



**California Community Colleges  
Classified Senate  
Board Meeting  
Unapproved Minutes  
September 8-9, 2017  
Los Medanos College**

**Present:** President Shondra West, Los Medanos College; President Emeritus Jim Wilson, Sierra College Retired; 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 Basilius, Diablo Valley College; Bay 3-Brenda Rogers, West Valley Mission CCD; Central 1-Susan Rodriguez, San Joaquin Delta College; Central 2-Carol Rains-Heisdorf, Fresno City College; Southeast 3-Dawn Bridge, Mt. San Jacinto College.

**Present via CCConfer:** Past President Debbie Weatherly, Santa Rosa Jr. College (Friday and Saturday); President Emeritus Cari Plyley, Butte College (Friday only).

**Absent:** President Emeritus Monica Souza, Sacramento City College; President Emeritus Maureen Chenoweth, Foothill College Retired; President Emeritus Anthony Prestby, Lakeland University; President Emeritus Mary Thompson, Chaffey College Retired; Southwest 1-Felisia Mitchell, Pasadena City College; Bay 2-Linda Allen, Skyline College; Southwest 2-Peder Nielsen, Ventura College; Southwest 3-Debra Cantarero, Pasadena City College; Associates: Evren Gurson, Contra Costa College; Jose Hueso, San Diego Continuing Education/SDCCD; Janet Pedersen, San Joaquin Delta College; Karen Smith, Foothill College; My Loi, Mission College.

**1. Meeting Called to Order**

President Shondra West called the meeting to order at 9:19am.

**2. Welcome and Introductions**

President Shondra West introduced Los Medanos College Vice President Alex Porter and Classified Senate President Nicole Almassey. Both offered a warm welcome to the board.

**3. Agenda Approval**

**a. Changes to Agenda**

Agenda was amended to add Item 2017-14 under Old Business.

**b. Adoption of Agenda**

**Motion to approve agenda as amended. Bridge. M/S/P**

**4. Consent Agenda**

**a. 2017-19 Approval of Minutes: June 2017**

**b. 2017-20 Confirm New Board Appointments**

**c. 2017-21 Accept Supporting Memberships & Donations**

**d. 2017-31 Butte College Expense Account Reimbursement 2016/2017**

**Motion to approve. Bridge.** Discussion: Area Reports were removed from June 2017 minutes. AI 2017-31 was pulled from consent agenda and tabled to November meeting. **Motion amended to include changes. Bridge. M/S/P**

50 **5. President's Report**

51 **a. Changes to the Board**

- 52 • President West announced the results of online voting and welcomed new area  
53 representatives Brenda Rogers Bay 3; Fauzi Hamadeh North 3; and Carol Rains-Heisdorf  
54 Central 2 to the board.  
55 • Bay 2 Representative Linda Allen and Southwest 2 representative Peder Nielsen are  
56 both on extended leaves of absence from the board.

57 **b. Oath of Office**

58 President West administered the Oath of Office to new board members.

59 **c. CCLC Board of Directors**

60 At the July 7, 2017 CCLC meeting it was announced that Larry Galizio will be the incoming  
61 president for the 2017-2019 term. The committee discussed charitable gift annuity  
62 resolution, future league board meetings, and an update on the league's strategic plan,  
63 finances, budget and dues, and a CCCAA update. To date, CCLC is preparing for the annual  
64 convention scheduled November 15-18, 2017 in San Jose. President West was asked to  
65 emcee the event and present during a concurrent session.

66 **d. Leadership Advisory Board appointment**

67 IEPI oversees a new committee called the Change in Leadership Advisory Committee (CLA).  
68 As the 4CS representative, President West is tasked with advocating for classified inclusivity  
69 by participating in CLA's discussion and assisting with the development of a leadership  
70 summit scheduled October 5-6 for administrators, faculty, and classified to attend as teams.  
71 The summit is intended to offer a cross-functional leadership that brings about  
72 collaboration with a focus on creating equity masterplans for community colleges. Teams  
73 will receive leadership development training to assist with creating a cross-functional  
74 environment. The cost of the event is \$125 and will be held in Southern California, Irvine.  
75 An announcement was sent out to Classified via the listserv.

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77 **6. Old Business**

78 **a. 2016-35 4CS Institutional Goals 2015-2016**

- 79 • The board reviewed the 2015-2017 Institutional Goals for changes. Karen Martin will  
80 update the spreadsheet and assign objectives to committees for further review. It was  
81 decided that the board will do a complete assessment next year.

82 **Motion to adopt revised 2015/2017 goals for 2017-2019. Kinley. M/S/P**

- 83 • The board then reviewed the 2015-2016 Goals. There were no changes.

84 **Motion to adopt 2015-2016 goals as presented for 2016-2017. Bridge. M/S/P**

85 **b. 2017-12 Accounting Guidelines**

86 Treasurer Trisha Albertsen reviewed the guidelines.

87 **Motion to accept and implement the 4CS Accounting Guidelines as presented.**

88 **Rodriguez. M/S/P**

89 **c. 2017-14 Board Attire Inventory & Order**

90 Ernie Garcia and Shondra West will research new styles for CLI board shirts and send  
91 samples to the board for consensus so that Cari Plyley can place order.

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93 **7. New Business**

94 **a. 2017-126 Change Date for March 2018 Board Meeting**

95 Karen Martin requested the date of the meeting be moved back one week so it will not  
96 conflict with scheduled events on host Chaffey College campus.

97 **Motion to change the date of the meeting from March 9-10, 2018 to March 16-17,**  
98 **2018. Albertson. M/S/P**

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- 100       **b. 2017-28 Membership Responsibilities**  
101       The title of this item was changed from *Membership* to *Senate* Responsibilities to better  
102       reflect the purpose of the document. After a spirited discussion there was a  
103       **Motion to direct the membership committee to move forward with refining the**  
104       **responsibilities of member senates and to bring the document back to the board**  
105       **for further review. Basiliou. M/S/P**  
106       **c. 2017-29 Website Award Selection Criteria**  
107       This item was referred back to the Tech Committee to review and recommend new  
108       guidelines for the board to consider at the November meeting.  
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## 110 **8. Executive Board Reports**

- 111       **a. North Vice President – Ernie Garcia**  
112       • The Gathering of the Senates/North Retreat will be held Friday October 13, 2017 at San  
113       Joaquin Delta College in Stockton.  
114       • The President’s Retreat is scheduled for Friday April 13, 2018 at Fresno City College.  
115       **b. South Vice President – Karen Martin**  
116       • Vice President Martin reported that twice-annual retreats for the South are not working  
117       well and that the proposed date for the spring retreat in April conflicted with the  
118       President’s Retreat. The new tentative date for the Gathering of the Senates/South  
119       Retreat is February 1, 2018 at Long Beach City College.  
120       • She is actively recruiting new area representatives and is in communication with  
121       Theresa Grant as a possible representative for vacant Southeast position.  
122       **c. Secretary – Laurel Kinley**  
123       No report.  
124       **d. Treasurer – Trisha Albertsen**  
125       **1. 2017-23 Treasurers Quarterly Report June 1-August 31, 2017**  
126       Treasurer Trisha Albertsen presented the Treasurers Reports and Income Statements for  
127       June, July and August 2017, and the Bank Records for July-August 2017. The quarterly  
128       report was accepted by the board and approved for posting to the website for public  
129       viewing. For details, refer to individual reports.  
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## 131 **9. Area Representative Reports**

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133       • **North 1** – Krista Collett reported on Butte College’s recent Professional Development Day.  
134       • **North 2** – Deborah Knowles presented reports from American River, Cosumnes River, and  
135       Folsom Lake colleges.  
136       • **North 3** – Fauzi Hamadeh is newly appointed, no report for this meeting.  
137       • **Bay 1** – Noha Basiliou had no responses to her requests for reports.  
138       • **Bay 2** – Linda Allen, no report.  
139       • **Bay 3** – Brenda Rogers presented a report from West Valley Mission CCD  
140       • **Central 1** – Susan Rodriguez presented reports from Columbia, Delta, and Merced colleges.  
141       • **Central 2** – Carol Rains-Heisdorf presented reports from Fresno and Reedley colleges.  
142       • **Central 3** – Vacant.  
143       • **Southwest 1** – Felisia Mitchell, no report.  
144       • **Southwest 2** – Peder Nielsen, on Leave of Absence, submitted report from Ventura College.  
145       • **Southwest 3** – Debra Cantarero, no report.  
146       • **Southeast 1** – South VP Karen Martin presented reports from Grossmont Cuyamaca, Mira  
147       Costa and San Diego City colleges, as well as a report from San Diego Continuing Education.

- 148       • **Southeast 2** – South VP Karen Martin presented reports from Fullerton, Long Beach City,  
149       and Saddleback colleges.  
150       • **Southeast 3** – Dawn Bridge presented reports from Glendale (SW-3) and Mt. San Jacinto  
151       colleges.  
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153 **President Shondra West adjourned the Friday session at 4:26pm.**  
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155 **President Shondra West called the Saturday meeting to order at 9:07am.**  
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157 **10. Committee Reports**

158 **a. Audit**

159 Chair Trisha Albertsen reported that the committee is working to finalize the first official  
160 internal audit. There are no plans for an external audit at this time.

161 **b. Awards**

162 Chair Ernie Garcia reported that President West is revising the nomination forms and will  
163 send the new forms to Jim Wilson for posting. Nomination requests for CLI 2018  
164 Awards will be sent out in October.

165 **c. Bylaws**

166 Chair Jim Wilson reported that the committee will meet later in the day to review the  
167 bylaws and make recommendations for updates.

168 **d. Budget**

169 **1. 2017-22 CLI Evaluations and Proceeds Report 2017**

- 170       • Treasurer and Chair Trisha Albertsen shared the results of the 2017 Classified  
171 Leadership Academy evaluations with the board. Overall, comments were positive  
172 and provided good suggestions for future conference planning.  
173       • Income from registrations totaled \$115,080.00. After deducting total expenses of  
174 \$63,545.74, net income was \$51,534.26. 4CS received 75% of the net, for a total of  
175 \$38,650.70 profit.

176 **e. Conference Development**

177 Chair Trisha Albertson reported out on the Annual CLI 2018 Planning Session August 18-19,  
178 2017 in Ontario. Attendees included herself, Dawn Bridge, Linda Allen, Ernie Garcia, Karen  
179 Martin and Shondra West. Highlights from the report include:

- 180       • Event will be held at the Crowne Plaza Hotel in Ventura, June 14-16, 2018.  
181       • Theme for the conference is California Dreamin'  
182       • 10 workshop strands have been identified, including Creating New Leaders, Title IV  
183 Training, and Personal Growth: Self-Care, among others.  
184       • Activities will include a Memento Exchange, Spirt and Selfie Contests,  
185 Mission/Vision Statement Poster Session, and a Photo Booth.  
186       • Plenary and Senate 101-103 will be revised.  
187       • There will be two general sessions, one on Thursday and the second on Friday, both  
188 in the morning.  
189       • There will be 13 concurrent sessions on Thursday and 16 concurrent sessions on  
190 Friday.  
191       • Registration will open in December 2018. Early bird registration will end on March  
192 2, 2018 or earlier if sold out.  
193       • Registration is \$650 for regular, \$600 for a presenter; \$625 for early bird and \$575  
194 for presenter/early bird.

- 195                   • Hotel costs are \$120 single/double for first block; \$164 single/double for second  
196                   block; and \$199 single/double Wednesday and Thursday, \$229 single/double  
197                   Friday and Saturday for final block.  
198                   • Meals are included with registration.  
199                   • Board duties and additional information is contained in the notes from the session.

200 **f. Grants**

201 **1. 3CLA Developments**

- 202                   • Chair and Leadership Academy Director Deborah Knowles reported on 3CLA  
203                   developments and provided an overview of the process and the agenda for the  
204                   conference, which will be held in Asilomar September 19-22. Fifty-five teams are  
205                   registered to participate. Ms. Knowles will be joined by Pam Fischer, a former  
206                   California Community College Chancellor and a nationally noted consultant on  
207                   Leadership, who will facilitate the conference. 4CS Past President Debbie Weatherly  
208                   will also participate. Ms. Knowles was commended by the board for her exemplary  
209                   leadership as the Grant director.

210 **2. 3CLA Budget Update**

- 211                   • Dawn Bridge, fiscal lead for the grant, reported encumbered IEPI Grant amounts of  
212                   \$69,100 in checking and \$10,000 in savings, with approximately \$20,000 left to  
213                   expend. A recommendation from Deborah Knowles to retain the services of a  
214                   professional videographer was discussed and viewed favorably by a majority of  
215                   board members. Benefits of producing a documentary of the Leadership Academy  
216                   would extend to marketing and other grant opportunities.  
217                   • Past President Debbie Weatherly requested that some of the unspent funds that  
218                   were allocated be used for stipends to Grant Director Deborah Knowles and fiscal  
219                   lead Dawn Bridge for their time and management of the grant.  
220                   • The board extended its appreciation to Dawn Bridge for her excellent management  
221                   of grant funds.

222 **g. Legislative Awareness**

223 President Shondra West reported for Chair Linda Allen, who is on a leave of absence. She  
224 will inquire if Ms. Allen can continue to send legislative updates or if Past President Monica  
225 Souza should be contacted to see if she will take it over for the time being.

226 **h. Membership**

227 Chair Cari Plyley was not in attendance.

228 **i. Nominations and Elections**

229 Chair Ernie Garcia reported that the nominations list needs updating.

230 **j. Policies & Procedures**

231 **1. 2017-24 4CS Volunteers**

232 The board reviewed the draft submitted by Chair Cari Plyley and made a revision to the  
233 language pertaining to the notification process.

234 **Motion to adopt volunteer policy as revised. Knowles. M/S/P**

235 **2. 2017-25 Administration: Revisions**

236 The board reviewed revisions to PP 7.0 Administration, submitted by Chair Cari Plyley.

237 **Motion to approve the revisions as presented. Martin. M/S/P**

238 **3. 2017-27 Review Position Description, Office Mgr.**

239 The board reviewed the addition to the 4CS Policies and Procedures Handbook as  
240 submitted by Chair Cari Plyley. There was agreement to revise PP 3.4.F to stipulate that the  
241 Corporate Office Manager holds a non-voting position on the board.

242 **Motion to approve the position description as revised. Bridge. M/S/P**

243 **k. Public Relations**

244 Chair Ernie Garcia reported on the November newsletter. Articles are being received in  
 245 response to the first request. He will send a reminder that the deadline to submit articles is  
 246 early October. After November he will be stepping down as chair of the committee.  
 247 President West will send out a call for a replacement.

248 **l. Resource Development**

249 Chair Peder Nielsen is out on a leave of absence. Karen Martin is the interim chair. She  
 250 reported that an inventory of stock on hand will be done before additional items are  
 251 ordered.

252 **m. Technology**

253 **2017-30 Logo**

254 Chair Jim Wilson provided an update on the logo project and a review of the available types  
 255 of files for this use. He is working on a redesign of the logo using Vector and noted the need  
 256 for a style guide the board can refer to when using the 4CS logo for publications and other  
 257 uses.

258 **Motion to support the work of the chair in designing a new logo and developing a  
 259 style manual. Knowles. M/S/P.**

260 **n. Ad Hoc Committees**

261 No report.

262 **o. Statewide Committee Reports**

- 263 • Crista Collett shared information from Statewide Committee appointee Dave  
 264 Stephens on the OEI Initiative. He was successful in obtaining an additional seat for  
 265 a Classified Professional on the Common Course Management System (CCMS)  
 266 Committee, which operates under the OEI Advisory Committee umbrella. He  
 267 encourages the board to provide feedback to his reports regarding OEI.
- 268 • President West reported that Irina Marsant has withdrawn from the Common  
 269 Assessment Committee. She is checking with all members of the Statewide  
 270 Committees to confirm that they are continuing with their appointment.

271  
 272 **11. Work Group Session**

273 **a. Bylaws**

274 **b. Diversity**

275 **c. Policy & Procedures**

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 277 **12. Good of the Order**

278 President West announced that she is updating the 4CS contact sheet and requested that  
 279 board members submit changes as soon as possible.

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 281 **13. Adjournment**

282 President West adjourned the meeting at 4:00pm.

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 284 **Calendar of Meetings**

285		
286	October 13, 2017	North Senate Retreat, San Joaquin Delta College
287	TBD	South Senate Retreat
288	November 16, 2107	November Quarterly Board Meeting, San Jose Fairmont
289	November 16-18, 2017	CCLC Convention
290	January 28-29, 2018	2018 Legislative Conference
291	March 9-10, 2018	March Quarterly Board Meeting, Chaffey College
292	June 14-16, 2018	CLI 2018, Crowne Plaza, Ventura
293		

294 **Statewide Committee Members**

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296	<i>3CSN Advisory Board</i>	<i>Shondra West, 4CS President</i>
297		<i>Debbie Weatherly, 4CS Past President</i>
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299	<i>3SP</i>	<i>Christy Figueroa-Pettis, San Diego Continuing Ed</i>
300		<i>Maggie Baez, Canada College</i>
301	<i>CCLC Board of Directors</i>	<i>Shondra West, 4CS President</i>
302		<i>Debbie Weatherly, Past President</i>
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304	<i>CCLC Roundtable</i>	<i>Shondra West, 4CS President</i>
305		<i>Debbie Weatherly, Past President</i>
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307	<i>Common Assessment</i>	<i>Irina Marsant, Sacramento City College</i>
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309	<i>Institutional Effectiveness</i>	<i>Neill Korvig, San Diego Continuing Education</i>
310		<i>Breanne Holland, Foothill College</i>
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312	<i>Online Education Initiative</i>	<i>Dave Stephens, Butte College</i>
313		
314	<i>Student Equity</i>	<i>Shawn Ledet, Sacramento City College</i>
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316	<i>Student Success Advisory Board</i>	<i>Shondra West, 4CS President</i>

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318 **Addendums:**

319	4CS Accounting Guidelines
320	4CS Institutional Goals 2015-2016
321	General Session Unapproved Minutes, June 17, 2017
322	Executive Board Unapproved Minutes, June 17, 2017
323	Bank Records July 2017
324	CCLC CLI Complete Evaluation Results
325	Income Statement as of 6-30-17
326	Income Statement as of 7-31-17
327	Treasurer's Report June 30, 2017
328	Treasurer's Report July 31, 2017

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330 **Representative Reports:**

331	N-1 – Butte College
332	N-2 – American River College, Cosumnes River College, Folsom Lake College
333	N-3 - None
334	B-I – None
335	B-2 - None
336	B-3 – West Valley Mission Community College District
337	C-1 - Columbia College, Delta College, Merced College
338	C-2 – Fresno City College, Reedley College
339	C-3 - None
340	SE-1 – Grossmont Cuyamaca College, Mira Costa College, San Diego City College,
341	San Diego Continuing Education
342	SE-2 – Fullerton College, Long Beach City College, Saddleback College
343	SE-3 – Mt. San Jacinto College

- 344 SW-1 – None.
- 345 SW-2 – Ventura College
- 346 SW-3 - Glendale College

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Shondra West, President

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Laurel Kinley, Secretary

November 16, 2017

Date