



# California Community Colleges Classified Senate

## Executive Board Meeting

Los Medanos College  
Room: SS4-413  
2700 East Leland Rd  
Pittsburg, CA 94565  
Friday, September 27, 2019  
Saturday, September 28, 2019  
9:00 am – 5:00 pm

**Present:** Karen Jimenez, Shondra West, Ernie Garcia, Dawn Bridge, Susan Rodriguez, Tony Novelli, Deborah Knowles, Olga Prizhbilov, Noha Basiliou, Nicole Williams, Justin Hunt, Donney Cummins, Craig Connor, Kimberly Duong, Trisha Albertsen

**Absent:** Michele Hagggar, Karen Hunter, Brenda Rogers, Felisia Mitchell

**President Emeritus Present:**

**Guests:**

## Minutes

### I. Call to Order

- a. Meeting was called to order at 9:00 am

### II. Welcome & Introductions

- a. President K. Jimenez welcomed everyone to the meeting.

### III. Approval of the Agenda & Minutes

- a. **Approval of the Agenda –**
  - i. Motion to approve agenda with noted changes  
**E. Garcia/J. Hunt – M/S– motion carries unanimously**
- b. **Approval of the Minutes –**
  - i. **2020 - 01** Approval of the 4CS June 15, 2019 Business Meeting Minutes  
**E. Garcia/J. Hunt – M/S– motion carries unanimously**
  - ii. **2020 – 02** Approval of the 4CS June 15, 2019 Quarterly Meeting Minutes  
**E. Garcia/J. Hunt – M/S– motion carries unanimously**

### IV. Consent Agenda

- a. **2020 – 03** Treasurer's Quarterly Report (*June 2019 – August 2019*)
- b. **2020 – 04** Quarterly Sponsorship Report (*June 2019 – August 2019*)
- c. **2020 – 05** Approve Code of Ethics Agreement for New Board Members  
Board moves to approve consent agenda  
**N. Basiliou/T. Albertsen – M/S– motion carries unanimously**

### V. Governance Process

- a. **2020 – 06** Approval of New Board Member
  - i. Donney Cummins, South East 1



# California Community Colleges Classified Senate

## Executive Board Meeting

- 42                   ii.     Kimberly Duong, Central 2  
 43                   iii.    Tony Novelli, North 1  
 44                   iv.     Olga Prizhbilov, North 3  
 45                   v.     Nicole Williams, Central 1  
 46                   **Board moves to approve**  
 47                   **E. Garcia/D. Bridge – M/S– motion carries unanimously**  
 48           b. **Acceptance of Associate Status**  
 49                i. **2020 – 07 Awana Payne, San Diego City College**  
 50                   **Board moves to approve**  
 51                   **D. Bridge/T. Albertsen – M/S – motion carries unanimously**  
 52                ii. **2020 – 08 Acceptance of President Emeriti Status Debbie Weatherly, Santa Rosa**  
 53                   **Junior College**  
 54                   **Recommendation:** After discussion it was determined that item be submitted to the  
 55                   president emeritus for discussion and input in developing criteria for qualifying for emeriti  
 56                   status. This item may return for consideration after president emeritus criteria has been  
 57                   developed and approved.  
 58   **VI.    Old Business**  
 59            a. **2019 – 34 Membership & Sponsorship Updates** – This is the second read of the Memberships  
 60                   and Sponsorship levels developed by the committee. The first draft was presented at the  
 61                   June 2019, 4<sup>th</sup> Quarter meeting. This draft presented for approval incorporated the  
 62                   feedback received. Membership/Sponsorship levels will not go into effect until the next  
 63                   fiscal year with advanced marketing.  
 64                   After discussion the board moves to approve the developed membership/sponsorship  
 65                   levels.  
 66                   **D. Bridge/O. Prizhbilov – M/S– motion carries unanimously**  
 67            b. **2019 – 35 Accounting Guidelines & Forms Update**  
 68                   **This item will be tabled to a future meeting.**  
 69            c. **2019 – 36 AVC Update** – J. Hunt provided a brief update regarding the AVC status. AVC has  
 70                   encountered some minor setbacks. Due to these setbacks there has been no further  
 71                   advancement on establishing a senate. They will continue to work on getting the support  
 72                   to create a local senate on their campus.  
 73   **VII.   New Business**  
 74            a. **2020 – 09 New Senate Evergreen Valley College** – Documentation for the Evergreen Valley  
 75                   College to establish a local senate has been received by 4CS. After discussion, the board  
 76                   moves to approve Evergreen Valley College as the newest member of 4CS.  
 77                   **S. Rodriguez/N. Basilious – M/S – motion carries unanimously**  
 78                   C. Plyley will send notification of board approval. President K. Jimenez, will send the  
 79                   official email to welcome the new local senate.  
 80            b. **2020 – 10 Norco’s Senate Status** – President K. Jimenez provided an informational update on the  
 81                   status of NORCO’s local senate. This item will remain on our agenda, as we will keep  
 82                   revisiting the progress. Currently we cannot accept their status as a local senate. There are  
 83                   still some issues that need to be cleared before we can accept  
 84            c. **2020 – 11 Job Descriptions, President**  
 85            d. **2020 – 12 Job Descriptions, President- Elect**  
 86            e. **2020 – 13 Job Descriptions, Vice President**



# California Community Colleges Classified Senate

## Executive Board Meeting

- 87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130
- f. **2020 – 14 Job Descriptions, Area Reps**  
New Business Agenda items c through f (job descriptions) were discussed individually. These items were presented at this meeting as a first read. Board members are to review and provide feedback. Items will be presented as the second read for approval at the next meeting.
  - g. **2020 – 15 OneOC Proposal** – President K. Jimenez provided an update regarding hiring a consultant to assist with streamlining the 4CS process and structure. Although the initial quote was completely out of our budget. We can now go back and choose what we want them to assist us. After discussion the board approved to move forward with seeking other options.  
**J. Hunt/T. Albertsen – M/S, 2 Abstentions – D. Cummins and O. Prizhbilov – motion carries**
  - h. **2020 – 16 Insurance Proposal: Office & 4CS Board of Directors** – Agenda item was presented for approval to purchase the required insurance for the board. The yearly cost for the insurance will be a total of \$1,159, which includes the \$9 terrorism coverage. After discussion, board moves to approve the agenda item.  
**C. Connor/O. Prizhbilov – M/S – motion carries unanimously**
  - i. **2020 – 17 2019 – 2020 Board Goals** – President K. Jimenez asked the board members to take a look at the board goals developed. The board is asked to look at all three tabs in the spreadsheet and rank in order of importance. Maybe we should list in categories position papers, projects, and or action items. The spreadsheet includes goals for the past three years. Item to be further discussed at the next meeting.
  - j. **2020 – 18 Reorganization of Senate Areas** –South VP D. Bridge & President K. Jimenez presented the informational item to the board in order to begin the conversation of how to better align representation for local senates. Currently some area reps have a large area to represent. We should probably take into consideration the number of colleges with established senates. We should try to establish some criteria on how to better distribute the areas. Further discussion will be forth coming to future meetings. This item is to begin the conversation of how to better serve our local senates.
  - k. **2020 – 19 Area Report Review** – President K. Jimenez, South VP D. Bridge, & North VP E. Garcia have begun discussing the effectiveness of the information gathered in the area reports submitted. Since the board has grown so has the focus of these reports. What information are we trying to glean from the reports? How do we ensure the senate’s reporting that we are using the information to better serve them? This conversation will help in rewriting the area report. Due to the limitations of the Survey Monkey account, we would also like to consider a better way to distribute the report information. The new format and questions are to be presented at the November 2019 board meeting. The goal is to have the new area reports implemented for the March 2020 board meeting.  
**C. Conner/O. Prizhbilov – M/S – motion carries unanimously**
  - l. **2020 – 20 Reference Guide Update-** Past President S. West, provided the board with the table of contents of the reference guide. She is asking that each board member contribute by selecting a section of the guide to help update. The deadline to submit the selected section to Past President S. West will be November 1, 2019. Once the sections have been identified we can begin to build a timeline to complete the reference guide.



# California Community Colleges Classified Senate

## Executive Board Meeting

- 131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175
- m. **2020 – 21 Senate Funding Survey/Proposal for Reference Guide** – South VP D. Bridge presented the survey results of the funding survey sent to the listserv. The intent is to incorporate it into the reference guide as a template for senates to be able to seek and possibly gain funding for senate activities. After discussion it was recommended that we reach out to all local senates for input. President K. Jimenez suggested that maybe an article in the newsletter would also assist in gathering data to help support and legitimize the process. Board members D. Knowles, C. Conner, J. Hunt, and N. Basilious are willing to assist on this project. South VP D. Bridge will provide an update at the November 2019 meeting.
  - n. **2020 – 22 New Area Rep – Onboarding/Orientation** – South VP D. Bridge & North VP E. Garcia provided an orientation for the new board members.
  - o. **2020 – 23 Technology Committee Charge Draft – First Reading** – Board members C. Connor & J. Hunt presented the first draft of the developed technology committee for review. Board members were tasked with reviewing and providing feedback to board members C. Connor and J. Hunt. Updated committee charges will be presented at the November 2019 board meeting for adoption.
  - p. **2020 – 24 Website Update** – Technology Chair J. Hunt provided an update on the progress of the new 4CS webpage. New webpage will meet the required accessibility guidelines. Board Member T. Novelli is willing to assist the tech committee with ensuring we follow the accessibility requirements, which include pdf documents. The intent is to have a live demo for the board at the November 2019 board meeting and to be able to launch at the 2020 CLI conference.
  - q. **2020 – 25 4CS Email Title for Communication** – Tech committee chair J. Hunt wanted to begin the conversation regarding moving to a more cohesive business-minded email account. Rather than have emails set up for each individual, it would be better to have the email display the area rep title. For example, from [kjimenez@cccs.org](mailto:kjimenez@cccs.org) to [4csresident@cccs.org](mailto:4csresident@cccs.org). This would allow us to preserve the history of the issues the area/board members may have been contacted as members' term out. South VP Dawn Bridge also advised that we should move toward a more professional and cohesive look for outgoing emails. We should take a look at the emails from CCLC (The League) and mirror ours to theirs. Simple banners and signature that clearly identifies the organization. More information will be provided at the November meeting. After discussion the board moved to approve the email migration to the new format. Email communication guidelines will be moved to the next meeting.  
**C. Conner/S. Rodriguez – M/S – motion carries unanimously**
  - r. **2020 – 26 Virtual Retreat & 9 + 1 Plenary** – Board Member J. Hunt presented an online hosted virtual plenary that would be completed in a year timeframe. The main objective of the workshops would be to develop a universal governance model based on the 9+1 model. The intent would be to write the 9+1 recommendation that would be adopted by local senates. The logistics of how this model and workshop schedules would work are in the works. Nothing has been set. J. Hunt is looking for support from the board to be able to develop this concept. Board member T. Novelli volunteered to assist J. Hunt with this process. The board moved to approve J. Hunt's request. J. Hunt will provide progress on the project as it develops.  
**T. Albertsen/C. Connor – M/S – motion carries unanimously**



# California Community Colleges Classified Senate

## Executive Board Meeting

- 176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219
- s. **2020 – 27 Amend Dates & Times for 2019 – 2020 Meeting Calendar** – The board moved to approve the changes to the meeting calendar due to the November 2019 board meeting due to the CCLC conference agenda. This item will also add the 2020 CCLC Conference dates of November 19-20, 2020 in San Francisco.  
**T. Albertsen/N. Basilious – motion carries unanimously**
- VIII. **Conference Development 2019 Classified Leadership Institute**
- a. **Classified Leadership Conference** – Committee Chair T. Albertsen reported the Conference development committee met at the Riverside Convention Center this past August. The committee was able to develop conference committee charges, decided on the theme, decorations, and timeline for registration, call for presentations, and awards. T. Albertsen will be working with CCLC to set up the registration for the conference. While at the conference center the committee was able to tour the facilities and were able to sample some of the lunch items from the menu. Theme for the 2020 CLI is an 80s party, with the tagline “Totally Rad Leadership”. A preliminary logo and save the date was done in order to send out information to the listserv. A graphic designer will be hired to fully develop the final logo, conference program, and awards dinner program. This year the committee decided that the giveaways would be a messenger bag with 80s snacks.
- b. **2020 – 28 Conference Committee Charges Update** – Committee Chair T. Albertsen presented the committee charges draft for first read. The board is asked to review and provide feedback to T. Albertsen by October 31, 2019. Draft will be brought to the November 2019 meeting for approval.
- c. **2020 – 29 CLI Budget Increase** – Committee Chair T. Albertsen is requesting for the board to increase the CLI Conference budget by either \$10,000 which would cover half of the board members three-night stay. The second option would be to increase by \$15,000 to cover two full night stay and half of a one-night stay. Both options include an increase in costs due to the larger venue; as well as the increase to cover the new board members. The costs were determined based on the 18/19 expenses. After discussion, Board Member D. Knowles moved to increase the CLI budget by \$15,000.  
**C. Connor/ O. Prizhbilov – motion carries unanimously**
- d. **2020 – 30 Technology Needs for CLI 2020** – The board moved to table this agenda item for the November board meeting.  
**O. Prizhbilov/D. Knowles– motion carries unanimously**
- e. **2020 – 31 2020 Classified Senate Presidents’ Retreat** – South VP D. Bridge, North VP E. Garcia, & Past-President S. West have been working on rebuilding the concept of the President’s Retreat and how to better align with CLI. The intent is to make it a pre-conference to be able to increase attendance. Content would concentrate on developing leadership skills for senate presidents. We would charge a nominal fee to be able to offset the cost of food.  
**S. Rodriguez/O. Prizhbilov – motion carries unanimously**
- IX. **Executive Board Reports**
- a) **President** – K. Jimenez thanked Past President for hosting the meeting. We will try to meet at Diablo Valley College in the future. President K. Jimenez, also provided a brief update on the consultation council appointment. We have hit a few road blocks but will be looking to resolve them. Even though we are close to being able to have a seat there is still some



# California Community Colleges Classified Senate

## Executive Board Meeting

- 220 bureaucratic processes that we need to follow. We will continue to advocate for ourselves  
221 and hope that the appointment comes soon.
- 222 b) **North Vice President** – E. Garcia reported that the Gathering of the Senates for the North will be  
223 held in February 2020. More information will be sent via the listserv.
- 224 c) **South Vice President** – D. Bridge also reported that the Gathering of the Senates for the South will  
225 be held in February 2020. The same day as the North. Details need to be worked out, but  
226 it is possible that the gathering would mirror each other.
- 227 d) **Secretary** - S. Rodriguez – will work the technology committee in order to determine audio needs for  
228 the board meetings. Since CConfer has gone away and we are relying on Zoom, we  
229 need better audio equipment for those that join the meeting via zoom.
- 230 e) **Treasurer** - nothing to report
- 231 f) **Past President** – S. West thanked everyone for coming to the board meeting at Los Medanos College.
- 232 X. Area Representative Reports
- 233 XI. Good of the Order
- 234 XII. Future Agenda Items
- 235 XIII. Adjournment
- 236 September 28, 2019 - Meeting was adjourned at 1:32pm

Approved by 4CS President: *Karen Jimenez*