



California Community Colleges Classified Senate

Executive Board Meeting

CCCConferZoom Meeting
<https://cccconfer.zoom.us/j/99249940444>
Friday, September 18, 2020
Saturday, September 19, 2020
9:30 am – 4:00 pm

Present: Karen Jimenez, Susan Rodriguez, Brenda Rogers, Craig Connor, Dawn Bridge, Deborah Knowles, Karen Hunter, Kimberly Duong, Monica Souza, Nicole Williams, Scott Heiden, Therese Grande, Shondra West, Trisha Albertsen, Ernie Garcia, Olga Prizhbilov, Tony Novelli, Felisia Mitchell, Shondra West

Absent: Donney Cummins, Tanner Barnett, Justin Hunt

President Emeritus Present: Monica Souza

Guests: Tim Strauch, Amanda Green

MINUTES

I. Call to Order

Friday, September 18, 2020 – Meeting called to order at 9:37 am
Saturday, September 19, 2020 – Meeting called to order at 9:42 am

II. Welcome & Introductions

- a. President K. Jimenez welcomed everyone to the first quarter board meeting.

III. Approval of the Agenda & Minutes

a. Approval of the Agenda –

- i. Motion to approve agenda with noted changes

N. Williams/T. Albertsen – M/S – motion carries unanimously

b. Approval of the Minutes –

- i. **2021-01** Approval of the 4CS June 26, 2020, 4th Quarter Meeting Minutes

D. Bridge/E. Garcia – M/S, two (2) Abstentions, S. Heiden & M. Souza – motion carries, minutes approved with noted changes.

IV. Consent Agenda

- a. **2021-02** NIAC Insurance Renewal 2020-2021 and 2019-20 Usage Report

- b. **2021-03** Quarterly Financials (July 2020 – August 2020)

- c. **2021-04** Membership Report (July 2020 – August 2020)

C. Connor/E. Garcia – M/S – motion carries unanimously



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V. **Governance Process**

- a. None noted

VI. **Old Business**

- a. None noted

VII. **New Business**

- a. **2021-05** **Redistribution of Areas**-President Elect D. Bridge is looking to redistribute the areas so that there will be an equitable number of colleges per area representative. Currently there are areas that have a manageable number of colleges and others have an extremely large number of colleges. After discussion the board agreed that the best course of action was to create a task force to assist with this project. Timeline to have this item completed is tentatively by the second quarter meeting in November. Board members T. Albertsen, N. Williams, and K. Hunter volunteered to assist President Elect D. Bridge with this project.
- b. **2021-06** **Quarterly Webinars & Speakers Bureau**-Based on the feedback from the Summer Leadership conference, local senates are looking for more opportunities for professional development and senate engagement. The 4CS webpage does have a request form that local senates can submit when they are looking for speakers for their events. There is also a list of topics for speakers. Usually the requests are for speakers for their Classified leadership days or other professional development activities. The list of speakers is generated from previous presentations such as the Classified Leadership Institute, as well as board members. Attendees from the Summer Leadership Institute also stated that they would like 4CS to host more webinars. President K. Jimenez, suggested we think about doing webinars on a schedule in between our scheduled gatherings and conference. This conversation was only the initial brainstorming session. It would probably be best to delegate this to a task force to develop and report back to the board.
- c. **2021-07** **Website Update**-Board Member T. Novelli reported that J. Hunt has created the framework in word press. The next step is to populate the content and complete the mapping. President asked if there was something the board could assist with in helping completing this task. Board member T. Novelli, will reach out if the committee needs additional assistance with the work. Due to the start of the Fall Semester, the work has slowed a bit. The challenge has been trying to find the time to go through and complete the work already identified. Tentative completion date will be June 2021. Hoping to be able to debut at the next CLI conference.
- d. **2021-08** **4CS Communication Plan**- President K. Jimenez would like to create a taskforce to develop a communication plan for 4CS. Task force would be responsible for creating a schedule and information to report to our local senates. This would task force would also be responsible for assisting in developing the content for the 4CS newsletter. We have had a challenging time in getting responses from the senates. We know that it is partially due to having shifted to an online format. It would be a good idea to bring in board members to help create content not just for dissemination of information but also of where to post and distribute. For example, the newsletter could be posted on the website. After discussion, it was recommended that this conversation and task be delegated to a task force to complete and report back to the board.
- e. **2021-09** **OneOC Discussion and Committee Selection**-The number of committees and taskforces were created out of the recommendations from Once OC. The intent to for those to be working committees to accomplish a task and or project more efficiently. After the OneOC training there will be further discussion on how to restructure our current committee structure. Which will include the development of committee charges as well.



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Saturday, September 19, 2020 – after the OneOC training the board discussed and approved to move forward with the restructuring of the current 4CS committees. After discussion the board agreed to arrange a special meeting to vote on the new proposed committee structure. Board members will have the opportunity to volunteer for the committees/taskforces. The intent is to approve and appoint the committee/taskforce members prior to the November 2020 meeting. At the next quarter meeting each committee/taskforce will have developed a charge for their respective group.

M/S – D. Knowles/ T. Albertsen, 1 Abstention, N. Williams – Motion carries (14 -Y, 0 – N, 1- A)

VIII. Conference Development

- a. **2021-10 - 2021 Classified Leadership Institute (CLI)** – Committee Chair, S. Rodriguez, reported that the planning committee has decided to hold next year's conference virtually. We can have a backup plan for an in-person conference, however, due to the unknown of travel restrictions and the attendee's willingness to be in large crowds would probably cause low attendance. She is still waiting to hear back from Jimmy at CCLC. We need to confirm with Jimmy regarding the contract and if we can roll over or cancel. S. Rodriguez, will also ask Jimmy regarding the virtual conference platform they are using for their conference. We could possibly use the same one and get some pointers on what worked best for them. More information will be provided at our next quarterly meeting.
- b. 2021-11 – Gathering of the Senates
 - i. North – VP E. Garcia is currently working with VP C. Connor to coordinate the gathering on the same day. But nothing has been set.
 - ii. South – VP C. Connor reported that the planning has started but nothing has been set. He is currently reviewing the strands of topics submitted. Tentatively looking at November 4th for the gathering.

IX. Executive Board Reports

- a. **President** – K. Jimenez reported that we are still advocating for a seat on Consultation Council. The next step is to probably to send a letter of support to all the local senates. This may the right time to ask for the additional seat on the council as there is a lot of transitions happening with the board. K. Jimenez will draft a letter and send for review by the board. Once drafted it will go out for support to the local senates. The tentative timeline for this letter will be end of the month, early November.
- b. **President – Elect** – D. Bridge, reported that they are looking for classified to serve on PRT visits. Currently virtual meetings which makes it easier for participation. If you are interested please email K. Jimenez and D. Bridge.
- c. **North Vice President** – E. Garcia had nothing to report
- d. **South Vice President** – C. Connor, reported that is working with E. Garcia on the senate gathering. Once that is planned, they will begin work on new board member orientation.
- e. **Secretary** – S. Rodriguez, reported that she is aware of some issues with the board listserv and new board members not getting the emails. She will try to add the emails manually to ensure that everyone is getting the emails. She also informed the board that we will be using a reoccurring zoom link, to facilitate access to the meetings.
- f. **Treasurer** – T. Albertsen reported that we will now have an internal audit of our finances. We currently did not have a formal audit process but going forward we will. She borrowed the same process used by her college. She also reported that memberships from the listserv have increased since the email went out in August. Our outside CPA agency has been contacted regarding the tax filings for this year. T. Albertsen is waiting to hear back.
- g. **Past President** – S. West reported that her campus participated in the Caring Campus program, which provided a new perspective on serving students in a virtual platform. She also shared her concerns regarding the onboarding process. Something needs to be done so that they can effectively engage in board meetings.

X. Area Representative Reports

- a. **North 1** – T. Novelli, reported that he has reached out to one of his schools to ensure their contact information for their senate has been updated. He will also follow up with the other senates to update their information. He will also send them information for the governance level membership.



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- b. **North 2** – D. Knowles reported the North 2 senates did not receive the link to the area reports. She managed to send it to them a last minute and two of the senates sent in their area reports. She also discovered that the local senates are not paying members of 4CS so she will be sharing the membership information with them. It is possible that they are not members due to funding, but she will make sure they information.
- c. **North 3** – O. Prizhbilov, no area reports received.
- d. **Central 1** – N. Williams did not receive any responses from her area.
- e. **Central 2** – K. Duong reported that Madera is now the official 116 college in the community college system. They have also held elections to establish their local senate. They are working on the paperwork and by laws to become part of 4CS.
- f. **Central 3** – T. Barnett, unavailable to report
- g. **Bay 1** – S. Heiden, reported that he will be taking back this information and sharing with his local senate. He also mentioned some ideas for newsletter content, such as how Classified Senates are supporting Classified through COVID 19 challenges. As well as topics to engage anti-racism work.
- h. **Bay 2** – B. Rogers, due personal circumstances is not able to report
- i. **Bay 3** – K. Hunter, gave an update on the Student Equity & Achievement Work Group from the Chancellor’s office. They too are going to restructure the committees, as there may be some duplication of work occurring. Then intent is to make the committees more functional and efficient. The SEA committee is working on establishing a funding formula for student equity and achievement funds, similar to the SCFF. However, with the call to action, this has been put on the back burner. As it was going coming across well from the campuses. There will also be a pathway to equity conference which is now closed. There are 1500 participants registered. Conference will be held September 29-30th. K. Hunter also reported that from her area reports she received the Senate President at Evergreen Valley College, stating they are having issues with figuring out the boundaries with their union. After a long conversation she was told that the President of San Jose City College will put an email together to helping them work.
- j. **Southwest 1** – Vacant
- k. **Southwest 2** – J. Hunt - unavailable to report
- l. **Southwest 3** – F. Mitchell has no area reports to share.
- m. **Southeast 1** – D. Cummins, unavailable to report
- n. **Southeast 2** – T. Grande, reported that in her area there are two potential senates that are being formed. The leadership from the Union have been supported from the start and hopefully as they bring the senate onboard. Since it is the start of the semester everyone is pretty busy. Their district website also happened to get hacked causing all sort of problems. T. Grande, will keep working to encouraging her local senates to become advocates for themselves and continue encouraging equity and governance on campuses.
- o. **Southeast 3** – Vacant

XI. Good of the Order

- a. None noted

XII. Future Agenda Items

- a. None noted

XIII. Adjournment

Friday, September 18, 2020 - Meeting adjourned at 3:45 pm
Saturday, September 19, 2020 - Meeting adjourned at 1:35 pm