤ Jeff Spano, Dean at the Chancellor's Office approached President Weatherly and asked
91 if we would like to have Karen Stashower be part of our planning committee for
92 forming the Leadership Academy at no cost to 4CS.

93 ➤ Linda Allen and President Weatherly have been working to try to have a meeting with
94 C.S.E.A. on ways that we can collaborate with them on the future of classified in the
95 state.

96 ➤ President Weatherly has a call into the new incoming Chancellor, he won't be able to
97 attend CLI as he is already booked for another event, but his assistant stated that she
98 will keep that date in mind incase his calendar changes and he can come to see us. I
99 also asked her to let me know when he will start having meetings that I would love to
100 meet this him and discuss classified. I had sent him and congratulations letter and I sent
101 you all a copy of his handwritten response.
102

103 **6. Old Business**

104 **A. 2016-38: 4CS Definition of Term: "Classified Professionals"**

105 Jim Wilson is proposing the following direct statement be discussed and approve:

106 "Let it be known, when 4CS (the California Community Colleges Classified Senate), uses
107 the term "Classified Professionals", we are including all California Community College
108 Classified Staff as defined in California Education Code and cited within the 4CS Bylaws.
109 We acknowledge that this includes Classified Administrators, Classified Managers, and
110 Classified Supervisors as well as all other Classified Staff. We also acknowledge that this
111 term may be used by colleges, districts and other groups with a variation of this definition,
112 hence the purpose for us (4CS) to define and clarify the definition we are using." President
113 Weatherly asked if this would be done as a resolution and Jim Wilson stated no, it will just
114 be added to the bylaws, website, etc... It's just a statement of how we use the term.

115 **Motion to approve: Deborah Knowles, Second: Susan Rodriguez, Approved**
116

117 **7. New Business**

118 **A. 2016-64: Classified 9 + 1**

119 Pulled until March

120 **B. IEPI – Leadership Grant Award**

121 Deborah Knowles called ACCCA to congratulate them on also receiving the IEPI Grant
122 and asked them if maybe we could collaborate with their organization, we exchanged
123 proposals with them and agreed to read over and see where we might fit in each other's
124 programs.
125

126 Deborah Knowles has reached out too many groups and individuals, the State Academy
127 Senate and CIO to talk about collaboration and they have responded that Yes, they would
128 love to be part of our program. I also reached out to Pam Walker at the Chancellor's
129 office about "Servant Leadership" training that she does and asked how she could advise
130 us. Pam Wilson is another person I reached out to about doing training for us and she is
131 very interested in doing a workshop or assist in any way possible. A 3- 4 workshop with
132 her would be \$7,500.
133

134 The next step we need to do is to receive the money, we need to create an invoice and
135 send it to the overseer of the grant asap. We need to open an account and how we will be
136 spending, tracking and how the quarterly reports will be done. Linda Allen asked if we
137 would be breaking down our spending for the grant and Deborah Knowles responded that
138 will be done at the planning meeting. Deborah Knowles has sent a communication to the
139 Chancellor's office asking about timelines, due dates, etc... Deborah Knowles asked
140 President Weatherly if we can go ahead a set the dates for the planning meetings without
141 receiving the grant check and we can use 4CS funds or personal funds and reimburse
142 once the check is received. Jim states that this is out of the scale of what any 4CS

143 treasurer has ever done and it would be appropriate for us to have a grant treasurer to
 144 oversee these funds.

145
 146 President Weatherly feels there are two items we need to figure out today who will be
 147 tracking the funds and second are we going to spend 4CS funds and/or personal funds
 148 knowing that the grant check will be coming in.

149 President Weatherly is requesting the following motion:

150 Deborah Knowles will be the grant coordinator/chair and Dawn Bridge will be the fiscal
 151 lead for the grant.

152 **Motion to approve: Linda Allen, Second: Karen Martin, Approved**

153

154 President Weatherly is requesting the following motion:

155 That we use 4CS funding to be reimbursed by the grant when the grant funds are
 156 received.

157 **Motion to approve: Dawn, Second: Debra, Approved (Abstention: Deborah)**

158

159 Trisha Albertsen asked if we know how long the turnaround is in receiving the check
 160 once they receive our invoice. Once we get the invoice in we will be able to get more
 161 information on how long it will take to receive the funding. President Weatherly asked
 162 Deborah Knowles to forward the invoice to Trisha Albertsen so it can be prepared while
 163 we are at our meeting and Deborah Knowles will forward it to the appropriate party.

164

165 Jim Wilson will be donating \$1,000 after January 1st for a scholarship and any other
 166 needs.

167

168 Linda Allen is asking are we can just request a change in our treasure over the grant.

169

170 Jim Wilson believes we should call Norma Talley and ask her what her intended level of
 171 involvement is going to be as we have procedures to find out what is going on. President
 172 Weatherly asked Trisha Albertsen to write a letter finding out what her intent is with 4CS
 173 and if there is not response we will be replacing her. Monica Souza wanted to give a
 174 point of information that we just need to follow the bylaws as president.

175

176 Deborah Knowles is requesting that we send key planning people to involve in the grant
 177 planning and/or implementation, especially classified and other.

178

179 **8. Board Reports**

180

A. President Elect:

181

Shondra West reported that she will be arriving at the CCLC convention on Thursday and
 will be attending her first league board meeting on Saturday. She was also requested to be
 part of the IEPI planning meeting for our grant by Deborah Knowles which she accepted.
 She hasn't attending any of the Statewide Equity Committee meeting yet and was asked to
 President Weatherly to reach out to Deborah Sheldon about the meetings and when they
 may be happening. I'm also working with Trisha Albertsen on CLI.

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B. North VP:

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Linda Allen reported that she emailed all the colleges under the North that don't have area
 representative and I received two: Columbia and Canada. I also send emails trying to
 recruit classified to be area representatives. I've been working with President Weatherly
 trying to meet with C.S.E.A to work with them. Also, I've had classified asking how they

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191

192 can use SSSP funds for the CLI. President Weatherly stated that she received clarification
 193 from the Chancellor's office as well as her own college and we should remove that off our
 194 flyer as a possible funding sources since you really need to work within that area to use
 195 those funds and they can only be used in certain areas.

196 C. South VP

197 Karen Martin reported on the South retreat held at PCC on October 14, 2016, there was
 198 about 31 attendees, lots of networking, they appreciated Past President Chenoweth
 199 feedback on resolutions and other topics. Saddleback College offered the Spring retreat in
 200 either February/March. Long Beach City College has approved their senate. Karen Martin
 201 would like to meet with Linda Allen to talk about what should be included, what they
 202 should be called, cost and other items.

203 D. Secretary

204 2016-65: QuickBooks vs. Excel Spreadsheet

205 Trisha Albetsen is suggesting that we stop using the online QuickBooks and move to use
 206 her excel spreadsheet that was created to track all of our checking, savings and PayPal
 207 accounts. It is a simple spreadsheet showing monthly income and expenses. She also
 208 updated our chart of accounts and added that to the spreadsheet so that we can sort by any
 209 category. Karen Martin would like to make the following motion: Move to adopt the use of
 210 the newly created excel spreadsheet and chart of accounts for tracking of all 4CS funds.
 211 President Weatherly asked when this spreadsheet will be up-to-date and ready to use and
 212 Trisha Albetsen responded with January 1, 2017 is her target date.

213 **Motion to approve: Karen Martin, Second Susan Rodriguez, Approved.**

214 2016-66: Travel Guidelines

215 Trisha Albetsen stated that back at the June 2016 board meeting board members had asked
 216 if there could be a simple one-page document of which travel forms to use for what and in
 217 what order they should be used. She created this document and is asking for you to look
 218 over and email her any suggestion or comments before our March board meeting where she
 219 will bring back for any approval if needed.

220 E. Treasurer

221 Treasurer's Report as of October 31, 2016

222	Checking	\$13,572.73
223	Savings	\$3,101.04
224	PayPal	<u>\$301.62</u>
225	Total Fund Balance:	<u>\$16,975.49</u>

226 9. **Area Representative Reports (reports attached see addendum)**

227 During the area reports the retreats and other activities being paid through PayPal were brought
 228 up and Jim Wilson and Ernie Garcia will work together to setup individual dropdown for each.
 229 It was also agreed that the cost for the retreat will be \$25 for prepaid and \$30 at the door, this
 230 will hopefully be an incentive for attendees to pay ahead of time.

231
 232 10. **Committee Reports**

233 A. Bylaws – No report from committee chair, though Cari Plyley stated we were going to look
 234 at the office manager and secretary duties to see if there are any conflicts and to see what needs
 235 to be updated.

236 B. Budget – No report, items brought up under the secretary report.

237 C. Conference Development

238 1. CLI

- 239 Registration has not opened up due to CCLC losing their webmaster; they do have a staff
240 member working to get it up and ready to open. They are in the process of looking into
241 hiring a replacement so not to worry. Yes, we will still be offering the App. We added an
242 area asking for donations from classified not just bookstores on our registration email.
243 Karen Martin stated she will request for the Disneyland tickets again. The following
244 forms have been posted: Sponsorship, Call for Presentation, Linda Allen is almost ready
245 to send out the email about the scholarships and all the different awards. Cari Plyley
246 asked us to go to the website and double check all the links are working because they can
247 be in multi places. Tentative program is being sent to Cherie Savage so that we can verify
248 that we have all the rooms for registration, workshops, general sessions and meals. Cari
249 Plyley asked how many projectors we will need during the conference and Trisha
250 Albertsen responded that the most we will need at one time is eight. Karen Martin wanted
251 to verify that this year the poster session would be create your own during dinner or they
252 can bring it with them. We will be providing the posters and markers. The board
253 members will be in the Forest Lodge (11 members) and Executive Lodge (other
254 members). CLI Shirts: Royal Blue with Silver artwork on back and add a 25th
255 Anniversary Banner under the logo on the front in white.
- 256 a. Registration Deadline – CCLC (Cherie) is encouraging us to have an online
257 registration deadline will be May 31, 2017 and those who call after that registration
258 cost will increase to \$655.00.
 - 259 2. CCLC – 4CS has a panel workshop being presented.
 - 260 3. 4C/SD Conference – Doubletree in Claremont on March 16-17, 2017 and we are doing
261 a workshop during the conference.
- 262 **D. Awards** – Trisha Albertsen reported for Linda Allen that all forms have been posted on the
263 website and an email will be sent out to announce they can start applying.
- 264 1. CLI Scholarship – Applications can be accepted.
 - 265 2. Outstanding Leadership Award
266 2016-62: CLI Award to Greg Gillispie
267 Pulled until March meeting
 - 268 3. Classified Senate President Service Award
 - 269 4. Model Senate Award – Since we have given out almost all school this award we may
270 want to look at changing it to an Outstanding, once you've been a model you want to be
271 an outstanding or some kind of fun name. Maybe we should start limiting how many we
272 do each year, just because 10 apply doesn't mean we have to give out 10 that particular
273 year.
 - 274 5. Website Award – Applications can be accepted.
 - 275 6. CLI Awards Dinner – Black tablecloths with the centerpieces being round glass mirrors
276 with a glass bowl containing water and floating candles. Debbie will try to get a bottle of
277 wine donated for each table. We are trying to have it be elegant and classy evening with
278 some silhouette cutouts. Granlibakken does their own AV and we will be asking how
279 much they charge for up lightening.
- 280 **E. Fundraising** – No report
- 281 1. Donations & Auction
- 282 **F. Nominations and Elections** – No report
- 283 1. 2017 Elections
- 284 **G. Resolutions Task Force** – President Weatherly reported that Past President Maureen
285 Chenoweth will be at our March board meeting so we all understand the process and how
286 she does the workshop and President Weatherly will be running that workshop in June.
- 287 **H. Policies & Procedures** – No report

- 288 I. Public Relations – No report
 289 J. Legislative Awareness/ACL – No report
 290 K. Technology – Jim Wilson stated that if you go to the main page of the website that say
 291 search our site you can find anything on the site.
 292 L. Membership – Cari Plyley has been doing the senate and directory updates. 40 of our 66
 293 including Long Beach. It would help if the area representative would go to the directory
 294 and double check the information.
 295 M. Brown Act Task Force – No report
 296 N. Grants – Reported previously under new business.
 297 O. Diversity – Shondra West reported that the committee has not meant yet and we have
 298 taken on the responsibility of coming up with a mission statement and other items. I
 299 received an email from Deborah Sheldon and she has retired and her replacement is a
 300 David Loren, so Shondra is going to reach out to him.
 301 P. Audit Committee – Trisha Albertsen reported that she is going through all of the
 302 paperwork so that we can have financial that can be audited.
 303 2016-68: Update on Denise Albright Debt
 304 Cari Plyley report that we have not received a payment since the September board meeting
 305 and that she is going to send Denise an invoice asking for a \$100 payment monthly
 306 payment. Her balance at this time is \$1,734.11 and we can revisit it at our March board
 307 meeting. President Weatherly requested that someone make a motion. Karen Martin
 308 motioned that we send you a monthly invoice for \$100.
 309 **Motion to approve: Karen Martin, Second: Dawn Bridge, Approved.**
 310

311 11. Statewide Committee Reports

- 312 A. 3CSN Advisory Board – No report
 313 B. SSSP – No report
 314 C. CCLC Board of Directors – Will be meeting Saturday, November 19, 2016
 315 D. CCLC Leadership Roundtables – No report – Meeting in February 2017
 316 E. Common Assessment – No report
 317 F. Institutional Effectiveness – No report
 318 G. Online Education Initiative – Report attached
 319 H. Student Equity – No report
 320 I. Student Success Advisory Board – No report
 321

322 President Weatherly received a letter requesting someone to be appointed to the IEPI Strategic
 323 Enrollment Management Advisor Committee by November 30, 2016. Because the committee
 324 is based in Sacramento it should be someone who is located in the north. The committee does
 325 pay and/or reimburse for all cost. Meetings will be Friday or Saturday; Deborah Knowles will
 326 do this short term until we can find someone else to be appointed. President Weatherly is
 327 appointing Deborah Knowles as a short-term appointee until we can find a permanent
 328 appointment. It is a short-term committee.
 329

330 12. Good of the Order

- 331 ➤ Cari Plyley has found that we have 50 responses to the resolution handbook survey and 20
 332 responses flex credit survey. Do you want me to try to make personal contacts, President
 333 Weatherly asked the survey to be sent out again?
 334 ➤ Cari Plyley also requested that if you have any items that need to be stored in our historical
 335 records like flyers, forms, etc. to please send to her for audit purposes.

336 > Jim Wilson wanted to let everyone know that he has been adding more photos to the photo
337 shelter website and this has been a wonderful meeting.
338

339 **13. Adjournment**

340 Meeting adjourned at 12:23 pm
341

342 **Calendar of Meetings**

343	January 29-30, 2016	CCLC Legislative Conference
344	March 9-10, 2017	4CS Quarterly Board Meeting
345	June 15-17, 2017	Classified Leadership Institute

346
347 **Addendums:**

348 Treasurer's Report

349 Representative Reports:

350 B2 – Canada College

351 C2 – Report for area

352 C1 – Columbia College

353 N3 – Sierra College

354 SE 3 – Chaffey College, Crafton Hills, Mt. San Jacinto College

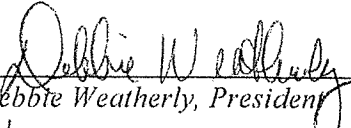
355 SW3 – Glendale College and Mt. San Antonio College

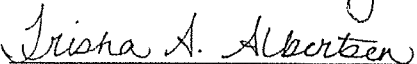
356 Statewide Committee Reports:

357 Online Education Initiative Report
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Debbie Weatherly, President


Trisha Albertsen, Secretary

Date: March 10, 2017