



4CS Board Meeting Minutes

Approved

Friday, September 13, 2013

8:30 am – 4:00 pm.

Saturday, September 14, 2013

8:30 am – 5:00 pm

Present: President Maureen Chenoweth, Foothill College; North Vice President Janet Pedersen, San Joaquin Delta College; Secretary Cari Plyley, Butte College; Treasurer Norma Talley, Butte College; President Emeritus Monica Souza, Sacramento City College. Area Representatives: North 1- Teeje Jamison, Butte College; North – Deborah Knowles, Sacramento City College; Bay 2- Debbie Weatherly, Santa Rosa Junior College; Bay 3- Karen Smith, Foothill College; Southeast 1- Rocio Sandoval, San Diego Mesa College; Southeast 2- Dennis Gordon, Irvine Valley College; Southeast 3- Elaine Eshom, Mt. San Jacinto College.

Absent: Past President Russell Hamilton Sr., Saddleback College; President Emeritus Jim Wilson, Sierra College Retiree. Associates: My Loi, Mission College; Pat Murray, Grossmont College; Jose Hueso, Mid-City Campus, San Diego Continuing Education; Leo Lieber, Diablo Valley College Retiree.

Guests: Superintendent/President Dr. Kimberly Perry, Butte College; Butte College Classified Senate President Peter Dahl, Butte College Classified Senator Julie Scarpelli

1. Call to Order

4CS President Maureen Chenoweth called the meeting to order at 9:20 am.

Butte College President Dr. Kimberly Perry welcomed the 4CS Executive Board and expressed her pleasure at having the board hold their meeting at Butte College. Dr. Perry shared her history, hailing from Newport Beach. Dr. Perry has served as president Reedley College, where there is an active senate, and most recently at Los Angeles City College, where there is no active senate.

At Butte College Dr. Perry is very supportive of classified involvement in the governance process. Dr. Perry understands the challenge of getting classified folks to participate on committees, but when staff participates they ask themselves why they did not participate before. She acknowledged that classified senates are the best ambassadors to encourage classified staff to participate on committees. Especially on a campus where participation may be stagnant, a classified senate provides leadership to encourage participation.

2. Welcome and Introduction – Maureen Chenoweth

- President Chenoweth welcomed Board members and thanked them for attending and to the 4CS representatives at Butte College for working with the local senate to host this meeting.
- Special thanks to the Butte College Classified Senate for providing a continental breakfast and lunch for both days of the meeting.
- Introduction of Consent Agenda to streamline agenda item approval.
- Consensus that a consent agenda is conducive to 4CS business.

3. *Agenda Approval*

Introduction of a Consent Agenda

Discussion on advantages of using a consent agenda.

Changes to agenda

- Move CLI report to Saturday morning.
- Agenda adopted with changes.

4. *Consent Agenda*

2013-20 Approval of Minutes: June 14, 2013 – General Session

2013-21 Approval of Minutes: June 16, 2013 – Post CLI

2013-22 4CS Board Appointment: North 2 Area Representative – Deborah Knowles (follow up to online vote of Board members)

Motion to approve consent agenda. Weatherly/Eshom. Motion unanimously approved.

5. *President's Report*

A. CCLC Board activity and Leadership Roundtable

- November 20th Maureen and Cari will attend a Leadership Roundtable organized by the Community College League of California in Burlingame joining other statewide leaders and administrators at the site of the CCLC Convention.
- 4CS was asked to submit answers to questions about the organization. The completed questionnaire was provided for discussion.
- **Motion to approve goals and answers to questions for the Leadership Roundtable as amended. Souza/Weatherly. Approved.**
- Suggestion to add byline to 4CS title and letterhead,
 - “The Main Support for Classified in Governance”
 - “The Voice for All Classified in Governance.”
- Suggestion to continue this subject for internal and external goals.

B. Professional Development

- Board members viewed the meeting of the Board of Governors from September 13.
- 4CS Board members discussed examples of professional development policy on their campuses.
- Hawkins asked for a presence at the November BOG meeting.
- Fifteen resolutions currently submitted in support.

C. Speakers Bureau

- *Reported on visits to: Laney College, Fullerton College, Merced College, San Diego Mesa College, Norco College.*
- Maureen provided a snapshot report to the July 8 meeting of the CCLC Board of Directors and it is posted on the NING and will be attached to minutes of today's meeting.
- Unfortunately the report was tabled due to time, but Maureen was assured it will be on the agenda for the November meeting.
- Assignment of **Taskforce** to update website pages on Creation of New Senate.
- Cari will post on the NING the table of contents of the *Senate Reference Guide* for board members to choose the chapters they would like to review and update.

6. *Old Business*

2013-23 2013-2014 4CS Goals

- Internal goals for organization may not be written exactly as what is provided for the Leadership Roundtable.
- Discussion on difference of internal and external organizational goals.
- Next agenda add Internal and External Goals.
- Suggestion to include updating the website is on the list of internal goals for this year.

7. New Business

2013-24 Institutional Consent Agenda

- Further discussion and agreement of the value of Consent Agenda and consensus to add to policies and procedures.

8. Board Reports

A. North Vice President – Janet Pedersen

- Report on Columbia College, Modesto College.
- Request to ask Columbia to list successful tips for a small college.

B. South Vice President – Vacant

- Maureen received reports from Irvine Valley College and Coastline, where there is the newest classified senate.

C. Secretary – Cari Plyley

- Report on new office, expenses, and furniture needs.
- The new office experienced water damage due to exterior siding damage.
- Will receive reimbursement from landlord for:
 - Pendaflex folders, file folders, mailing labels
 - Flipcharts
 - Damaged t-shirts

D. Treasurer – Norma Talley

- The treasurer's report has been posted on the NING.
- Treasurer's laptop has been updated with current Quickbooks and past information is being entered.
- Balances:
 - Received \$4,498.93 reimbursement from CCLC for direct CLI expenses
 - \$18,760.58 current Bank balance
 - \$104.07 PayPal balance
 - \$18,864.65 as of September 14, 2013
- Questions and answers on current status of Audit Committee.

9. Representative Reports

A. North 2 – Deborah Knowles

- Contacted 4 senates in her area and introduced herself.
- Three of four senates were very interested in professional development issues and one has submitted proclamation to Board of Governors and two are in the process.
- Folsom College group is interested and curious about the process.

B. Bay 2 – Debbie Weatherly

- Printed reports provided for Canada, College of Marin, and Santa Rosa.
- Verbal reports received from Skyline, and Napa Valley.
- Presented fundraising events at colleges in Bay 2.

C. Bay – Karen Smith

- Foothill College report on shooter exercise. Extended discussion on these exercises.

- Karen expressed concern on how individual department handle such training and exercises.
- Suggested best practice list on listserv.

D. Rocio Sandoval

- All colleges contacted.
- Palomar is not a member senate and asked to be removed from contact list.
- Report on San Diego Mesa Classified Senate activities.

C. Elaine Eshom

- Report Chaffey College, Norco College senate formation, and Mt. San Jacinto.
- Maureen requested all reps follow up their oral report with a short written report to include with the minutes.
- Interest in developing an outline for representative report.

10. Committee Reports

A. Audit Committee – Dennis Gordon

Absent. No report.

B. 2013-25 2013-2014 Budget – Norma Talley

- Norma and Cari presented the projected 2013-2014 Budget.
- **Motion to approve 2013-2014 Budget as presented. Eshom/Pedersen. Approved.**
- **Motion to deposit \$2000 into 4CS savings account with 2013 proceeds and reevaluate each year in September an additional deposit to be established when proceeds from CLI are received. Pedersen/Eshom. Approved.**

C. Bylaws Committee – Karen Smith

- Bylaws will need new corporate address.

D. Conference Development – Janet Pedersen

- CLI 2014 will be June 19-21, 2014, at Ventura Crowne Plaza in Ventura.
- Early Bird registration deadline is March 3, 2014 (\$25)
- Research going paperless with conference aps was too expensive (\$3500+), so folders will continue to be provided.
- Keynote speaker discussed.
- No change in sponsor table fees.
- SAVE THE DATE flier (safari theme)
- Rates the same as 2013.
- Discussion on requests for local rates.
 - Janet read the email from Cherie Savage outlining the problems with day rates and discouraged doing so. If day rates are considered, conference rates will need to increase to accommodate the attrition.
 - Double occupancy now \$580, would increase to \$650
 - Single occupancy now \$695, would increase to \$745
 - Offsite rate would be \$505
- **Motion to keep conference fees the same as CLI 2013 and include check box “includes room if needed”. Plyley/Weatherly. Talley and Chenoweth opposed. Motion passed.**
- **Motion that all 4CS Board members receive speaker rate. Plyley/Eshom. Discussion. Approved.**
- **Motion to increase presenter fee from \$30 to \$50. Weatherly/Eshom. Discussion. Approved.**
- Volunteer rate not available at this time.
- Discussion on strands.

Karen Smith had to leave at this time.

E. Fundraising –

- Cari Plyley reported that two colleges have submitted Sponsorship Competition applications; Chaffey and Mt. San Jacinto. She hopes to ramp up interest in the competition.

F. Legislative Awareness – Karen Smith (absent)

- Monica is still attending Consultation Council meetings and communicating with the union representative on that council.
- Monica distributed the last Consultation Council communication from McGee on shortfall and looking at reallocation of funds.
- Bills. Nothing looming right now but the Student Success Taskforce Recommendations.
- Report provided on the Chancellor's August meeting.
- Monica will be attending the Board of Governor's meeting in November.

G. Library – Cari Plyley

- Currently organizing office materials.
- Scanning hard copies of materials to electronic documents for storage.
- Obtaining electronic copies of office resources (manuals and guides)

H. Membership Committee – Cari Plyley

- 65 current member senates
- 40 unofficial updates
- 38 official updates (Update form received or website up-to-date)
- 3 new members: Norco, Orange Coast, and Willow International CC Center
- 16 past members listed
- Add to Membership Committee: Deborah Knowles, Debbie Weatherly, Elaine Eshom

I. Nominations and Elections – Janet Pedersen

- Outline of election dates and areas up for election in 2014

J. Public Relations – Elaine Eshom

- November 4CS Newsletter
- Deadline for articles from member senates - October 11.
- Deadline for articles from Board members – October 18.
- Facebook password needed. Monica will get from Gary Potts.

K. Policies and Procedures – Cari Plyley

- 2013-18 PP 7.1.B Online Participation Agreement
Motion to approve as revised. Sandoval/Weatherly. Approved.
- 2013-19 PP 5.2.1.2 Assignments – 4CS Committee Chairs Motion to approve as revised.
Appointments and Responsibilities
Motion to approve as revised. Sandoval/Pedersen. Approved
- 2013-26 PP 4.12.3 Consent Agenda
**Motion to institutionalize the Consent Agenda in policies and procedures.
Pedersen/Weatherly. Approved.**
- 2013-27 PP 3.11.2 Accounting Practices
Motion to approve as revised. Weatherly/Eshom. Approved
- 2013-28 PP 4.11 Minutes, 4.12 Agendas
**Motion to approve PP 4.11 Minutes as revised. Weatherly/Sandoval. Approved
Motion to approve PP 4.12 Agendas as revised. Sandoval/Pedersen. Approved**
- 2013-29 PP 4.1 Notice and Place of Meeting
Motion to approve PP 4.1 as revised. Talley/Eshom. Approved
PP 4.2 General Session
Motion to approve as revised. Plyley/Pedersen. Approved

L. Technology – Teeje Jamison

- Request to the Conference Committee to not schedule workshops for Board members on the Technology Committee that will have to set up workshops first thing in the morning.

12. Calendar of Meetings

- Leadership Roundtable - November 20, Cari and Maureen at Burlingame
- Next Board Meeting: November 21, 2013 – Foothill College

13. Adjournment

President Maureen Chenoweth adjourned the meeting at 4 pm

Attachments:

- A. *4CS Membership Report, by 4CS President Maureen Chenoweth, July 8, 2013, CCLC Board of Directors*
- B.

A. *4CS Membership Report, by 4CS President Maureen Chenoweth, July 8, 2013, CCLC Board of Directors*

**4CS Membership Report
By 4CS President Maureen Chenoweth
July 8, 2013
CCLC Board of Directors**

Current Membership

63 Active Senates as of July 8, 2013

58 Individual colleges

2 District-Office Senates

2 District-Wide Senates

- 1 made up of 2 colleges within the District (Grossmont-Cuyamaca). Individual colleges have no senate
- 1 made up of Senate presidents from each college in the District (Contra Costa CCD)

Changes in Membership

Orange Coast College. MOU in place. Document currently being reviewed by union.

Willow International Community College Center. Paperwork in, waiting on staff final vote. Tentative status change from Center to College (Clovis).

Lake Tahoe. Confirmation of loss of senate due to new union. Senate since 1996. Previously no union. Upon vote for union, union (CTA) removed senate. 2011 put on Hiatus, 2013 confirmed unable to resolve.

Regional Workshops: The South Retreat was held at San Diego Miramar Community College on January 11, 2013 and provided workshops on leadership and governance. The North Retreat was held at Santa Rosa Junior College on April 19, 2013 and provided workshops on: How to complete an Administrative Unit Outcome for your Classified Senate, Professional Development Recommendations Task Force Update, and How to Maintain Senate Participation.

Classified Leadership Institute: Attendance was up markedly this year. 4CS wishes to thank the Chancellor's Office in providing Dean of Academic Affairs, LeBaron Woodyard and Director of Governmental Relations, Mike Magee, for their presentations. And as always, 4CS wishes to express deep appreciation to the League for the outstanding assistance of Cherie Savage. Attendance for the last several years shows the impact of the deep budget cuts, but this year, we believe the increase in attendance reflects a renewed interest in governance in the light of accreditation issues. New for us this year, conference highlights will be posted on the website.

2008	2009	2010	2011	2012	2013
139	94	97	101	79	121

League Convention attendance: The Executive Board voted to temporarily cease the November quarterly meeting at the convention this year. Board members believe the cost and benefits do not justify the expense. 4CS board

members will continue to submit session proposals and register as exhibitors for the showcase. The Board will evaluate the change in procedure at the end of this fiscal year.

Audit Committee: The Audit committee achieved its goal of having the Treasurer bonded and purchased software to better track income and expenses.

Participation in Student Success Task Force Recommendations for Professional Development: President-Elect Maureen Chenoweth participated in the Task Force by attending meetings, surveying classified staff on topics assigned by the group and reporting regularly to the Classified Senate Listserv. There was significant participation by classified staff throughout the system, and the topic continues to spark interest.

Sponsorship: Corporate sponsorship increased this year. Besides corporate sponsors, individual colleges and/or members also contribute. The following is a list of our current corporate sponsors:

Platinum: DeVry University, Keenan and Associates, SEHI

Gold: Foundation/College Buys, Inviting Light Photography

Silver: Strata, ACCCA

CCC Confer: The Board received training in spring from CCC Confer and is scheduling virtual meetings this summer for each committee to review the website and to assess accomplishments of the past year and make goals for the coming year.

Goals for 2013/2014:

- The organization will continue to develop and support classified senates across the system and hopes to build on this last year's success by adding additional senates.
- We also want to see better representation on our board from the south part of the state.
- In addition, 4CS has expressed an interest to the Chancellor in developing accreditation training expressly for classified staff. There is a need for this and we are not sure how it will develop but are committed to working on it.
- Finally, the organization will pursue efforts to join the Consultation Council as this seems the best organizational fit for 4CS.

Attachment B. CCLC Leadership Roundtable, November 19, 2013. Final questionnaire answers:

- 1. What are the top 3 goals for your organization?**
 - a. *Provide leadership training for classified employees to actively and successfully participate in governance with the end result of furthering student success.*
 - b. *Educate classified employees on statewide issues, including accreditation, affecting the mission and vision of community colleges.*
 - c. *Educate, inform and advocate statewide community college groups on the requirements and importance and benefits of active participatory governance involvement by classified employees.*
- 2. Please list 2-3 objectives your organization will undertake this year towards meeting those goals.**
 - a. *Pursue successful strategies to communicate with classified leaders on each college campus the importance of classified staff full participation and commitment in the success of our students and their role in that process.*
 - b. *Utilize the 4CS Speaker's Bureau to provide workshops for classified staff including*

but not limited to the following subject.

- c. *Provide the annual Classified Leadership Institute at Ventura Crown Plaza and provide speakers and workshops on leadership training, current community college issues, trends, programs, and consistent issues of concern for classified leaders.*
- 3. How would your group define "leadership"?**
 - a. *Modeling the Way*
 - b. *Inspire a Shared Vision*
 - c. *Challenge the Process*
 - d. *Enable Others to Act*
 - e. *Encourage the Heart*
- 4. What are your planned leadership events for the next year? Please include dates and locations**
 - a. *Classified Leadership Institute, June 2014*
 - b. *CCLC Convention Workshops, November 2013*
 - c. *Speaker's Bureau – Leadership Training Workshops at various colleges (TBA)*
 - d. *4CS Executive Board Meetings: (leadership training and participation of classified board members)*
 - e. *(add retreats)*
- 5. What does your organization see as the biggest obstacles to leadership development in the system (other than funding)? The biggest opportunity?**
 - a. Obstacles**
 1. *Lack of understanding that classified staff need professional development.*
 2. *Lack of support of the role of classified staff in community college participatory governance and the positive affect on student success.*
 3. *Lack of vision of supervisory/administrative staff of the possible end results of classified involvement in participatory governance.*
 4. *The need for orientation and training and new employees (all segments) who are unfamiliar with ABI725 and Participatory Governance and the need for leadership training.*
 5. *Classified union leadership unwilling to support local classified staff's desire to actively participate in governance separate from union leadership representation (SB235 "other organizations") and the need to support classified leadership training.*
 6. *Time constraints for efficient participation of classified staff in governance while executing regular job duties and the lack of support for governance participation as a way of doing business.*
 - b. Biggest Opportunity**
 1. *Increased funding in Professional Development to address the need for classified leadership training.*
 2. *Continued goal of joining the Consultation Council to provide a non-union classified voice representative of participatory governance for all California community college campuses.*
 3. *To provide a voice to be inclusive of all classified staff, including confidential and supervisory staff.*
- 6. Who within the system does your group serve?**

All classified staff in all 113 community colleges.

 - a. *All Classified Staff in all California Community Colleges*
 - b. *Faculty – education*
 - c. *Administration – education*

- d. *Management – education*
- e. *Students – education and end result*

Attachment C. Irvine Valley College Report

Concerns for the IVC Senate:

1. Professional Development was an item from the State Chancellor's workgroup contained in the Draft of their recommendations. Now the specified days for training have been removed from the document. Our Senate feels that without the requirement for all employees (including classified staff) that the process will not be inclusive and classified will be left out. Our Senate will be discussing the Issue and the membership will be sending a Resolution to the State Chancellor's office requesting the staff development days be reinstated in the recommendations.
2. Recruiting new Classified Employees to get involved in the Senate. We are continuing our efforts to involve more classified employees in the Senate. All officers and senators have been asked to bring one new classified staff member to a Senate meeting.

Campus Issues:

1. Ban on Smoking – Many campuses around the state have banned smoking, however our administration has not been proactive in addressing the issue. Our campus police have not been willing to enforce the 25' from the building entrances non-smoking restrictions we currently have. We are planning on coordinating a campus-wide effort with our Academic Senate and Student Senates working together to convince our administration to set a non-smoking policy for our campus.
2. Training for Administrators and Managers concerning the importance of Shared Governance - Although our President is very supportive of our Senate, our Administrators and Managers do not share his level of support or commitment. We will address the issue with the President and recommend some type of training activity for the managers to discuss the importance of supporting shared governance across all governance groups and making sure classified staff are able to participate.

- **Coastline Community College Classified Senate Report**

Classified Senate President Ann French reported Coastline Classified Senate has had an eventful year:

- Raised money for scholarships by holding a variety of fundraising events, such as Valgrams (balloons and candy bars) for Valentine's Day, Taco Tuesday when a taco vendor came and sold tacos, a Fall Festival complete with lunch, costumes, and gift baskets
- Awarded \$2,500 in scholarships to 3 Classified staff
- Volunteered in an Academic Senate fundraising event; collecting money for parking at the Strawberry Festival held in Garden Grove: the Academic Senate then donated \$1,000 to the Classified Senate Scholarship Fund in appreciation
- Held a Classified Recognition awards ceremony at a college-wide event
- Sponsored a food drive that benefited a local food bank: College staff, managers, and faculty were invited to bring in non-perishable food items over 4 days. We collected and donated 213 pounds of food to that food bank at a time when their supplies were at low levels. Our contributions were greatly appreciated and will help many families that are having a difficult time.
- Vetted a variety of documents being prepared for our Accreditation visit
- Engaged Classified staff in the Accreditation process by inviting key managers to speak at our meetings; encouraged staff to participate in Accreditation Open Forums and a Jeopardy-style tournament that helped raise awareness among the Classified staff