



**California Community Colleges  
Classified Senate  
Executive Board Meeting  
Minutes**

**September 12-13, 2014**

*West Valley College*

Campus Center Club Room

14000 Fruitvale Ave, Saratoga, California 95070

***Present:***

*Officers:* President Maureen Chenoweth, Foothill College;; President Elect Debbie Weatherly, Santa Rosa Junior College; North Vice President- Karen Smith, Foothill College; South Vice President - Rocio Sandoval, San Diego Mesa College; Secretary Cari Plyley, Butte College; Treasurer Norma Talley, Butte College.

*President Emeriti:* President Emeritus Jim Wilson, Sierra College Retiree.

*Area Representatives:* North 2 – Deborah Knowles, Sacramento City College; Bay 1 – Shondra West, Los Medanos College; Bay 2- Linda Allen, Skyline College; Bay 3 – Laurel Kinley, West Valley College; Southeast 2 – Karen Martin, Irvine Valley College; Southeast 3 – Cassandra Thomas, San Bernardino Valley College.

*Associates:* My Loi, Mission College; Jose Hueso, San Diego Community College

***Absent:*** Past President Russell Hamilton Sr., Saddleback College. Central 2 - Ernie Garcia, Fresno City College; Southwest 2 – Peder Nielsen, Ventura College. Associates: Dennis Gordon, Irvine Valley College; Pat Murray, Grossmont College; Leo Lieber, Diablo Valley College Retiree; Janet Pedersen, San Joaquin Delta College

***Guests:***

Dr. Bradley Davis, West Valley College President; members of the West Valley College Classified Senate

**1. Meeting Called to Order**

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President Maureen Chenoweth called the meeting to order at 9:10 am.

**2. Welcome and Introductions**

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President Chenoweth thanked Board members for attending. A special thanks to Laurel Kinley and her campus for hosting this meeting.

Laurel Kinley outlined the schedule and a change in the room for Saturday.

**3. Agenda Approval**

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A. Changes to Agenda

- Item 2014-42 Removed
- 10.L. Conference Development. Report on Awards and Recognition moved to first day reports.
- Add **2014-70 Revision to Bylaws: Corporate Address** to 11. Committee Reports/Bylaws
- Add **2014-69 Annual ACTION WITHOUT MEETING Form** 11. Committees/Policies and Procedures
- Addition of Tech Shop Presentation during lunch.
- Add Technology Committee under Committee Reports.

B. Adoption of Agenda

**Motion to approved the agenda as amended. Weatherly. Approved.**

#### 4. Consent Agenda

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- 2014-54 Approval of Minutes: March 13-14, 2014 - removed for discussion
- 2014-55 Approval of Minutes: March 13-14, 2014 - removed for discussion
- 2014-57 4CS Executive Board Appoints:
  - Juan Tirado resignation, Central 2
  - Ernie Garcia, Fresno City College appointment, Central 2
- 2014-58 Acceptance of Rental Agreement for 7 Governors Lane #5, Chico, CA 95926
- 2014-59 4CS Committee Chair Appointments
- 2014-60 Acceptance of 4CS Asset Loan Agreements
- 2014-61 Approval of Reimbursement to Butte College for 2013-2014 4CS Expense Account Account
- **Motion to approve revised Consent Agenda. Plyley. Approved.**
- **Motion to approve Agenda Item 2014-54 as revised. Plyley. Approved.**
- **Motion to approve Agenda Item 2014-55 as revised. Plyley. Approved.**

#### 5. President's Report

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- A. CCLC Board
- President Chenoweth and President Elect Weatherly both attended the July CCLC Board of Directors meeting in Sacramento.
  - President Chenoweth presented a 4CS report to the Board of 4CS activities and concern regarding the upcoming vote on professional development. President Chenoweth was pleased with their response and support.
  - The CCLC Board expressed pleasure at the attendance of classified staff at the annual convention.
  - President Chenoweth expressed her concern for funding for attendance at the convention and the hope that the passage of professional development funding will be important to the ability of classified staff to participate in governance and the importance of comprehensive professional development programs for classified staff.
- B. Leadership Roundtable
- President Chenoweth shared the history of The Leadership Roundtable
    - created a year ago by the CCLC and is made up of representative from statewide community college organizations.
    - President and president elect are members.
  - The next meeting is scheduled at the CCLC Annual Convention in November.
  - Previous meetings discussed returning to a mega conference made up of all of the different community college constituents.
  - The Roundtable is cultivating important relationship and partnerships with statewide partners.
- C. Professional Development Legislation  
Update discussed under 5.A.
- D. Speaker's Bureau  
Requests received from Contra Costa and Los Medanos. More information to follow.
- E. President Travel
- Scheduled Events:
    - November 2014: CCLC Convention
    - January 2015:
      - South Retreat to discuss the resolution process
      - Legislative Conference
    - February 2015: Leadership Roundtable Meeting
  - Discussion on importance of 4CS Board members attendance at meetings and events.

- Board members are asked to request support from their own campuses, but 4CS travel grants are available and President Chenoweth encouraged Board members to contact her if they are having funding issues.
- Discussion on the importance of 4CS Board member support for the organization and the visibility of that support (sponsoring, etc.)
- Board members who contribute their personal time and funds should be recording their expenses for tax purposes and those contributions can be recorded toward gift-in-kind or sponsorship. Cari briefly went over the forms available.
- Suggestion to present to member senates the importance of their \$100 membership.
- Sponsorship committee should look into auto payments for sponsorships.
- Request to post forms on the NING.
- Discussion on ability to access Google Docs and NING.

## 6. Old Business

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### 2014-62 2014-2015 Goals. Maureen Chenoweth (Tabled to Saturday)

At this time the Board adjourned for a coffee break sponsored by the West Valley College Classified Senate. West Valley College President Bradley Davis arrived with members of the West Valley Classified Senate. Dr. Davis thanked the 4CS Board for holding this meeting at West Valley College and thanked them for their service to their colleges and the system. Dr. Davis informed the Board that this year West Valley celebrates their 50<sup>th</sup> anniversary. Laurel Kinley introduced members of the West Valley College Classified Senate joined the Board for the break: Vice President Cheryl Massa (?), Treasurer

## 7. New Business

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### 2014-63 New Resolution Committee and Process

- Maureen presented a PowerPoint presentation on resolution development.
- Presentation included information on the community colleges Board of Governors (BOG) and Consultation Council (CC). CC meets once a month in Chancellors office. History of classified positions on the CC. Union representative appointments: Danny Hawkins, Evergreen/San Jose District, Diana (?).
- Senates represent classified staff in governance at 65 campuses. Currently there are approximately 15 classified unions in the state. Some campuses have non-union legal representatives.
- Currently there is no official resolution process for classified staff at the state level.
- President Chenoweth has expressed her interest in adopting this statewide resolution process and has received positive responses from statewide players.
- President Chenoweth shared the resolution processes for the Academic Senate that have a resolutions page at <http://www.asccc.org/resources/resolutions>
- Resolutions can originate at a local level, at a 4CS retreat, or by the 4CS Board. It does not have to come from 4CS.
- A detailed handbook needs to be developed on the process, including an online process.
- Suggestion to compare the Academic Handbook recommendations and compare with the non-profit requirements and look for conflicts.
- Resolutions can be forwarded to our Consultation Council representatives for action, as well as provide to the Chancellor.
- Several discussions on the 4CS Senate Officer's Listserv involved areas appropriate to resolutions which can be combined into this process. The listserv could be an essential part of the process.
- Region vice presidents could facilitate the process.
- Not all local resolutions would be considered for a state level resolution.
- **Motion to establish a 4CS Resolutions Committee that will establish goals, procedures, and a proposal to present to members and get input into the process. Plyley. Approved.**
- Get buy in from local senates for the process.
- Discussion on how to include unions and get their input. Reason for summit.

- Discussion on the subject of classified staff levels at community colleges and whether that would be an appropriate subject for statewide input.
- Some resolutions will have partners with different campus constituents.
- \*President Chenoweth will establish a Resolutions Committee Task Force to establish the purpose and policies and procedures for the Resolutions Committee.
- \*Add a classified senate resolutions page on the 4CS website.
- President Chenoweth envisions that the final approval process for resolutions would be a 4CS Board-wide decision.
- Suggestion for a 4CS website page “Resolutions Clearinghouse” to post senate resolutions in one place.

#### **2014-64 Proposed change to Travel**

- Currently 4CS travel reimbursements do not cover meal reimbursements.
- Discussion on ability of 4CS to cover minimum of Board travel.
- Request for historical reasons for the past policy.
  - a. Level of modest budget
  - b. Non-profit guidelines for maximum percentage of annual budget to be spent on board expenses.
- Maureen’s goal is to eliminate barriers to participation if no funding is available.
- Discussion on the State allocations depending on destination. College allocations are not dependent on destination.
- Deborah Knowles assigned to draft travel policy for Per Diem meals to bring to next meeting.
- Board members can send recommendations to the policy to Deborah.
- Consider non-profit guidelines regarding meals.
- Clarification that travel grants are up to the amount of the maximum \$250 and meals wouldn’t be added on top of that. But at this time meals cannot be included in that amount because it is not an approved expense.
- Does this process apply to a representative who is going to visit a campus and wants meal reimbursement? Answer: All reimbursements must go through the 4CS president and should be requested in advance, not after the event. In fact, the 4CS president should be notified in advance all visits to a campus made in the capacity as a 4CS representative. Travel grants were set up to fund official 4CS meetings. Travel between those meetings is not a part of the 4CS budget and must be approved by the 4CS president and any funding approved.
- Suggestion to eliminate term travel “grants.” Travel grants were set up to assist board members in attending official meetings.
- Documentation of personal payments is essential to track the expenses. If Board members choose to not be reimbursed for approved expenses, they should submit a reimbursement form with the amount reversed in the donation space. It will then be credited to their yearly donation and recorded as an operating expense.
- **Motion for Deborah Knowles to look into Per Diem meal reimbursements for discussion at the next meeting. Weatherly, 2 abstentions. Approved.**

#### **Tech Shop Presentation**

Al Gusman from Foothill College, presented information on the *Tech Workshop*. Originally set up to address needs of veterans, this organization assists with hands-on training for individuals who need this approach to further their education and transition back into civilian society. Al had an idea of creating a program to assist veterans learn machines and tools, but Al wanted to apply to other underrepresented groups to inspire student growth. This is how Al found the Tech Workshop.

Al introduced Robert Slack, a veteran and current employee of Tech Shop. Support people who are leaders in the state in this area.

Tech Shop is a do-it-yourself light manufacturing shop. It provides access to advanced manufacturing equipment and support staff that provides personal assistance. Robert found the experience was a way to transition into regular civilian life and transition into different subjects to learn. People come in with ideas and

goals and find focus and direction. The program supplements the educational system and therapists. Have also branched out into senior support. Several locations in California are open, and now international. The organization is looking for sites with enough veterans to offer a site on campuses.

Support reintegration  
Support rehabilitation  
Support rejuvenation  
<http://www.techshop.ws/veterans.html>

## 8. CLI Planning Session

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President Chenoweth stressed the importance of roundtables and senate 101 sessions at CLI. She believes these are cornerstones of CLI and would like to make sure they are included. Casey is interested in doing this workshop.

Debbie encouraged all past conference chairs who had experience to provide input and expertise.

### A. 2014-65 Approve 2015 Rates

Rooms and registration will be separate.

- \$525 Registration
- \$159/night standard single room (plus taxes)
- \$89/night double room occupancy (**each**-plus taxes)
- \$219/night executive studio single (plus taxes)
- \$139/night executive studio double (each-plus taxes)

**Motion to approve. Plyley. Discussion. Approved. 1 absention, 1 nay**

- For additional facilities CLI would have to grow to 250. Cherie is asking for more rooms. 4CS will be responsible for the rooms that we do not fill.
- Discussion on the budget for keynote speakers.
- Clarification that speaker fee is a part of the registration fee itself.

Ventura site is going up for registration in 2016 to \$650 plus rooms.

### B. Brainstorm session: Debbie Weatherly

- Theme: "Leadership in a Changing Climate"
- Dress of the day – spirit award
- Opening ceremony
- Closing ceremony
- Strands – elements of change (fire, water, earth, air)
- Discussion on visualizing change.
- Each day dress for an era – different decade each day. Idea for the spirit award? Dress of the day?
- Historical change of classified involvement in governance. That was then, this is now. How do these changes affect the way classified function in their job and serve students.
- Change of campus culture as a result of governance participation
- Successful sustainability practices panel. Postal board session?
- Ideas of change over time
- Exhibitor Coordinator. Cari Plyley will train Ernie Garcia in the role of exhibitor coordinator.
- Volunteers.
  - a. My and Shondra will help Deborah.
  - b. Evaluations should be finalized as late as possible because the program can change right up to the conference.
  - c. Volunteer coordinator should be responsible for transcribing evaluations?

### C. CALL FOR PRESENTATIONS. Rocio will update forms, distribute, and accept applications.

- D. Technology training. The Sehi computer café will no longer be offered, so technology training will not be hands on.
- E. Suggestion for monthly conference calls for CLI committee.
- F. Shondra will make pens for the silent auction.
- G. Shondra will research DJs for the awards dinner.
- H. Poster Session: Laurel Kinley will coordinate and send posters to Cari for production.
  - a. A poster session theme will be chosen
  - b. Classified senate presidents are emailed asking them to submit posters to Laurel.
- I. Chair of Awards Committee: Karen Smith
- J. Discussion on the scheduling events that gets participants to the event on time and keep them there on Saturday.
- K. PR needs to take place to inform participants that they need to make their travel arrangements to allow them to arrive on time and depart after the event ends.
- L. Subjects need to be serious and tangible for participants to show that their attendance is beneficial to their campuses.
- M. Discussion on “equity” training. Guarantee that student needs are being met via access, fairness, quality. Speaker on equity?
- N. Customer service.
- O. How do we as classified staff support the sustained mission of the community colleges (workshop?)
- P. *Beneath the Deep* is a book written by community college professor Scott Langford, about the history of Lake Tahoe. Maureen hopes to acquire some signed copies of the book. Possible lecturer?
- Q. Jim is interested in doing an eco walk. Possible Saturday afternoon or workshop?
- R. 3CSN is doing a new training, “Taking the Lead: Building Sustainable Professional Learning.” They are encouraging people to attend that are in leadership or on professional development committees. Can they be considered?
- S. Hope to find event sponsors to cover the Thursday evening dinner.
- T. Question as to who to contact for different college level sponsorships: Senate for Senate Level, College president for College Level, Chancellor for District Level.

Meeting adjourned at 5:00 pm. Will reconvene Saturday, September 15, 9:00 am.

**Saturday, September 13, 2014**  
*West Valley College*

***Present:***

*Officers:* President Maureen Chenoweth, Foothill College;; President Elect Debbie Weatherly, Santa Rosa Junior College; North Vice President- Karen Smith, Foothill College; South Vice President - Rocio Sandoval, San Diego Mesa College; Secretary Cari Plyley, Butte College; Treasurer Norma Talley, Butte College.

*President Emeriti:* President Emeritus Jim Wilson, Sierra College Retiree.

*Area Representatives:* North 2 – Deborah Knowles, Sacramento City College; Bay 1 – Shondra West, Los Medanos College; Bay 2- Linda Allen, Skyline College; Bay 3 – Laurel Kinley, West Valley College; Southeast 2 – Karen Martin, Irvine Valley College; Southeast 3 – Cassandra Thomas, San Bernardino Valley College.

*Associates:* My Loi, Mission College; Jose Hueso, San Diego Community College

***Absent:*** Past President Russell Hamilton Sr., Saddleback College. Central 2 - Ernie Garcia, Fresno City College; Southwest 2 – Peder Nielsen, Ventura College. Associates: Dennis Gordon, Irvine Valley College; Pat Murray, Grossmont College; Leo Lieber, Diablo Valley College Retiree; Janet Pedersen, San Joaquin Delta College

**Called to order Saturday, September 13, 2014, 9:15 am.**

**8. CLI Planning Session (continued)**

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- Rocio will have the SAVE THE DATE (STD) flier up by this Friday, then Rocio will direct Jim to post on the website. Also post on the NING.
- Exhibitor Coordinator.
  - Debbie will email the coordinator all of the materials she has.
  - Cari Plyley will train Ernie Garcia in the role of exhibitor coordinator.
  - Update exhibitor applications, exhibitor flier
  - Letters out to past exhibitors
- Rocio will update the Call for Presentations form.
  - Outdated information (projectors) removed.
  - Add a box for which element the workshop will fall under.
  - Contact information for CFP will be Debbie Weatherly.
  - Require all participants to provide computer and projection equipment.
  - Add “limited projectors available for a fee.”
- All forms need to be ready for the November convention.
- Keep Jim and Karen in the loop of new CLI data that should be posted to the web or considered for the newsletter.
- Conference calls would be a good way to get updates for the CLI Committee. Karen Martin will set up on CCConfer.
- Auction.
  - How to discourage inappropriate behavior
  - Karen Martin will create a poster with auction etiquette. “Please respect the rights of others to participate”
  - Shondra is making flower pens.
- Discussion on real auction and auctioneer.
  - Time is an issue
  - Cost is an issue
  - Removed the fun of a “silent auction”

**9. Board Reports**

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**A. North VP – Karen Smith**

- Karen reported on the second successful Gathering of the Senates held on July 19. Attendees were from West Valley, Skyline, Fresno City, Merritt, Foothill, Skyline, Santa Rosa colleges. Hope to hold the next meeting in January 2015.
- Goal to increase communication from the north representatives.
- Foothill College is having a problem delivering ccccs.org to Karen Smith and Maureen.
- Maureen clarified that individual college reports go the Area representatives and Area Representative reports go to the region vice president.
- Kudos to Shondra who has set up visits to three different colleges, an example of reaching out and connecting with people.
- Kudos to Karen Smith for facilitating discussions on the listserv.
- Karen Smith asked how to respond to those people who say they are too busy.
  - “What *can* you offer to do?”
  - Every inquiry deserves a response, even if one sentence.

**B. South VP – Rocio Sandoval**

- Area report received from Karen Martin.
- Highlights of area reports without area representation.
  - City College new officers - President Yvonne Smelt

- Ventura submitted a two-page report.
  - New board members
  - Scholarships for dependents of clas staff.
- Mesa College
  - Updating bylaws and mission statements.
  - Class staff development conference. Maureen was the opening speaker.
- Chaffey
  - Inaugural luncheon
  - ALS Ice Challenge

**C. Secretary**

- Cari read actions and communications since the last board meeting.
- 4CS Senate Listserv updates.
  - The listserv is housed at Butte College but a program of the Chancellor's Office so any board member can take on this responsibility.
  - Cari explained how the listserv is maintained after receiving member update forms.
  - She could use help on researching why an email bounces back, but she tries to send those to area representatives to provide that assistance.
- Produced business Cards for board members.
  - To avoid periods without cards, Cari will send all board members business cardstock and email their business card template.
  - Suggestion to post this information on Google Docs. Concern about free access to Google Docs without password protection. Karen will look into the password feature.
  - Currently Karen is the only one with a password that allows for edits to be made. All board members need to be able to access this site and edit it.
- Submitted registration for CCLC Exhibitor Showcase as the 4CS exhibitor.
  - Some restrictions for exhibitors have changed regarding meals, so this will be research
  - Theme is a Moroccan Marketplace and there is a booth competition. Board members in the south need to be responsible for the booth decorations.
  - Cari will drive materials from the 4CS office to Sacramento so they can be shipped with CCLC materials to Rancho Mirage.
- Sending Jim the code of ethics from the colleges for the 4CS webpage.
- Typed up asset loan agreements. Cari needs the signed copies back by the end of this meeting.

**D. Treasurer**

- Supplied treasurers reports up until June 2014 to Jim and he is posting on the board website.
- Revised Treasurer's Report posted.
- Ended the year with \$18,727.64 in Bank of America and \$966.67 in PayPal for a total of **\$19,694.31** with 99% of CLI expenses out of it (approximately \$8000) and before reimbursement from CCLC for CLI proceeds.
- Bank of America Savings opened in July 2014. \$2000.
- Total quarterly deposits: \$562.56
- Total quarterly expenditures: \$1670.93
- Treasurers report balances: Bank of America balance of \$13,111.89; Savings account balance: 2,000.01; 8/31/14 PayPal Balance \$966.67. **Total Balance \$16,078.57**
- Revised report includes fees from Gathering of the Senates: \$525 income, \$280 lunch expense.
- Norma has two cubes and gave Maureen the extra one.
- Request for report from non-profit online seminar. Did they outline a list of what the yearly requirements are for a non-profit? No. Request of the Budget Committee to provide an updated list.
- Suggestion to return to the 4CS accountant every 5 years for an update on the current filing requirements. Cari will research.

**10. Representative Reports**

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**A. Deborah Knowles – North 3**

- Did outreach to the North 1 and 3 areas to see if there is any interest in those open positions.
- Met with all senate presidents in her area and now sending in quarterly reports.
- American River reported 18 new classified staff
- Cosumnes
  - Working on fundraising for classified and student sponsorship
  - Announcement at convocation to encourage classified professional development
- Folsom Lake (Model Senate Award 2014) is offering awards to show public appreciation to some classified folks: Organizational Effectiveness, and Exemplary Service
- Sacramento City. Several programs happening.
  - 360 Degree approach to student success – trying to involve all campus constituents involved with 3SP requirements.
  - ESTEEM. One-day training for classified staff to sponsor or adopt a class and go in once a week and provide student success information. Each week is a focus on student need topic (411 Topic).
- Question if the Sacramento City Senate participates in these activities or are these student services activities.
  - Sacramento City College Classified Senate has officers, but all classified staff are considered members of the senate.

**B. Laurel Kinley – Bay 3**

- Laurel sent out communications to everyone on her list of constituents, but did not receive any response.
- Goal to communicate individually by phone with each campus to confirm who the campus leaders are.
- Cari suggested combining the north areaa to one representative.
- Question on how to approach non-senate campuses to offer 4CS services and how to handle if rebuffed.
  - Last 4CS meeting it was discussed that a future goal is to set up a process for which we can offer those services to non-member colleges.
  - 4CS' core mission is to provide leadership training and service to classified staff. We will go to any college to provide these services via the Speaker's Bureau and ask only for travel expenses. If a member senate cannot afford to cover those expenses, 4CS will provide those services at no cost.
- Karen suggested that area representatives could look into holding their own meetings of their area constituents to discuss their local issues.
  - Would such meetings be funded by 4CS?
  - If providing a meal, a fee would need to be charged. If a half day or no meal, a charge would not be necessary unless the local senate had costs.
  - 4CS representatives could request meal coverage for the event.
  - This type of meeting is not a request from the Speaker's Bureau, but an event organized by a board member.
- Suggestion that the gift-in-kind process could apply to a case when a senate provides lunch or materials and does not request reimbursement would not be appropriate. The local senate and/or campus would need to be willing to offer such services with or without reimbursement. A senate cannot gift-in-kind public materials or funds.
- Cari distributed the form for executive board members mileage expense recording.

**C. Karen Martin – Southeast 2.**

College Reports (complete report attached to these minutes):

- Irvine Valley College
  - Professional Development Week 8/11-15

- First time in history classified senate sponsored workshops
- To wrap up the week, IVC President Glenn R. Roquemore sponsored a breakfast for the Classified on Friday. President Roquemore, Trustee President Prendergast, Trustee Milchiker, Vice-Presidents Fontanilla and Justice gave important updates at the district and college levels plus held question and sessions allowing Classified to ask candid questions on some tough topics.
- Vincent Cooper was given the IVC Leadership Award for his work as President of the IVC Classified Senate.
- During the month of September the IVC Classified Senate will work diligently on developing and approving a Code of Ethics, Fundraising Calendar of Events, and workshops for the upcoming January Professional Development Week.
- Coastline College
  - The executive board has begun using Google docs for planning purposes, and it has been working magnificently.
    - Agendas, minutes, fundraising ideas, and notes are shared with the executive team.
    - Committee assignments have been shared with the entire classified population, making it easy to select a committee to serve on.
    - Rather than sending the standard college-wide meeting invitation, we have begun sending personalized invitations to each of our classified staff along with the personal invitation is a link to the meeting agenda on Google docs.
  - Participation and interest have increased noticeably.
  - The fundraising & event planning team has laid out plans for the coming year. Monthly fundraisers at local restaurants, Fall Festival, Holiday Boutique, roller skating and/or miniature golf event, and much more. It should be a fun, exciting, and productive year.
  - Luncheon to honor the outgoing officers and to swear in the incoming officers.
  - Baskets for veterans
- Saddleback College
  - Productive classified senate retreat at the end of July. Reviewed goals for past year and for 2014-15, and participated in teambuilding exercises.
  - This year, Saddleback is committed to doing an AUO which will be the first of its kind at Saddleback College.
  - Their goal is to institutionalize the resource allocation process to be able to support the demanding role of Classified Senate President by bringing in a project specialist to assist the President in day-to-day operations.
  - Professional Development Funds were able to support 35 classified staff to various conference 2013-14 academic year.
  - Starting to collect for Thanksgiving baskets for Veterans and their families that are part of Saddleback College. Provides a full meal and gift cards for each family.

D. **Shondra West** – Bay 1

- Sent out Letter of introduction last July.
- Will be scheduling site visits.
- Advantages of attending district-wide meetings.
- Asked for “brag” report. Los Medanos College requested 4CS speaker.
- Sept 19 Contra Costa College for presentation.
- Confirm Speaker’s Bureau request submitted.
- Los Medanos Report:
  - Fundraising during opening week of school for scholarships
  - Announced that Los Medanos was a Model Senate Award candidate
- September 19 Contra Costa College to provide a 4CS report and to provide support for their senate president.

## 11. Committee Reports

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Before beginning reports, President Chenoweth asked for an overview and presentation on accessing the board resource sites, specifically policies and procedures (PP) on the NING.

- Policies & Procedures – NING DISCUSSION BOARD
  - Cari provided a presentation focusing on navigation, committees, and the policies and procedures section.
- Google Docs
  - Discussion on the pros and cons of using Google Docs. Karen Martin provided instructors and directed board members to available tutorials.
- Confidential Website
  - Discussion on uses and limitations.
- Committee Meetings
  - President Chenoweth encourages use of CCConfer, teleconferences using phones and/or computers for a group to meet.
  - President and president elected are advisory members of each committee and should both receive invitations to attend committee meetings and they will make every effort to do so.

### A. Audit

2014-66 Closed Session to Consider Proposal to Resolve Audit Discrepancies

### B. Budget

1. **Motion to approve additional \$53 reimbursement to Butte College Account for the Filemaker Pro upgrade. Norma. Approved.**
2. Discussion on tentative budget timelines, reports, expansion of chart of accounts to accommodate reports and transparency of program expenses.
3. Add Karen Martin and Jim Wilson to Budget Committee
4. Develop Activity Reports
  - a. Karen Martin will be in charge of developing and collecting activity report forms. Any activity, write up an activity report and send to Karen Martin.
  - b. Jim stated that 4CS is required to show our expenses by percentage to our organizational goals: service of mission, board expenses, and operating expenses.
  - c. Activity reports should also be made even if there are no financial expenses to prove activities are taking place furthering organizational goals.
  - d. Activity report should include all of the time required and how much was personal time.
  - e. Board members are often asked to report back to their local senate. These reports can also be used for that.
  - f. Suggestion for levels codes for chart of accounts. Suggestion to keep from using large than needed numbers.
    - i. **Organization codes:**
      1. 1- 4CS
      2. 2- Grants
    - ii. **Reporting code: 1,2,3**
      1. 1- service of mission
      2. 2- board
      3. 3- operating
    - iii. **Program code**
    - iv. **Activity object code**
    - v. Sample code: 1-3-05-4300

### C. Bylaws

**2014-70 Bylaws Revision: Corporate Address**

- **Motion to approve. Smith.**
- Jim requested to be removed from the Bylaws Committee

- Jim said he would file changes with the state on changes in our officers.

#### **D. Conference Development**

##### **2014-68 CLI Expense Reports**

- Discussion on the recordkeeping process for CLI.
- Expense reports for CLI 2013 and 2014 were provided.
- Recommend expenditure reports for Classified Leadership Institute be provided at each September meeting for official records and to allow the conference committee to utilize the information for future events and budgeting.
- Recommend adding this process to policies and procedures.

#### **E. Fundraising**

- October 1, Laurel Kinley attended online webinar on how to approach people for donations.
- Recommended webinar for other Fundraising Committee members.
- Recommendation to continue the Sponsor Competition program to support CLI scholarship.
- Laurel is reviewing the Bylaws and policies and procedures for her responsibilities.
- Will also speak with Norma regarding the auction and its role in fundraising.

#### **F. Legislative Awareness/ACL. No report.**

#### **G. Library**

Cari reported that since the move of the corporate office, the Library is being reviewed and updated.

#### **H. Membership**

- Update
  - 65 Member Senates
  - 40 currently official updates received for 2014-2015
  - 5 unofficial email updates
- Maureen asked for details on colleges on hiatus.
- Colleges stating that they are on hiatus should receive special attention.

#### **I. Nominations and Elections**

- Announced dates for 2015 election.
- Rocio needs letters of intent for all board members who are up for election this year, as well as request for associates status.
- Karen will send personalized information out regarding elections to member senates in her area.

#### **J. Public Relations – Karen Martin**

##### Publishing - 4CS Connections Newsletter

- Karen Martin will produce the newsletter and needs the template.
- Contact last 5 years of CLI participants and ask if they want to be on a list for newsletters.
- Research listservs that 4CS can be on and distribute newsletters
- Suggestion to move newsletters to electronic only.
- Suggest \$15/month service where newsletters can be posted and accessed from a link, and input can be received about the newsletter.
  - Connections newsletter is an important 4CS visible PR tool.
  - Can emails be sent out and include a link the newsletter post on our 4CS website instead of another service?
  - The CONNECTIONS newsletter is recognized in its current look.
  - Suggestion to make “more modern.”
  - Butte College Printshop for north printing. When events take place in the south, Mesa College Printshop does the printing. Both groups only print what is needed when it is needed.
  - Karen will work with Rocio and refresh the current layout.
- Suggestion to email the last 5 years of CLI participants and email them a copy.

- 500 List and Classified Listserv receive these newsletters.
- Research listservs that the PR committee can participate in and send newsletters to different departments, including libraries.
- Karen will look into “marketing materials” for fundraising.
- Cari will send Karen the PR Packet list of materials.
- Each publication has an editor and publisher. The 4CS president is also a primary editor that provides his/her vision of what should be included.

#### CLI Program/Awards Program

- Who publishes the program is not set in stone. Whoever has the expertise can work with the conference chairs.
- The award program publisher will be chosen by the Awards Committee Chair and work with that person on content and printing.
- However, the PR Chair should be reviewing all publications for consistency with 4CS logos, etc.

### **K. Policies and Procedures**

#### **2014-69 PP ACTION WITHOUT MEETING.**

**Motion to approve the procedures to go with the ACTION WITHOUT MEETING Form. Plyley. Approved.**

#### **2014-71 PP Revision to Bylaws: Corporate Address**

**Motion to approve as presented. Plyley. Approved**

### **L. Technology – Jim Wilson**

1. Website.
  - a. Information on moving old servers to new servers.
  - b. May be period of perhaps 3 days when website is not visible
  - c. New service approximately \$96, a few dollars more than the original account. Jim will need to transfer over this payment to the new account. Credit may need to be applied to our next required payment.
2. Google Docs. Discussed earlier.
3. Goals:
  - a. Update publications
  - b. Different committees look at different sections of the reference guide
  - c. Motion to purchase Illustrator and Microsoft Office for Rocio. Wilson. Approved**
  - d. Look into Microsoft Office and Creative Suite. Photoshop and Illustrators together is good package for publishing.
4. Listserv
  - a. Jim suggested a statement at the beginning of the Senate Officer’s Listserv that information from that listserv may be shared with other classified staff.
5. CCC Confer. Discussed earlier.

*(Moved from Friday, 6.0 Old Business to Saturday)*

#### **2014-62 2014-2015 Goals. Maureen Chenoweth (Tabled to Saturday)**

In March 2014 the 2013-2014 1-5 goals were finalized. At the June 2014 Post-CLI Board meeting a draft of the internal goals was presented and discusses. Goals 6-8 were added.

1. Consistent public posting of agendas and minutes
2. Updating of website
- 3. Update senate reference guide**
4. Write position paper on the Current Status of Classified in Governance
5. Develop Collaborative partnerships with other California community college organizations

6. Write position paper on the 4CS stance and official opinion on the Brown Act relative to 4CS and local classified senates
7. Develop a 4CS Code of Ethics
8. Develop materials for presentations to colleges without classified senates

At the Post-CLI 2014 Board Meeting minutes Maureen expressed these additional goals:

1. To connect with each college or contact a campus president to find out who the classified person is that handles governance.
  2. Improve 2-way communication, bring in things from the senates as well as get things out.
  3. Get the debate out there of what will help classified staff.
  4. Incorporate into recommendations different perspectives to professional development.
  5. Have a plenary session at CLI.
  6. Proposals and decisions on preparing items to take forward to the CC.
  7. Providing 4CS recommendations to administrations on professional development for classified staff.
  8. Define professional development for classified staff.
- Maureen suggested the Senate Guide should receive priority attention.
  - Jim suggested that he break the guide down into web sections that individuals can then proof and request edits.
  - Cari said that the goal was to have members choose chapters and edit those individually.
  - Maureen acknowledged that the process did not work, then the board should develop another plan of action to work on it. Perhaps assign committees look at specific chapters or documents and respond back by a certain time.
  - Laurel Kinley asked for these goals to be emailed to the board members to be considered further due to the late time.

## **12. Next Meeting**

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Pre-CCLC Convention, November 20, 2014  
Rancho Mission Mirage

## **13. Adjournment**

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President Chenoweth adjourned the meeting at 12:03 pm.

Secretary Cari Plyley  
Approved November 20, 2014

Attachments: Reports

***Board Reports and Addendums:***

4CS Standing Committees and Task Forces List  
Karen Martin, Southeast Area Representative

4CS Standing Committees and Task Forces

4CS President and, President-Elect are advisory members of all committees.

(Updated: August 25, 2014)

**Audit Committee**

Chair: Dennis Gordon

Secretary: Cari Plyley

Secretary: Cari Plyley

Russell Hamilton Sr.

**Awards and Recognition**

Chair: Karen Smith

My Loi

Pat Murray

Cari Plyley

Norma Talley

**Conference Development**

Chair: Debbie Weatherly

Vice-Chair: Rocio Sandoval

ALL Executive Committee members

**Budget Committee**

Chair: Norma Talley, Treasurer

Secretary: Cari Plyley

Fundraising Chair: Laurel Kinley

Fundraising Vice Chair: Rocio Sandoval

Audit Committee Chair: Dennis Gordon

My Loi

**Fundraising:**

Chair: Laurel Kinley

Rocio Sandoval: Vice Chair

Treasurer: Norma Talley

Karen Martin

Cari Plyley

Shondra West

Jim Wilson

**Bylaws**

Chair: Debbie Weatherly

**Legislative Awareness**

Chair: Linda Allen

Karen Smith

Monica Souza

Jim Wilson

**Library, History and Data Collection**

Chair: Cari Plyley, Secretary

Webmaster: Jim Wilson

Pat Murray

Shondra West

**Membership**

Chair: Cari Plyley

Deborah Knowles

My Loi

Shondra West

**Nominations and Elections**

Chair: Rocio Sandoval

Cari Plyley

Jim Wilson

**Policies and Procedures**

Chair: Cari Plyley

ALL Committee Chairs

**Public Relations**

Chair: Karen Martin

Facebook Manager: Rocio Sandoval

Webmaster: Jim Wilson

Editorial Advisor: Tony Prestby

Pat Murray

**Technology:**

Chair: Jim Wilson

Facebook Manager: Rocio Sandoval

Russell Hamilton Sr.

Karen Martin

Norma Talley

Cassandra Thomas

**Commission on Senate Issues**

Chair: Maureen Chenoweth, President

President –Elect: Debbie Weatherly

Past President: Russell Hamilton Sr.

President Emeritus: Cari Plyley

President Emeritus: Tony Prestby

President Emeritus: Monica Souza

North Vice President: Karen Smith

South Vice President: Rocio Sandoval

Senate-Union Summit Task Force

Chair: Maureen Chenoweth, President

President Emeritus: Cari Plyley

President Emeritus: Monica Souza

Past President: Russell Hamilton Sr.

North Vice President: Karen Smith

South Vice President: Rocio Sandoval

## **Karen Martin – Southeast 2 Report**

### **Irvine Valley College**

Irvine Valley College held its professional development week from August 11 through the 15. This is the first time in the history of the college that the IVC Classified Senate sponsored workshops. There were six Senate workshops attended by Administrators, Managers, Faculty and Classified.

In coordination with Stefanie Alvarez, the Faculty Professional Development coordinator, Karen Martin, the Professional Development Committee chair, worked diligently to organize and facilitate the 3 day series of workshops. The six classified employees who presented were:

- Kaye McDonald, Career Placement Officer, *Creating Adobe Forms*
- Patric Taylor, Performing Arts Center Production Manager, *Effective Speaking*
- Ruby Hazzard, HR Benefits Specialist, *Your Benefits and You*
- Kori Garner, Kori Garner, New Media & Marketing Specialist, *ICE: In Case of Emergency*
- Julie Scholl, Senior Administrative Assistant, *Nutrition & Exercise at Work: the Keys to Combat Stress*
- Dean LeBeau, Campus Locksmith, *Yoga to Reduce Stress*

To wrap up the week, IVC President Glenn R. Roquemore sponsored a breakfast for the Classified on Friday. President Roquemore, Trustee President Prendergast, Trustee Milchiker, Vice-Presidents Fontanilla and Justice gave important updates at the district and college levels plus held question and sessions allowing Classified to ask candid questions on some tough topics. Vincent Cooper was given the IVC Leadership Award for his work as President of the IVC Classified Senate.

During the month of September the IVC Classified Senate will work diligently on developing and approving a Code of Ethics, Fundraising Calendar of Events, and workshops for the upcoming January Professional Development Week.

### **Coastline College**

The Coastline College Classified Senate got off to a great start this year with a luncheon to honor the outgoing officers and to swear in the incoming officers. Our officers for the 2014 – 2015 year are:

- Mark Worden, President
- Diana Agag-Maxwell, Vice President
- Elaine Hill, Vice President of Fundraising & Event Planning
- Stephani Rogers, Vice President of Fundraising & Event Planning
- Fred Naghaga, Vice President of Finance

The executive board has begun using Google docs for planning purposes, and it has been working magnificently. We have agendas, minutes, fundraising ideas, and notes shared with the executive team. Additionally, committee assignments have been shared with the entire classified population,

making it easy to select a committee to serve on. Rather than sending the standard college-wide meeting invitation, we have begun sending personalized invitations to each of our classified staff. Along with the personal invitation is a link to the meeting agenda on Google docs. Participation and interest have increased noticeably.

The fundraising & event planning team has already laid out its plans for the coming year. Along with monthly fundraisers at local restaurants, we will be having a Fall Festival, Holiday Boutique, roller skating and/or miniature golf event, and much more. It should be a fun, exciting, and productive year.

### **Saddleback College**

Saddleback Classified Senate had a productive retreat at the end of July in Dana Point. They were able to charter a boat that allowed participants to get away from the campus. The first part of the retreat was spent reviewing the past year and establishing goals for the 2014-15 academic year. The second half of the retreat, the group participated in a teambuilding exercise of “Man Overboard” in which each person had to be “rescued”.

This year, Saddleback is committed to doing an AUO which will be the first of its kind at Saddleback College. Their goal is to institutionalize the resource allocation process to be able to support the demanding role of Classified Senate President by bringing in a project specialist to assist the President in day to day operations.

Our first meeting of the 2014-15 academic year was last week.

Professional Development Funds were able to take 35 classified staff to various conference 2013-14 academic year.

Starting to collect for Thanksgiving baskets for Veterans and their families that are part of Saddleback College. Provides a full meal and gift cards for each family.

### **CLI 2015 and 2016 Information**

**Debbie Weathery, Chair**

**Rocio Sandoval, Co-Chair**

#### **Granlibakken 2015**

Rooms (attendees will register directly with the hotel):

Standard single: \$159/night + room/tax

Standard double: \$89/night + room/tax

Executive and studio single: \$219/night + room/tax

Executive and studio double: \$139/night + room/tax

Conference registration fee will be \$525

As always...Granlibakken will provide virtually anything we want at little or no extra cost. All AV included...awesome meals, etc. Cons...very limited meeting space. They will only bump our meeting space if our numbers increase and no other group has booked the additional space. They allocate space based on the number of attendees. I'm checking with them to see if this can be changed and will let you know what I find out.

Currently we will have the middle 3rd of the ballroom, three breakouts alongside the middle ballroom, the Alumni room (the one we used to use for the internet café, and we may be able to get one of those rooms down below the lodge. If

we're lucky, the other three breakouts to the right of the ballroom will open up. I've sent a request for additional space...breakout rooms are very small (25 max) except Alumni which can seat approx 30-35.

Remember that all lunches and breakfasts are shared with other onsite groups and so breakfast and lunch speakers are not possible. The general session room can only be set theater...unless we use the three breakouts on the side. That's possible for say Thursday...if you hold all general sessions on Thursday as you did in 2014.

Also...we have no storage/office space at all unless we use a breakout room. We'll hold registration outside. I would suggest using the outside patio for any breakouts that won't require AV.

I am not sure where we will hold the board meetings...they used to be in board members lodge but we will not be using it in the future...too expensive. Prior to that, board members met in the condos, but that was before everyone set up computers. There is some meeting space in the executive lodge rooms...you might want to consider at least a couple of board members getting rooms there. In the meantime, I'll see what Granlibakken suggests.

I have already heard back from Granlibakken on space...they will give us all the space if no one else books, but we shouldn't count on that. They let me know we can have the two spaces below the lodge though..Pineview and Courtview. With those two extra rooms, we can use one of the small breakouts by the ballroom for our storage/office space. I'm still waiting to hear about board meeting space and will let you know as soon as I do.

### **Crowne Plaza 2016**

Rooms (attendees will register directly with the hotel):

Standard single: \$120/night + room/tax

Standard double: \$120/night + room/tax (people who double up will split this cost)

Conference registration fee will be \$650

**Changes:** in 2016/2018 we will have to pay for AV separately and hotel will no longer provide complimentary drinks for a reception. If we raise the conference rate to \$650 we will cover the increased hotel food and beverage rates (always figure 5% per year), AV (discounted rate of \$8,000...initial quote was \$15,000) and 2 drinks per person (\$20).

Note: Virtually any change in meeting space, AV, food and beverage...anything...is going to cost us extra. It's really important that 2016 planning use exactly the same AV, meals and breaks, etc., that we've used the past few years...or we can expect to be hit with a big bill. Everything with the hotels is very pricey...not at all what you would expect if you weren't used to seeing these prices!

I've bumped the room numbers at both Granlibakken and Crowne Plaza to correspond with our attendance in 2014.

### **Cherie Savage**

Director, League Events

Community College League of California

2017 O Street, Sacramento, CA 95811

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