



California Community Colleges
Classified Senate
Board Meeting
Approved Minutes
June 17, 2017
Granlibakken Conference Center

Present: President Shondra West, Los Medanos College; Past President Debbie Weatherly, Santa Rosa Jr. College; President Emeritus Jim Wilson, Sierra College Retired; President Emeritus Monica Souza, Sacramento City College; President Emeritus Cari Plyley, Butte College; North Vice President Ernie Garcia, Fresno City College; South Vice President Karen Martin, Irvine Valley College; Treasurer Trisha Albertsen, Chaffey College; Secretary Laurel Kinley, West Valley College; North 1-Krista Collet, Butte College; North 2-Deborah Knowles, Sacramento City College; Bay 1-Noha Basiliou, Diablo Valley College; Bay 2-Linda Allen, Skyline College; Central 1-Susan Rodriguez, San Joaquin Delta College; Southwest 3-Debra Cantarero, Pasadena City College; Southeast 3-Dawn Bridge, Mt. San Jacinto College; 4CS Associate My Loi, Mission College.

Absent: Southwest 1-Felisia Mitchell, Pasadena City College; Southwest 2-Peder Nielsen, Ventura College; President Emeritus Maureen Chenoweth, Foothill College Retired; President Emeritus Anthony Prestby, Lakeland University; President Emeritus Mary Thompson, Chaffey College Retired; Associates: Evren Gurson, Contra Costa College; Jose Hueso, San Diego Continuing Education/SDCCD; Janet Pedersen, San Joaquin Delta College; Karen Smith, Foothill College.

1. Meeting Called to Order

President Shondra West called the meeting to order.

2. Welcome and Introductions

President Shondra West welcomed Board members and congratulated new officers and area representatives Krista Collet and Noha Basiliou. Board members then took turns introducing themselves to the group.

3. Agenda Approval

a. Changes to Agenda

Change to move Item 5a to top of agenda.

b. Adoption of Agenda

Motion to approve agenda with change. Allen. M/S/U

4. Consent Agenda

a. 2017-08 Approval of Minutes: March 2017

b. 2017-09 Accept Supporting Memberships & Donations

c. Acceptance of 2017-2018 Letters of Intent

Motion to approve. Garcia. M/S/U

5. Review of 2017 CLI

a. Cherie Savage, Trisha Albertsen & Shondra West.

- Highlights from CLI 2017 were discussed. Overall, the conference was a great success. Outstanding conference, well organized. Revenue up from last year.

- Cherie Savage reviewed logistics for CLI 2017 and CLI 2018. She noted that more rooms will be needed to accommodate growing attendance. She will follow up with Crowne Plaza and Granlibakken to lock down offers for the next two conferences, and encouraged Board members to make a decision on the location of CLI 2020 as soon as possible.

b. Fundraising Results

Laurel Kinley reported that souvenir sales were low given that fewer items were offered this year. Drawings continue to be most profitable. Proceeds from the Live Auction boosted profits overall. It was suggested that t-shirts should be offered for presale with registration to increase sales. A detailed sales report will be sent to the Treasurer for review.

c. Evaluations

Trisha Albertsen will tally and mail results to presenters and Board members. A survey will be sent out to all participants for conference feedback.

d. Other

There was a discussion on how to restructure the conference to allow more time between workshops and events. Board members are impacted by the compressed schedule and are not able to enjoy the Awards dinner and dancing. There was a suggestion to end the last Friday workshop earlier to allow time for Board members to prepare for the Awards Dinner, and to utilize volunteers for clean-up following the event. Further discussion will take place in August when the Conference Development Committee meets.

6. 2018 CLI

a. Chair/Co-Chair

Trisha Albertsen will continue as Chair for CLI 2018. Dawn Bridge will Co-Chair. Committee members: Susan Rodriguez, Krista Collett, Noha Basilious, Ernie Garcia, Peder Nielsen.

b. CLI 2017 Evaluations

Evaluations were tabled until the next Board meeting. Board members provided feedback from CLI 2017 for consideration at the preconference planning meeting in August.

c. 2018 Site - Ventura

Room rate at Crowne Plaza will be \$120 single/double. Increasing the registration fee for CLI 2018 was debated.

Motion to set 2018 CLI registration fee at \$650. M/S/Approved. 1 Nay.

d. 2017-16. Sponsorship Levels for CLI 2018.

Karen Martin led a discussion on restructuring sponsorship opportunities based on projected expenses for CLI 2018. Recommended levels range from \$150 for the Awards Dinner Program to \$10,000 for the Awards Dinner event.

Motion to proceed with opportunities for new sponsorship levels as presented. Bridge. M/S/U

e. Theme

Board members brainstormed ideas for CLI 2018 theme.

Motion to defer decision to conference committee. Garcia. M/S/U

100 **f. Conference Committee Retreat**
101 The committee will meet in August. Additional topics will include Awards/Scholarships,
102 Elections, and Fundraising activities.
103

104 **7. Treasurer's Report**

105 **a. 2017-10. Treasurer's Report and Income Statement**

106 Trisha Albertsen presented financial information for May 2017. Refer to attached report for
107 Income/Expense details.

108 Current balances:

109		
110	Bank of America checking	\$ 9,329.62
111	Bank of America savings	-
112	PayPal	\$ 512.85
113		
114	Bank of America Grant Checking	\$79,578.38
115	Bank of America Grant Savings	<u>\$10,000.53</u>
116		
117	Account Total	<u>\$99,421.38</u>
118		

119

120 **b. 2017-11. 2017-2018 Tentative Budget**

121 Trisha Albertsen presented the 2017-2018 tentative budget of \$41,601, based on
122 revenues/expenses from 2016-2017. This tentative budget will be reviewed at the
123 September meeting after receiving the CLI 2017 Income report.

124 **Motion to approve the Tentative Budget. Cantarero. M/S/Approved. 1 Abstention.**
125

126 **c. 2017-12. Accounting Guidelines**

127 First reading. Further review/discussion at September meeting.
128

129 **d. 2016-42. Audit Committee Update-Denise Albright**

130 D. Albright is making monthly payments of \$100 but is running behind on agreed payment
131 plan. Cari Plyley continues to send monthly statements.
132

133 **8. Report on 2016-2017 Goals**

134 It was determined that the draft goals for 2016-2017 were never finalized and should be
135 reviewed again when developing goals for 2017-2018.
136

137 **9. 2017-2018 Committee Assignments**

138 **a. Committee Chair Appointments**

139 *Audit Committee: Trisha Albertsen*

140 *Awards and Recognition: Ernie Garcia*

141 *Budget Committee: Trisha Albertsen*

142 *Bylaws: Jim Wilson*

143 *Conference Development: Trisha Albertsen, Chair; Dawn Bridge, Co-Chair*

144 *Grants: Deborah Knowles*

145 *Legislative Awareness: Linda Allen*

146 *Membership: Cari Plyley*

147 *Nominations and Elections: Ernie Garcia*

148 *Policies and Procedures: Cari Plyley*

149 *Public Relations: Ernie Garcia*

150 *Resource Development: Peder Nielsen*
151 *Resolutions: Karen Martin/Shondra West*
152 *Technology: Jim Wilson*
153 *Statewide Committee Reports: Shondra West*
154

155 **b. Committee Assignments**

156 Committee assignments were reviewed and changes posted to website.
157

158 **c. Statewide Committee Reporting Assignments**

159 Committee assignments were reviewed and changes posted to website.
160

161 **d. Statewide Committee Appointments**

162 Committee assignments were reviewed and changes posted to website.
163

164 **e. Board Travel for Assignments**

165 This item was not carried over.
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167 **10. Conference Development**

168 **a. CCLC Workshops and Attendance**

169 Shondra West and Ernie Garcia will attend the CCLC conference in San Jose, November 16-
170 18, 2017. Ernie Garcia will be presenting a workshop at the conference.
171

172 **b. Gathering of the Senates**

173 The Vice Presidents will determine the dates and locations of future gatherings. The North
174 Gathering is scheduled for October 13 at San Joaquin Delta College.
175

176 **c. President's Retreat**

177 Shondra West reported that the President's Retreat is scheduled for April in Fresno.
178 She will discuss the logistics of the retreat at the September Board meeting.
179

180 **11. Old Business**

181 **a. 2017-06. Amazon Smile**

182 Jim Wilson reviewed 4CS's Amazon Smile account and answered questions from the Board.
183 Suggestions were put forward for consideration by the Resource Development committee.

184 **Motion to forward item to Resource Development committee to work on a marketing**
185 **plan for Amazon Smile. Albertsen. M/S/U**
186

187 **12. New Business**

188 **a. 2017.13. CLI Location Proposal 2020**

189 Board members were polled for their opinions on the pros/cons of each of the three
190 proposed locations, Double Tree Ontario, Riverside Convention Center, and Rancho Las
191 Palmas, Palm Springs. A discussion ensued.

192 **Motion: To accept Riverside proposal and direct CCLC Director Cherie Savage to**
193 **negotiate a contract. Garcia. M/S/U**
194

195 **b. 2017-14 Board Attire Inventory & Order**

196 This item was tabled to a future date.
197

198 **c. 2017-15 Sponsorship Levels for 4CS Organization**

199 This item was tabled to a future date.

200
201 **d. 2017-2018 Goals**
202 This item was tabled to September meeting.

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204 **13. Good of the Order**

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206 **14. Adjournment**
207 Meeting adjourned at 5:46pm.

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209 **Calendar of Meetings**

210		
211	October 13, 2017	North Senate Retreat, San Joaquin Delta College
212	TBD	South Senate Retreat
213	November 16, 2107	November Quarterly Board Meeting, San Jose Fairmont
214	November 16-18, 2017	CCLC Convention
215	January 28-29, 2018	2018 Legislative Conference
216	March 9-10, 2018	March Quarterly Board Meeting, Chaffey College
217	June 14-16, 2018	CLI 2018, Crowne Plaza, Ventura

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219 **Statewide Committee Members**

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221	<i>3CSN Advisory Board</i>	<i>Shondra West, 4CS President</i>
222		<i>Debbie Weatherly, 4CS Past President</i>
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224	<i>3SP</i>	<i>Christy Figueroa-Pettis, San Diego Continuing Ed</i>
225		<i>Maggie Baez, Canada College</i>
226	<i>CCLC Board of Directors</i>	<i>Shondra West, 4CS President</i>
227		<i>Debbie Weatherly, Past President</i>
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229	<i>CCLC Roundtable</i>	<i>Shondra West, 4CS President</i>
230		<i>Debbie Weatherly, Past President</i>
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232	<i>Common Assessment</i>	<i>Irina Marsant, Sacramento City College</i>
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234	<i>Institutional Effectiveness</i>	<i>Neill Korvig, San Diego Continuing Education</i>
235		<i>Breanne Holland, Foothill College</i>
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237	<i>Online Education Initiative</i>	<i>Dave Stephens, Butte College</i>
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239	<i>Student Equity</i>	<i>Shawn Ledet, Sacramento City College</i>
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241	<i>Student Success Advisory Board</i>	<i>Shondra West, 4CS President</i>

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244 **Addendums:**
245 Treasurer's Report
246 2017-2018 Tentative Budget

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Shondra West, President

Laurel Kinley, Secretary

September 8, 2017
Date