



California Community Colleges Classified Senate

Executive Board Meeting

CCCConferZoom Meeting
<https://cccconfer.zoom.us/j/99249940444>
Friday, November 13, 2020
Saturday, November 14, 2020
9:30 am – 4:00 pm

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

Absent: Tanner Barnett, Justin Hunt, Nicole Williams,

President Emeritus Present: Monica Souza

Guests:

MINUTES

I. Call to Order

Friday, November 13, 2020 - Meeting called to order at 9:45 am

Saturday, November 14, 2020 – No meeting, agenda items were completed at the Friday, November 13, 2020 meeting.

II. Welcome & Introductions

- a. President K. Jimenez welcomed everyone to the before stepping out to attend the CCLC E-Board meeting. President Elect, D. Bridge will conduct the meeting until President K. Jimenez returns.

III. Approval of the Agenda & Minutes

a. Approval of the Agenda –

- i. Motion to approve agenda as presented.

D. Knowles/B. Rogers – M/S – motion carries unanimously.

b. Approval of the Minutes –

- i. **2021 - 12** Approval of the September 18 – 19, 2020 meeting minutes

- ii. **2021 – 13 Approval** of the Special Board Meeting Minutes, October 1, 2020 meeting minutes

T. Albertsen/T. Grande – M/S - motion carries, minutes approved as presented.



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IV. Consent Agenda

- a. **2021-14** Quarterly Financials (September 2020 – October 2020)
- b. **2021-15** Membership Report (September 2020 – October 2020)
- c. **2021-16** 4CS 2019 Tax Returns
- D. Knowles/T. Novelli – M/S – motion carries unanimously.**

V. Governance Process

- a. None noted for this meeting.

VI. Old Business

- a. None noted for this meeting.

VII. New Business

- a. **2021-17** **Redistribution of Areas** – President Elect D. Bridge met with the Redistribution Area Taskforce and will be working on redistribution of the areas. The intent is to have a more equitable and manageable number of colleges per area. Some of the changes would also include name changes from area to regions. This item currently is for discussion only. The board is asked to provide any feedback or concerns for the taskforce to consider. The redistribution would take into consideration geographic location. Depending on how these areas are redesigned this may include a possible two representatives and an additional Vice President. Nothing has been decided, this information is to get the board to envision what the redesign might look like when completed. Taskforce will meet in December 2020 to draft the redistribution of the areas, with hopes to bring it to the March 2021 meeting.
- b. **2021-18** **4CS New Committee Structure and Charges** – President Elect D. Bridge and Past President S. West, shared the revised committee structure that was presented at the last board meeting. Based on the recommendations from ONE OC, we managed to reduce the number of formal committees to four major committees. The rest have been designated as work groups or taskforces. With the exception of the Governance Committee Charge, which was developed with the assistance of ONE OC, to use as a guide, each individual committee/taskforce/workgroup will be responsible for drafting their charges. The drafts presented today are drafts that will evolve as we continue to work and determine what the scope of work each committee charge. Board members are asked to please provide feedback as this process should involve everyone on the board to ensure we address all the needs of the committees/taskforce/workgroup. As a reminder nothing is set in stone, we can always revise the charges. After discussion, the board is asked to review the charges and send all feedback the Redistribution Area taskforce.
- c. **2021-19** **4CS Storage Unit** – Treasurer T. Albertsen and Board Member K. Duong, presented the information for the possible move of the Chico office storage to a more central location. Currently, if items need to be retrieved for CLI or the gatherings, someone must make the trip or have Office Manager, C. Plyley ship the items. If the storage unit more central, travel to retrieve items would be easier. Board Member K. Duong researched several areas in and around Fresno, which is central to the both the North and South. The information attached to the agenda items give us an idea of how much it would cost for us to rent storage unit. This item is purely informational, so that we can decide if this is an option for the board. After discussion, board members are asked to provide feedback. Agenda item will return to the March 2021 board meeting for approval.
- d. **2021-20** **2020 – 2021 4CS Board Goals** – President Elect, D. Bridge, shared the goals that President K. Jimenez developed. The board is asked to provide input on whether we need to add or maintain the current board goals. Boards goals for review include: 1.) 75% completion of revisions of 4CS governance restructure, 2.) completion and launch of redesigned 4CS website, 3.) in addition to our Gatherings and Presidents’ Retreat, develop and host three webinar events that address the



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78 feedback provided during the Summer Leadership Institute, 4.) develop and implement a communications timeline. In
79 addition, increasing advocacy for new senates and developing a communication plan. Develop a strategic plan that will
80 encompass goals with deliverables. We need to think of tangible items to be able to show our goals are being met. We
81 should be assessing on a yearly basis to see what was accomplished and what new goals have developed. With the new
82 committee structure, each individual committee will set their own goals. This would be for the board as whole as opposed to
83 just having the President's goals. This brainstorming session will help us begin the discussions for the June 2021 meeting.
84 The board discussed the possibility of creating a rubric to be able to measure and track which desired goals were achieved. As
85 opposed to just rolling goals over from one year to the next. We will continue to discuss this item at future board meetings.
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78 VIII. Reports (Committee/Task Force/Work Group)

79 a. **Board Governance**

80 i. **Internal Review Task Force** – The taskforce has met and has begun the task to reviewing all the current documents and
81 determining the committee buckets. Once there is a clear plan the conversation about strategic planning will be at the
82 forefront. The group will tentatively schedule a meeting in December to be able to start sorting out the work.

83 b. **Financial Operations** - The committee did meet to develop charges and establish some goals as well. The committee will be reviewing
84 the accounting guidelines and recommending revisions as needed.

85 i. **Audit Task Force** – As recommended by ONE OC the Audit Taskforce will be working on the audit form and general ledger to
86 be able to complete the quarterly audit. Treasurer T. Albertsen, will meet with Board Member D. Knowles, and North VP E.
87 Garcia, to discuss and complete the quarterly audit.

88 c. **Marketing/Public Relations** – The committee met and with the assistance of President Elect D. Bridge, developed the committee
89 charge.

90 i. **Communications Task Force** -the task force is scheduled to meet next week. No current action for this task force.

91 d. **Resource Development** – Board Member D. Knowles, newly appointed chair, is working on getting this committee going. If any board
92 member who has experience working with Foundations and revenue generation and would like to volunteer, please contact D. Knowles.

93 e. **CLI Task Force** – Chair S. Rodriguez, spoke to J. Madrigal, from CCLC, he advised that we hold off cancelling the venue until about March
94 2021. Even though our contract with Visalia has the language to be able to get out of our contract, we are unsure of what is going to
95 happen next year. He was advised that we had decided for our conference for at least next year would be virtual. J. Madrigal confirmed that
96 the CCLC conference was using Zoom and the conference app. Per J. Madrigal we have already paid for the app and would be able to use.
97 After the conference, Chair S. Rodriguez, would reach out to J. Madrigal to discuss and get any tips that he can share about their virtual
98 conference experience. Conference Co-Chair, O. Prizhbilov, reported that the theme for our virtual conference was the re-do project. We
99 thought this was a good theme, a re-do of the previous year. This last year has been challenging for everyone and it would be nice to focus
100 on developing ourselves as professionals, so we can be there effectively for our students. We developed some vague presentation topics to
101 allow presenters to really think about how to better help each other. Even though we are holding the conference virtually, we are looking
102 into maintaining the same Wednesday – Friday schedule. We will try to stick to traditional schedule as possible. Depending on the number
103 of presentation proposals, we may end up having concurrent sessions. As for registration prices, we want to be able to charge a nominal fee
104 but keep it affordable for our attendees. As for our Keynote speakers we really want to emphasize the talent among Classified Professionals.
105 However, we are not ruling out any other keynotes. We are however, trying to be financially prudent. The taskforce also discussed a virtual
106 spirit contest, but nothing concrete. We will be further discussing this at a later meeting.

107 f. **Gathering of the Senates Report** – North VP E. Garcia and S. VP C. Connor, have discussed a date in early spring to hold a simultaneous
108 Gathering of the Senates. VP C. Connor will decide on a date and send out the information and save the date.
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- g. **Speaker's Bureau Task Force** – O. Prizhbilov, is working on getting the taskforce together. Due to logistics nothing will be scheduled for the Fall Semester. On the other hand, there are already events scheduled for February 2021 and July 2021. The plan is to be able to determine a schedule and send out so that people are aware of what is coming up. Speaker's Bureau requests will be scheduled as they are requested.
 - h. **Technology Work Group** – The work group is working on getting the necessary permissions and roles set up. T. Novelli, has been in contact with Board Member J. Hunt, to transfer notes and update him on the work that was completed by J. Hunt. The work group will meet again to determine the hierarchy of the website among other design items.
 - i. **State- Wide Committee Reports** (See Written Reports) – Board was provided with written reports for the statewide committee that were submitted by the representatives.
 - j. **4CSD Professional Development Summit Update** – Board members O. Prizhbilov and B. Rogers reported they attended the summit. Key take a way were how to advertise professional development efforts at a statewide level. The summit had very few opportunities for Classified Professionals, it was mainly focused on faculty. An exciting development shared was the drafting of a letter to the Chancellor's office to advocate for professional development funding. The intent is to bring this letter to 4CS for endorsement. Please watch for an email, if this comes through, we may have to schedule a special meeting to vote on this item.

IX. Executive Board Reports

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- a. **President** – K. Jimenez, is currently working on gathering the individual letters for support from the local Senates. The email has gone out to all the current Senate Presidents. She is asking the board to reach out and ensure the Classified Senate President received the information and ask if they are willing to support our petition to Consultation Council. The intent is to get this the Chancellor in December, so that it will be placed on the January meeting agenda.
 - b. **President – Elect** – reported that C. Pyley shared that 57 out of the 69 Senate members updated their information. This information has been updated on Google Docs. Since we are looking at the possibility of acquiring a storage unit, she will begin inventory of the boxes. C. Pyley also corrected the board member list because it has some outdated information. Other than working on the governance revision, which has been her focus, nothing else to report. Her Senate is doing well.
 - c. **North Vice President** – E. Garcia is working with South VP, C. Connor, on the Gathering of the Senates. President K. Jimenez, asked for both North and South VPs, discuss the onboarding process for incoming board members.
 - d. **South Vice President** – Nothing to report currently.
 - e. **Secretary** – S. Rodriguez reported that there was only seven local Senates that sent in their area reports. These reports have been formatted for easier viewing than the excel spreadsheet. Hopefully, for the next meeting there will be more reports to share.
 - f. **Treasurer** – unable to report due to technical difficulties.
 - g. **Past President** –

X. Area Representative Reports

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- a. **North 1** – T. Novelli, nothing to report currently. Has sent out communications and received no responses.
 - b. **North 2** – D. Knowles, there has been a Senate President change at her college. The new President is working on getting up and running. American River is doing fine. Cosumnes and Folsom being remote has caused them to be overwhelmed. It will take a minute but will continue to work with them.
 - c. **North 3** – O. Prizhbilov, reported no response from her area. However, Contra Costa has reached out requesting a speaker from the Speaker's Bureau. Board N. Williams and herself presented a professional development workshop for them and it went well. It was fun to see the Speaker's Bureau in action and be part of the process.
 - d. **Central 1** – N. Williams, unavailable to report.
 - e. **Central 2** – K. Duong reported that the contact at West Hills no longer working on forming a senate. However, the task has been assigned to other people. She will be reaching out to them since they did not respond. She just wants to check in with them as they stated the



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process is going at a much slower rate than anticipated. Three of her area Senates sent in their quarterly reports. They wanted to share that due the listserv email regarding anti-racism resolution they are in works of writing a resolution. It was beneficial to see this on the listserv because it gave them a starting point. Madera CC reached out to K. Duong to inform her that they were invited to the Chancellor's listening tour. Aside from asking for support, she would be asking the Chancellor regarding a seat on Consultation Council. We will see what happens. Clovis is still unresponsive, she has not heard from them. She will continue to reach out to see if they respond.

- f. **Central 3** – T. Barnett, unavailable to report.
- g. **Bay 1** – S. Heiden, reported that the 4CS Speaker's Bureau did a great job. Received many compliments. No responses from his area.
- h. **Bay 2** – B. Rogers, reported that she did not receive any reports or communication from her area. B. Rogers wanted to report another key takeaway from the 4CSD summit. There is a proposal going forth to the chancellor's office for an equity pilot program about unconscious bias. It is base on 3420 individuals base on 30 participants for each college run by Franklin Covey Facilitators. How and when they will offer the training is still unknown but wanted to make sure this was on our radar. Hopefully, we get more information soon. This is a very exciting endeavor to be a part of.
- i. **Bay 3** – K. Hunter, unavailable to report.
- j. **Southwest 1** – Vacant
- k. **Southwest 2** – J. Hunt - unavailable to report.
- l. **Southwest 3** – F. Mitchell, unable to report due to technical difficulties.
- m. **Southeast 1** – D. Cummins, reported that Imperial Valley has reached out to him regarding starting their local Senate. South VP, C. Connor, has stepped in to assist since Board Member C. Cummins, is new to the board. They are both working together to assist Imperial Valley. D. Cummins, senate has a new Senate President. No other senates submitted an area report. Excited to see how a new Senate develops and hopefully bring Imperial Valley on board.
- n. **Southeast 2** – T. Grande, reported Rancho Santiago has reached out to her regarding starting a senate, but then has not heard back from them. Hopefully, by the next meeting we will have more information.
- o. **Southeast 3** – Vacant

XI. Good of the Order

- a. El Camino Community College has reached out and is interested in starting a Senate. South VP C. Connor stated that LA College Districts are currently going through accreditation, with possibly Classified representation. This might be a great opportunity to be able to use this for advocacy.
- b. IEPI is looking for representatives to join the PRT teams. If anyone is interested, you are encouraged to contact them.

XII. Future Agenda Items

- a. None noted.

XIII. Adjournment

Friday, November 13, 2020 - Meeting adjourned at 1:35 pm

Approved by 4CS President: *Karen Jimenez*