



California Community Colleges Classified Senate

Executive Board Meeting

Riverside Convention Center
Meeting Room 1 (MR1 - Lower Level)
3637 5th St
Riverside, CA 92501
Thursday, November 21, 2019
8:30 am – 4:00 pm

Present: Karen Jimenez, Shondra West, Ernie Garcia, Dawn Bridge, Susan Rodriguez, Tony Novelli, Olga Prizhbilov, Noha Basiliou, Brenda Rogers, Karen Hunter, Nicole Williams, Kimberly Duong, Justin Hunt, Felisia Mitchell, Donney Cummins, Craig Connor, Trisha Albertsent

Absent: Deborah Knowles

President Emeritus Present: Monica Souza

Guests: Dr. Emilie Mitchell

Minutes

I. Call to Order

- a. Meeting was called to order at 8:35 am

II. Welcome & Introductions

- a. President K. Jimenez welcomed everyone to the meeting and charged North Vice President E. Garcia as her proxy to run the meeting. Members of the board who will be attending the Consultation Council will be President K. Jimenez, Past President S. West, and President Emeritus M. Souza.

III. Approval of the Agenda & Minutes

a. Approval of the Agenda –

- i. Motion to approve agenda with noted changes which included the Oath of Office for Board Member, B. Rogers.

D. Bridge/O. Prizhbilov – M/S– motion carries unanimously

b. Approval of the Minutes –

- i. **2020 - 32** Approval of the 4CS September 27 – 28, 2019 Quarter Meeting Minutes

O. Prizhbilov/C. Connor /B. Rogers – M/S/A– motion carries, minutes approved with noted changes.

IV. Consent Agenda

- a. **2020 – 33** Treasurer’s Quarterly Report (*September 2019 – October 2019*)
- b. **2020 – 34** Quarterly Sponsorship Report (*September 2019 – October 2019*)

Board moves to approve consent agenda

B. Rogers/S. Rodriguez – M/S– motion carries unanimously



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- 42 V. Governance Process
- 43 a. **2020 – 35** Oath of Office – Board Member Brenda Rogers
- 44 North Vice President **E. Garcia** administered oath to board member **B. Rogers**, at
- 45 the beginning of the meeting as approved via the agenda changes.
- 46 VI. Old Business
- 47 a. **2019 – 35 Accounting Guidelines & Forms Update** – Updates to the accounting guidelines
- 48 include changes such as removal of Butte College and revision of the board expense
- 49 forms. After discussion the board moved to approve the accounting guidelines & form as
- 50 presented.
- 51 **C. Connor/D. Bridge – M/S – motion carries unanimously**
- 52 b. **2020 – 11 Job Descriptions, President** – There was no further changes or discussion and item was
- 53 approved as presented.
- 54 **B. Rogers/S. Rodriguez – M/S – motion carries unanimously**
- 55 c. **2020 – 12 Job Descriptions, President – Elect** - There was no further changes or discussion and
- 56 item was approved as presented.
- 57 **T. Albertsen/B. Rogers – M/S – motion carries unanimously**
- 58 d. **2020 – 13 Job Descriptions, Vice President** - There was no further changes or discussion and item
- 59 was approved as presented.
- 60 **C. Connor/O. Prizhbilov – M/S – motion carries unanimously**
- 61 e. **2020 – 14 Job Descriptions, Area Reps** - There was no further changes or discussion and item was
- 62 approved as presented.
- 63 **B. Rogers/S. Rodriguez – M/S – motion carries unanimously**
- 64 f. **2020 – 17 2019 – 2020 Board Goals** - Agenda item was tabled for the third quarter March 2020
- 65 meeting.
- 66 g. **2020 – 18 Reorganization of Senate Areas** - Agenda item was tabled for the third quarter March
- 67 2020 meeting.
- 68 h. **2020 – 23 Technology Committee Charge Draft** – This is the second reading of the Technology
- 69 Committee charge. After discussion and noted changes, the board moved to approve the
- 70 draft charges.
- 71 **D. Bridge/T. Albertsen – M/S – motion carries unanimously**
- 72 VII. New Business
- 73 a. **2020 – 36 State-wide LBGTQ+ Conference, Guest Speaker Emilie Mitchell** – Dr. Emily
- 74 Mitchell is the American River College Pride Center Coordinator at the Los Rios
- 75 Community College District. She also serves as the district’s LBGTQ+ liaison. Dr.
- 76 Mitchell spoke to the board regarding the equity issues regarding the LBGTQ+ students
- 77 on campuses throughout California. More importantly she wanted to reiterate the role of
- 78 the Classified Professionals are equally needed and important as faculty roles in the success
- 79 of our students. Her purpose was to garner the support of 4CS to be able to effect a
- 80 systematic state wide change. Currently only six campus have Pride centers with paid
- 81 Classified Professionals. This creates an inequitable opportunity for all LBGTQ+ students
- 82 on today’s college campuses. Currently there is no designated funding for this affinity
- 83 group. The funding for the centers has been provided and calculated in the equity funding
- 84 models that each community college receives. Dr. Mitchell, has been provided some
- 85 generous funding from the State Chancellor’s office and Cosumnes River College to put
- 86 together a conference for next year. Conference logistics are still in the works. Dr. Mitchell



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87 is available for any follow up questions, we are free to email. Since this was an
88 informational item, the board will discuss and plan for next steps. What that will look like
89 will be based on the board's discussion. North VP E. Garcia, suggested a possible
90 resolution to show 4CS's support. This item will be tasked to the Diversity committee.
91 Board member K. Hunter volunteers to assist with project. An update will be provided at
92 our next meeting.

- 93 b. **2020 – 37 Resource Guide Update** – Agenda item was tabled for the third quarter March 2020
94 meeting.
- 95 c. **2020 – 38 OneOC Proposal** – Past President S. West and South VP D. Bridge continue to work
96 with OneOC to assist in streamlining our processes. Since the last board meeting, the
97 proposal has changed drastically. We opted to have them assist with getting our policy
98 and procedures and bylaws. We will be receiving training in these areas. The non-profit
99 training will focus on streamlining our business not fundraising. The training was
100 included in the proposal price, so we will not incur additional charges. With this training
101 we will be able to revamp and restructure our existing policies and procedures. This will
102 ensure we are meeting legal mandates. The intent is to have the training schedule for
103 Saturday, March 28, 2020. The training will be scheduled from 8:30 am – 4:30 pm. Board
104 member are asked to make travel arrangements in order to be present for the entire
105 training. After discussion the board moved to approve to receive training from OneOC.
106 **C. Connor/T. Albertsen – M/S – motion carries unanimously**
- 107 d. **2020 – 39 4CS Website Update** – Technology Chair J. Hunt and board member C. Connor
108 provided an update for the website revamp. The committee is researching different
109 options for a new webpage host. However, the committee is leaning towards Drupal for
110 its ease and functionality. The biggest challenge has been trying determine the
111 information for the new webpage. We have so much historical information that we need
112 to really map and organize in a logical manner. However, board member T. Novelli has
113 some reservations regarding Drupal, as they are using it for at his campus. They have
114 encountered some setback with the program and warned that we may need to do some
115 more research before committing. J. Hunt tentative timeline is to have a usable site by
116 end of January, February. He will present the website to the board at the third quarter
117 meeting, March 2020. The intent is to have the launch at the 2020 Classified Leadership
118 Institute in June.
- 119 e. **2020 – 40 Area Report Revision** – South VP D. Bridge presented the revisions to the Area
120 Reports. The intent is to be able to use the data gathered from the Senates to be able to
121 assist. The reports should really help the Area Representatives to address local senate
122 concerns. It will also assist in identifying state wide issues that 4CS could address as a
123 whole. If adopted here today, the report would be rolled out as a google form for the
124 third quarter meeting in March 2020. We anticipate that with the new website platform,
125 the Technology committee could develop the matrix and incorporate into a more tangible
126 report to be accessed by all.
- 127 f. **2020 – 41 4CS Communication Email** – South VP D. Bridge, presented a distribution template
128 for 4CS emails. The creation of generic branded email accounts for large scale
129 communication for the listserv, and board members. This will not only brand us an
130 organization but it will also provide a centralized history of the contact with the local
131 senates. The object is to have a recognizable identity so that people don't filter out the



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132 emails. Email communications would be assigned by position and will have template
133 footers with contact information. Board member C. Connor, has been assisting VP D.
134 Bridge with this idea. If the board decides to approve the intent to have these templates
135 created, we can later decide the content. Guidelines for email communications will be
136 presented at a future board meeting. After discussion the board moved to approve the
137 creation of the email templates.

S. Rodriguez/O. Prizhbilov – M/S – motion carries unanimously

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139 g. **2020 – 42 Update – Virtual Retreat & 9 + 1 Plenary** – Agenda item was tabled for the third
140 quarter March 2020 meeting.

VIII. Conference Development 2019 Classified Leadership Institute

- 141
142 a. **Classified Leadership Conference** – Committee Chair T. Albertsen provided the board an update
143 regarding board members' registration. At the September meeting the board agreed to
144 increase the budget to be able to cover the new board members. 4CS will cover a total of
145 \$380 per board member. T. Albertsen will make the room reservations for everyone and
146 send invoice. This worked out well for last year and avoided having the 4CS card charged
147 instead of the individual's card. Balance will be due May 25, 2020. Co-Chair S. Rodriguez,
148 has created the Call for Presentation Form. Currently there are only three proposals that
149 have been submitted. Deadlines for the proposals will be adjusted as needed. Reminder
150 emails will be sent frequently. Registration link opened November 8, 2019. The CLI
151 webpage went live last Friday. Scholarship applications have been received, J. Hunt will
152 reach out to board members to assist in reviewing and scoring the applications received.
153 All other awards will be selected after closing date. Business meeting, including Lizette
154 Navarrete will be moved to Thursday's opening session. Friday events are still being
155 planned. Saturday workshop is still in the works. Some ideas include having an all
156 President's panel was discussed.

- 157 b. **2020 – 43 Conference Committee Charges Approval** – The Conference Committee presented
158 the second read of the draft committee charges for approval. After discussion the board
159 moved to approve the charges with noted changes.

D. Bridge/K. Duong – M/S – motion carries unanimously

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161 c. **2020 – 44 CLI Technology Needs** – Board Member C. Connor, presented several options of
162 technology needs that as we move into a bigger venue will need. In the proposal, C.
163 Connor has provided some option for hand held radios and several tablets. The radios
164 will be used by the conference committee to be able to communicate effectively during
165 the conference. No more need to rely on cell phones which posed a problem in areas
166 with poor reception. The tablets will be purchased to once again not rely on board
167 members personal cell phones for payment processing. Each tablet could be set up with
168 the square account. This will make it easier to rotate the board volunteers during the
169 conference in the opportunity drawing station. After discussion the board approved to
170 amend the original motion to not spend more than \$1,000 for the proposed CLI
171 technology needs. The additional money has already been allocated in the previous
172 Conference committee budget increase.

**D. Bridge/N. Williams – M/S – after discussion, board amended the original
motion to motion to amend the budget for the 2020 Technology Needs to not
exceed \$1,000.**

T. Albertsen/D. Cummins – M/S - motion carries unanimously



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IX. Executive Board Reports

- a) **President** – K. Jimenez, provided a brief synopsis of this morning’s Consultation Council meeting. The board has reviewed and discussed the proposal to include 4CS as a voting member of the board. During the meeting there was some confusion regarding the role of Senates on campus. 4CS will develop a letter of clarification for the board to understand the role and function of senate and how it differs from the union role. We will need to work fast to draft this letter by the December break. Since this was the first draft read of the proposal to change to the board composition. The board will review and further discuss this proposal at the next meeting in January. President K. Jimenez, will follow up with Deputy D. Gonzalez.
- b) **North Vice President** – E. Garcia reported that this year’s North Gathering of the Senates will be held in February 37, 2020, same as the South Gathering of the Senates. He has been in contact with South VP D. Bridge to work on the agenda. They are looking into ways to be able to collaborate. Registration for the event will open after the Thanksgiving break.
- c) **South Vice President** – D. Bridge is also working with on the logistics of the south gathering. Registration link will include an option to have an invoice generated to be able to submit payment.
- d) **Secretary** – S. Rodriguez, nothing to report at this time.
- e) **Treasurer** – T. Albertsen reminded all board members to submit their travel expense sheet by January 10, 2020. In addition, please be sure to send your anticipated funds for the July 2020 – June 2021. This will help develop the budget for next year. Lastly, remember to enter your information regarding June lodging it is due tomorrow.
- f) **Past President** – S. West, no additional information to report.

X. Area Representative Reports

- a. North 1- T. Novelli is working on organizing his contacts. Still new to the board and trying to get his process in order.
- b. North 2- D. Knowles – not available to report.
- c. North 3 – O. Prizhbilov has nothing to report, as this area currently has no local senates.
- d. Central 1 – N. Williams has nothing to report. She is also trying to set up contact information as she is fairly new to the board.
- e. Central 2 – K. Duong has a meeting scheduled with Madera to try to build a senate. Currently there is not a local senate, but due to the accreditation visit, the need for a senate has become an area of interest. A vote for establishing a senate has occurred as they continue making steps to establishing a recognized senate on campus. Reedly College has new President, so lots of changes happening. They were also interested in creating a resolution. She has reached out to Reedly to see if they need any assistance. K. Duong is waiting to hear back.
- f. Central 3 – Cerro Coso College and Ridgecrest have no interest in senates.
- g. Bay 1 – N. Basilius reported that Solano College is interested in starting a senate, but have had no other follow up. Diablo Valley College changed Chancellor which has brought many changes. Nothing else to report regarding this senate.
- h. Bay 2 – VACANT – nothing to report
- i. Bay 3 – K. Hunter reported she organized a lunch with her represented constituents. Overall great event to bring the local senate presidents together to begin networking. One of the surprising topics was that the unions were not meeting all the professional development needs of the Classified Professionals. Evergreen is working establishing their role as a senate on their campus. DeAnza has



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had budget cuts, low membership interest, and leadership changes which has caused low morale among the Classified Professionals.

- j. South West 1 – B. Rogers nothing to report currently, as Area Rep was officially sworn in this morning.
- k. South West 2 – J. Hunt – nothing to report
- l. South West 3 – F. Mitchell reported that the local Pasadena City College Senate has a new president with no experience. They are in the learning process of the senate role on campus.
- m. South East 1 – D. Cummins reported that out of his area three of the four colleges need assistance with fundraising. Grossmont College is looking in the language of what constitutes release time. Two of the four colleges are redesigning their student experiences through the student equity lens. They are also working on having more Classified representation on campus. They are also working through the Caring Campus initiative. Other issues, concerns or activities the senate are exploring are community service and budget cuts.
- n. South East 2 – C. Connor reports his area colleges are doing well. Participation is good. Golden West has been unresponsive for the last six months, unsure what is happening. He is unsure if they have followed through with creating a senate, developing bylaws, elections, etc., nothing has been posted. The same district administration/president issues are ongoing. They too are looking into the release time language. Senates do not receive release time. Saddleback college senate had the hiring committee seats have been revoked. The IVC President has stepped down, with HR acting as the President. For shared governance district committees both the union and senates have shared appointments. They are also looking into and MOU for release time for both senate and union members. Saddleback is looking into creating a resolution for a delineation of duties between the groups.
- o. South East 3 – No current area rep, however, South VP D. Bridge gave an update regarding this area. Copper Mountain is having low morale issues. NORCO college has no administration support. Currently operating on their own. Riverside has shown some interest in starting a senate. South VP D. Bridge has made contact with them to start the process. Mnt Sac has support of the Academic Senate and is working on strengthen the role of senate on campus. Chaffey College has the same ongoing issues with the union on campus. Nothing has changed there.

XI. Good of the Order

- a. **November 2020 Meeting – Information Item Only** – President K. Jimenez has been pondering the notion of dividing the second quarter meeting to a Wednesday and Thursday meeting. We would meet on Wednesday all day, and Thursday would be used for attendance to the required meetings. If we needed to finish up business from Wednesday, then we could use Thursday afternoon.
- b. **Addition of President Emeritus Reports** – We have several active President Emeritus and would like to be able to report on their activities.
- c. **Initiative List** – We should develop a comprehensive list of the initiatives that are coming out of the Chancellor’s office. We need to brainstorm how to deliver something complex in a more understandable format.

XII. Future Agenda Items

- a. Board member request to develop some type of tracker to ensure items are being followed up and completed.

XIII. Adjournment

Motion to adjourn - **D. Bridge/B. Rogers – M/S - motion carries unanimously**
Meeting adjourned at 2:45 pm.