



California Community Colleges Classified Senate

Executive Board Meeting

CCCConferZoom Meeting
<https://cccconfer.zoom.us/j/743033550>
Friday, March 27, 2020
9:00 am – 12:00 pm

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

Absent: Noha Basilious

President Emeritus Present: Monica Souza, Jim Wilson

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
T. Albertsen/K. Hunter – M/S– motion carries unanimously
- b. **Approval of the Minutes –**
 - i. **2020 - 45** Approval of the 4CS November 2, 2019, 2nd Quarter Meeting Minutes
T. Albertsen/D. Knowles – M/S– motion carries, minutes approved with noted changes.

IV. Consent Agenda

- a. **2020 – 46** **Treasurer’s Quarterly Report**
(November 2019 – February 2020)
- b. **2020 – 47** **Quarterly Sponsorship Report**
(November 2019 – February 2020)
- c. **2020 – 48** **Tentative Budget 2020 – 2021** – agenda item pulled for discussion, agenda item will be discussed as part of New Business.
Board moves to approve consent agenda items 2020-46 and 2020-47
K. Hunter/S. Rodriguez – M/S– motion carries unanimously



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- 42 V. Governance Process
- 43 a. **2020 – 49 Approval of New Board Member – Tanner Barnett, Central 3 Area Rep**
- 44 The board moved to appoint President K. Jimenez’s recommendation for Central Area 3
- 45 Rep. Once approved, President K. Jimenez, administered the Oath of Office to newest
- 46 board member T. Barnett.
- 47 **D. Bridge/D. Knowles – M/S – motion carries unanimously**
- 48 VI. Old Business
- 49 a. *No Old Business to Review*
- 50 VII. New Business
- 51 a. **2020 – 50 Revisions to PayPal Account** – Treasurer T. Albertsen requested that we transfer the
- 52 existing PayPal Account from the previous Treasurer’s name to the official 4CS business
- 53 name. The account changeover will happen at the beginning of the new 2020-2021 fiscal
- 54 year. After discussion the board moved to approve the revisions to the PayPal Account.
- 55 **N. Williams/T. Novelli – M/S – motion carries unanimously**
- 56 b. **2020 – 51 LGBTQ+ Community Resolution Draft** – Board Member K. Hunter, presented the
- 57 resolution drafted by staff and faculty at De Anza College in support of the LGBTQ+
- 58 Community. Resolution is in support of assisting in advocating for funding at the state
- 59 level to support community college resources and programs. The board was asked to
- 60 review and provide feedback to K. Hunter. Agenda item will return to the next board
- 61 meeting for a second read. If recommend to move forward for voting, we will determine
- 62 how to hold a vote for this item.
- 63 c. **2020 – 52 OneOC Update** – Past President S. West reported that the OneOC has reviewed all of
- 64 the documents provided and provided good feedback. Some of their suggestions include
- 65 combining documents into one complete document. While separating others, for example,
- 66 our procedure manual needs to be revised. We are asked to look and separate what is
- 67 board business and what would be local senate business. Once we have them separated,
- 68 they will provide templates to assist us in creating a functional document. However, before
- 69 we delve into changing anything we need to revise our bylaws, as these are our governing
- 70 documents. What we change will impact may impact the bylaws. South VP D. Bridge
- 71 stated that if we divide the work we will be able to get through it. The good news is that
- 72 we have a good foundation. We just need to eliminate redundancies and extra language.
- 73 Their suggestion is we do away with the narrative and move to bullet points. At the next
- 74 meeting they will be going over more documentation and providing guidance. Since we
- 75 had to rescheduled the in-person meeting, we may request a virtual training. The training
- 76 will help the board members who have very little experience with non-profits gain a better
- 77 understanding of the business side. Past President S. West and South VP D. Bridge will
- 78 reach out to the consultants and discuss training options.
- 79 d. **2020 – 48 Tentative Budget 2020 – 2021** – Treasurer T. Albertsen presented the tentative budget
- 80 for the board to review. The format for this report is more comprehensive than the
- 81 previous one. Budget compares last year’s budget to this year. This is the first draft of the
- 82 budget, if the Classified Leadership Institute (CLI) is canceled we will need to revise for
- 83 the lack of income from this year. This is only the tentative budget, agenda item will be
- 84 brought back to another meeting for review, prior to final adoption.
- 85
- 86



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87 **VIII. Conference Development 2020 Classified Leadership Institute**

- 88 a. **Conference Committee Chair Update** – Conference Chair T. Albertsen reported that currently we
89 have 121 registrations. We had 12 cancellations; 10 were due to the stay at home order and the
90 inability to travel. As for the awards we received three nominees for the Classified Senate President
91 award, two for the servant leadership, and 2 for the website competition. The board will have to
92 decide if we send one more call out for nominees. The three scholarship recipients were awarded.
93 There are currently 17 of the 35 presentations needed. We are waiting to hear back from the vendors
94 to see if they will refund us the deposits that were placed. (i.e. DJ, balloon art vendors, and hotel) At
95 the last board meeting a total budget of \$1,000. The total amount spent on the technology was about
96 \$600, which is well under budget. Items purchased will be used for next year's event.
97

98 Jimmy from CCLC, informed us that we need to wait a bit more before making decision in regards to
99 canceling the event. There are too many uncertainties, that it would be prudent to hold off until
100 further notice. If the stay at home order is lifted we may be able to continue with the event. In the
101 meantime, Jimmy will reach out to the hotel to see what we can do about the room block and the
102 conference space. We may have the possibility of rolling over the contract to 2022. If we cancel this
103 year's CLI, CCLC would do full refunds with no cancellation fees due to COVID.
104

105 We did purchase small items like the pens, lanyards for the board members, and some items for the
106 centerpieces. The rest of the items were on hold until the beginning of May. The graphic designer has
107 been contracted regarding rolling over the contract to next year. He will help make some
108 modifications and create the programs included in the contract. Whether we hold the conference or
109 not will depend on the governor's restrictions, unfortunately we just have to wait and see what
110 happens. One alternative would be to reduce the number of rooms that we would be using, in order
111 to hold the conference with the minimum number of participants. However, we would have to keep
112 in mind that people may not want to convene in large crowds, travel restrictions, and the state of the
113 economy. Would Riverside be able to accommodate us when they are trying to get businesses back
114 on track.
115

116 If we decide to cancel the conference, we should do something to reach out to the colleagues who
117 registered. Maybe send them a card or pen, something that shows that we are still here. It would be a
118 good marketing campaign to help inform others about our organization. Or we could try to do
119 something virtually. Something so we don't lose the connection with our colleagues. Plus, we would
120 continue to provide the professional development that CLI would have done.

- 121 b. **2020 – 53 President's Retreat** – South VP, D. Bridge & North VP E. Garcia, reported that as
122 options we could also do a virtual retreat or we could extend it. Offer not at the same time as CLI,
123 but further down the road. We could make a longer day. Survey results show that people want more
124 gatherings. Currently nothing has been decided. We are just waiting to see what happens. We could
125 use another location other than Riverside. The best option would be to hold off and see what
126 happens with CLI, before we make any commitments.
127

128 **IX. Executive Board Reports**

- 129 a) **President** – K. Jimenez reported that she attended the consultation council update. Most of the
130 conversation was on the adjustment of COVID-19. There are other conversations
131 happening like the weekly updates. Which she has incorporated into her weekly Friday



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132 messages. She has received positive feedback from the listserv weekly messages. We have
 133 had more communication than other groups and our colleagues really appreciate it. She
 134 will also try to address Board Member O. Prizhbilov's professional development question
 135 via the updates.

- 136 b) **North Vice President** – E. Garcia reported that the North Gathering went very well. He thanked O.
 137 Prizhbilov, N. Williams, S. West for presenting. He also wanted to thank all the other
 138 board members that attended the gathering.
- 139 c) **South Vice President** – D. Bridge reported that the South Gathering was a successful event. Had
 140 good positive feedback from all the attendees. Even though some conversations got a bit
 141 tense it was a good conversation and educational.
- 142 d) **Secretary** – S. Rodriguez shared the project tracker located in the google drive. It was
 143 developed to help the board keep on track with projects that arise from our board
 144 meetings so they get lost in the shuffle. Currently only the President and the
 145 Secretary have editing right on the document. If you have an item and would like
 146 to update, please send them to either K. Jimenez or myself. The intent is to create
 147 a project tracker sheet for all the committee chairs to help organize their
 148 individual projects. To make it easier to manage, project trackers will begin on the
 149 next fiscal year. Any feedback is appreciated, so please send it my way.
- 150 e) **Treasurer** – T. Albertsen reported that she has notified the North and South VPs regarding
 151 outstanding balances for the gatherings. Nothing else to report.
- 152 f) **Past President** – S. West reported that she would work with E. Garcia and D. Bridge to create the
 153 virtual president's retreat. This is an import training opportunity that still needs to happen.
 154 They will discuss and explore using technology to be able to hold the retreat in the future
 155 if not at CLI.

156 X. Area Representative Reports

- 157 a. North 1- T. Novelli – nothing to report at this time.
- 158 b. North 2- D. Knowles – has been learning from the challenges of going online in a matter of four
 159 days. Los Rios District is not allowed back on campus. Events and graduation have been canceled.
 160 They are exploring an alternate method of celebrating.
- 161 c. North 3 – O. Prizhbilov has nothing to report, areas are unresponsive as this area currently has no
 162 local senates.
- 163 d. Central 1 – N. Williams has nothing to report. Right now, no one has responded, but given the
 164 circumstance may be difficult to get responses.
- 165 e. Central 2 – K. Duong also not had any responses. Madera has board approved the creation of a
 166 senate. They are working on submitting their documentation to become part of 4CS.
- 167 f. Central 3 – No report from this area.
- 168 g. Bay 1 – N. Basilious – nothing to report
- 169 h. Bay 2 – Vacant – nothing to report
- 170 i. Bay 3 – K. Hunter reported she reviewed the reports submitted and the local senates are asking for
 171 more gatherings. She suggested doing maybe more regional retreats or gatherings. Now with
 172 everyone working remotely she might schedule a Zoom meeting to touch basis.
- 173 j. South West 1 – B. Rogers nothing to report currently, she was working on setting up the contacts.
 174 Her campus is in the process of moving online. The staff is working remotely.
- 175 k. South West 2 – J. Hunt – AVP is moving along, however they are getting some resistance from their
 176 union. R. Burgess asked him to have about seven meetings to have discussion and mediation. He



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- 177 contacted the Academic Senate President to assist. Santa Barbara city college had shown some
178 interest. Contact no longer works there and no one is responding now.
- 179 l. South West 3 – F. Mitchell reported the campus is closed down and working remotely.
180 m. South East 1 – D. Bridge reported on behalf of D. Cummins – he was able to get the majority of his
181 senates to respond. Just before the closure Mira Costa held nominations for their senate elections
182 and had 89 nominees for the 12 seats on their senate. Area colleges are all working remotely.
183 n. South East 2 – C. Connor – nothing to report
184 o. South East 3 – Vacant – nothing to report
- 185 **XI. Good of the Order**
- 186 a. **Newsletter** – Secretary, S. Rodriguez, wanted to know what are we doing about the newsletter. Are
187 we still submitting articles? Maybe we can mail out or do an electronic version. People may just want
188 to submit articles of how they are handling the situation. D. Cummings suggested we should add
189 community resources. This would be a great resource especially given the current situation. T.
190 Novelli has been collecting and adapting resource guides. Mesa College has a real good example, and
191 maybe we need a folder on the shared drive so that we can all have access. President K. Jimenez
192 suggested a google doc with links.
- 193 b. **Doodle Poll** – Secretary S. Rodriguez will send out a poll to determine our next meeting date to
194 address the outstanding agenda items. Maybe even have the information needed to decide CLI.
195 Please respond to the poll so that we can schedule our meeting appropriately.
- 196 **XII. Future Agenda Items**
- 197 a. No future agenda items noted
- 198 **XIII. Adjournment**
- 199 Meeting adjourned at 11:42 am.

Approved by 4CS President: *Karen Jimenez*