CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE

Dedication. Leadership. Advocacy.

BOARD OF DIRECTORS MEETING

AGENDA

Nov 5, 2026

6:00 p.m. – 7:30 p.m.

Zoom

https://zoom.us/j/95785979361
Meeting ID: 957 8597 9361

I. Call to Order
   a. Roll Call

Board Members (18 members; 10 needed for quorum)

☐ Amparo Medina	☐ Greg Harnage	☐ Kayla LaBounty
☐ Andrea Walters	☐ Hope Lane	☐ Kristal Dela Cruz
☐ Ayana Woods	☐ Jamille Teer	☐ LaTonyua Harden
☐ Berenice Rodriguez	☐ John Feist	☐ Linda Resendiz
☐ Carl Banks	☐ Julie Kelly	☐ Susan Rodriguez
☐ Deborah Knowles	☐ Karen Peterson	☐ Trisha Albertsen

II. Land Acknowledgement
California Community Colleges Classified Senate honors and acknowledges that our 116 campuses throughout the state of California are located in the unceded territories of the 109 federally recognized and unrecognized tribes, bands, and rancherias. We pledge to pursue continuous and reciprocal relationships with the Tribal Nations of California to mitigate the impacts of our institutional legacy upon the indigenous people, lands, and waters of this place, which are and always will be, inseparable.

III. Welcome, Introductions, & Announcements

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IV. Approval of Agenda and Minutes
- a. Adoption of Agenda
- b. Approval of Minutes
  - i. 2027-29 October 1, 2026 Minutes

V. Public Comment

VI. Governance Items
- a. 2027-30 Acceptance of Hope Lane's Resignation from Director of Professional Learning
- b. 2027-31 Appointment of Jamille Teer as Director of Professional Learning
- c. 2027-32 Appointment of Diana Martin as Director of Communications

VII. Board of Directors' Reports (3 minutes)
- a. President – Amparo Medina
  - i. Strengthening Student Success Conference Report out
    1. Presentations -
       Strengthening Student Success Conference
  - ii. CCLC Conference Representation
- b. President-Elect – Karen Peterson
- c. Vice President – Greg Harnage
  - i. Gathering of the Senates
- d. Treasurer – Trisha Albertsen
  - i. 4CPD Conference Attendance Update
- e. Secretary – Berenice Rodriguez
- f. Past President – Deborah Knowles
- g. Director, Communications – Vacant
- h. Director, Government Relations – Carl Banks
- i. Director, Professional Learning –

VIII. Region Representative Reports (3 minutes)

Please provide a status update on verifying contact information and support updates to the regional lists - Senate Contact List
- a. Region 1 – Andrea Walters
- b. Region 2 – Vacant
- c. Region 3 – Jamille Teer
- d. Region 4 – Kristal Dela Cruz

e. Region 5 – Susan Rodriguez
f. Region 6 – Linda Resendiz
    i. Strengthening Student Success Conference Report Out
g. Region 7 – LaTonyua Harden
h. Region 8 – Kayla Labounty
i. Region 9 – Julie Kelly
j. Region 10 – Ayana Woods
k. At-Large North – Vacant
l. At-Large South – John Feist

IX. Internal Committee Reports - Update excel sheet with meeting dates and zoom links -Internal Committees
    a. Financial Operations Committee – Trisha Albertsen
        i. Retreat recommendations
        ii. Resource Development Subcommittee
            1. Day of Giving Outcomes
    b. Website Subcommittee
    c. Professional Learning Committee
        i. AI Literacy Webinars with CCCCO and AI Fellow
        ii. Classified Leadership Institute – Greg Harnage

X. Statewide Committees Update excel sheet with meeting dates and zoom links - Statewide Committees
    a. 4CS Cares – Trisha Albertsen and Andrea Walters
        i. Survey results and senate representation update
        ii. Implementation
    b. CCC AI Council - Deborah Knowles
    c. CCC Assessment Advisory Committee
    d. CCC Consultation Council - Amparo Medina/Karen Peterson
    e. CCC LGBTQ+ Advisory Committee - Michelle Crocfer (Written Report)
    f. CCC Rising Scholars - Amparo Medina
    g. CVC-OEI Advisory Committee - John Feist

XI. Consent Items
    a. 2027-33 4CS Financial Statements, September 2026
    b. 2027-34 Monthly Donations & Memberships Report, September 2026
    c. 2027-35 Internal Monthly Audits

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XII. Old Business
- a. Conflict of Interest Forms

XIII. New Business
- a. 2027-36 2026 Fall Retreat Follow-up
  - i. Board member check-in and next steps
  - ii. Final costs
- b. 2027-37 Committee Appointments (Action)
  Approval of internal committee appointments
  Committee Membership
- c. 2027-38 LIFT 2027 (Action)
  Discussion of attendance of 4CS team at LIFT 2027 training opportunity in January 2027.
- d. 2027-39 Proposal to Develop a Delineation of Authority Policy (Discussion/Action)
  Review proposal for a Delineation of Authority policy for board review at a future meeting, addressing the authority of the nine executive officers and the roles of region representatives and at-large members (North and South) within the complete board.
- e. 2027-40 Spring Meeting Schedule (Discussion/Action)
  Board will take action on whether to continue monthly meetings on zoom or change format back to in-person meetings beginning January 2027.

XIV. Action Item Review

XV. Future Agenda Items
- a. 2026-86 Marketing & Communications Guidelines
- b. 2027-18 Region Realignment
- c. 2027-19 Position Paper

XVI. Good of the Order
- a. One question (time permitting)

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BOARD OF DIRECTORS MEETING

2026-2027 4CS Board Meetings & Events

Board Meetings			
~~Monday, July 20, 2026~~	~~9:00 am – 3:00 pm~~	~~Zoom only~~	
~~September 3, 2026~~	~~6:00 pm - 7:30pm~~	~~Zoom only~~	~~Meeting Link~~
~~October 2, 2026~~	~~6:00 pm - 7:30pm~~	~~Zoom only~~	~~Meeting Link~~
November 5, 2026	6:00 pm - 7:30pm	Zoom only	Meeting Link
December 3, 2026	6:00 pm - 7:30pm	Zoom only	Meeting Link
January 2027			
February 2027			
March 2027			
April 2027			
May 2027			
June 2027			
Events			
June 22-25, 2027	All days	In-person	Hyatt Regency Sonoma Wine Country, Santa Rosa, CA
~~Friday, October 9, 2026~~	~~9:00 am – 3:00 pm~~	~~In-person~~	~~South Gathering Cypress College~~
Friday, November 6, 2026	9:00 am – 3:00 pm	In-person	North Gathering DeAnza College

CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE

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BOARD OF DIRECTORS MEETING

Meeting Minutes

October 2, 2026

9:00 a.m. – 10:30 a.m.

Zoom

https://zoom.us/j/95785979361
Meeting ID: 957 8597 9361

Board Members (19 members; 10 needed for quorum)

☒ Trisha Albertsen	☒ Greg Harnage	☐ Karen Peterson
☐ Carl Banks	☐ Julie Kelly	☒ Linda Resendiz
☒ Kristal Dela Cruz	☒ Deborah Knowles	☒ Susan Rodriguez
☐ Hope Ell	☒ Kayla LaBounty	☒ Jamille Teer
☒ John Feist	☒ Hope Lane	☒ Andrea Walters
☒ LaTonyua Harden	☒ Amparo Medina	☒ Ayana Woods

I. Call to Order

The meting was called to order at 9:03AM

a. Roll Call

Amparo Medina conducted roll call

II. Land Acknowledgement

Amparo Medina read the 4CS land acknowledgement

California Community Colleges Classified Senate honors and acknowledges that our 116 campuses throughout the state of California are located in the unceded territories of the 109 federally recognized and unrecognized tribes, bands, and rancherias. We pledge to pursue continuous and reciprocal relationships with the Tribal Nations of California to mitigate the impacts of our institutional legacy upon the indigenous people, lands, and waters of this place, which are and always will be, inseparable.

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BOARD OF DIRECTORS MEETING

III. Welcome, Introductions, & Announcements

Amparo Medina welcomed everyone to the meeting

IV. Approval of Agenda and Minutes

a. Adoption of Agenda

Greg Harnage motioned to adopt the agenda; Deborah Knowles seconded the motion. The agenda was approved unanimously.

b. Approval of Minutes

i. 2027-20 June 26, 2026 Minutes
ii. 2027-21 June 29, 2026 (Special Board Meeting)
iii. 2027-22 July 20, 2026 Minutes
iv. 2027-23 September 3, 2026 Minutes

The four sets of minutes were considered together, with an opportunity to pull individual items for discussion. Deborah Knowles motioned to approve the minutes; Jamille Teer seconded the motion. The minutes were approved with no opposition or abstentions.

V. Public Comment

No public comments. Introductions of the new member were deferred to the retreat discussion.

VI. Governance Items

a. 2027-24 Resignation of Hope Ell

Greg Harnage moved to accept Hope Ell's resignation as secretary. Deborah Knowles seconded. The motion carried with no opposition or abstentions. Amparo Medina thanked Hope for her longstanding service to 4CS.

b. 2027-25 Appointment of Berenice Rodriguez

Berenice Rodriguez introduced herself as a Senior Administrative Assistant at Oxnard College, a Classified Senate member for approximately six years, and a second-year senate president. She described prior service as senate secretary and recorder for participatory governance committees.

Jamille Teer moved to appoint Berenice Rodriguez as secretary; Ayana Woods seconded. The appointment was approved with no opposition or abstentions voiced.

VII. Board of Directors' Reports (3 minutes)

a. President – Amparo Medina

i. Calendar

Amparo reviewed the board meeting calendar and the proposed monthly agenda timeline. Agenda requests may be submitted at any time; the reminder email, submission deadline, review, board distribution, and website posting would follow the calendar. The prior procedural timeline remained temporarily paused while the board tested monthly 90-minute meetings.

A potential collaboration with the Community College League of California for a Legislative Conference panel was discussed. Members were invited to suggest topics that highlight classified professionals' work and contributions to equity and student success. Caring Campus was one possible focus.

Amparo and Linda Resendiz planned to attend and table at the Strengthening Student Success Conference. Amparo encouraged broader board participation in conference tabling and regional gatherings. The League annual convention exhibitor arrangements required follow-up, including the sponsorship request and staffing.

b. President-Elect – Karen Peterson

No report was presented; Karen Peterson was not present for this portion of the meeting.

c. Vice President – Greg Harnage

Greg reported 44 registrants for the Southern Gathering of the Senates scheduled for the following Friday. Registration remained open, with some checks outstanding. Final attendance numbers would be sent to Cypress College early the following week. San Joaquin Delta College donated notepads for both the Southern and Northern Gatherings. Greg agreed to provide a separate Northern Gathering flyer/email template for local promotion and approval paperwork.

d. Treasurer – Trisha Albertsen

Trisha reviewed the August financial statements. She reported a checking balance of $163,419.75 and savings of $1,546.59. The seven-month certificate of deposit had matured; the related activity would be reflected in the September report.

e. Secretary

Berenice Rodriguez was welcomed to the role. Amparo would review onboarding, committee responsibilities, and future secretary reports with her.

f. Past President – Deborah Knowles

Deborah reported continued monitoring of Consultation Council meetings. She expressed concern that webinar formats limit 4CS visibility and networking, although the information remains important.
The state AI council was considering repeating or updating its survey because of changes in AI use and perceptions. Deborah noted the strong classified response to the earlier survey promoted at CLI, and reported discussion of framing AI work around human and social engagement.

g. Director, Communications – Vacant
h. Director, Government Relations – Carl Banks

No report was presented; Carl Banks was not present for this portion of the meeting.

i. Director, Professional Learning – Hope Lane

Hope Lane noted requests for webinars and professional learning information. Additional discussion of her transition appears under the Professional Learning Committee report.

VIII. Region Representative Reports (3 minutes)

a. Region 1 – Andrea Walters

Andrea reported that Butte College held a spirit swap, collecting college apparel and other items and distributing them to students during spirit/homecoming week. The senate was also working to institutionalize Caring Campus through strategic planning, with stronger support, influence, and funding.

b. Region 2 – Vacant
c. Region 3 – Jamille Teer

Jamille continued monthly outreach to regional contacts despite limited responses. At Peralta, work included a professional development rubric/matrix and collaboration with an HR engagement analyst to clarify senate and HR roles in professional learning.

d. Region 4 – Kristal Dela Cruz

Kristal reported monthly regional meetings, including a September 8 meeting that addressed leadership transitions, Brown Act questions, and promotion of the Northern Gathering and CLI. She requested a preliminary agenda or clearer expectations to help explain the Gathering's value. An informal social gathering afterward was also of interest.

Mission College was participating in Mentor Match. Kristal reported that the district senate was dissolving and district employees would return to representation through the campus senates. She also planned to present on the classified equity certification program at the Strengthening Student Success Conference.

e. Region 5 – Susan Rodriguez

Susan reported continued regional outreach, including efforts to connect with Bakersfield. At Delta College, participation in education planning had increased, particularly among newer employees. A survey would help shape the Classified Leadership Academy around employees' professional learning interests, with administrative and budget support.

f. Region 6 – Linda Resendiz

Linda reported that participatory governance committees in her district were establishing tri-chairs for the new year. She and Greg met with Antelope Valley College representatives about forming a classified senate and planned to provide supporting resources. District colleges were also holding heritage month events.

g. Region 7 – LaTonyua Harden

LaTonyua requested current college contact information to support regional outreach. She reported mismatched names and email addresses in a downloaded contact list and asked where the current file was stored and when it had last been updated. The discussion distinguished senate leadership updates from broader event contact lists, including contacts at colleges without senates.

Members identified the regional contact files in the 4CS shared drive under Senates and Regions. The southern list covers Regions 6–10. Corrections had been made to earlier mismatches, but contacts from the most recent CLI still needed to be added. Members clarified that event contacts may not be active senate members and remain on the outreach list unless they request removal.

h. Region 8 – Kayla Labounty

Kayla had no report and was continuing to learn the role.

i. Region 9 – Julie Kelly

Julie reported that supervisors in her district had formed a separate union. Discussions were underway about separate governance structures for supervisors and nonsupervisory classified professionals, and how both groups could have a voice.

j. Region 10 – Ayana Woods
Ayana reported limited updates from outside her district. Within her district, supervisors had formed a separate union. Discussions were underway about separate governance structures at each campus for supervisors and nonsupervisory classified professionals, including how both groups could have a voice in campus governance.

k. At-Large North – Vacant

l. At-Large South – John Feist

John reported outreach asking contacts to update their 4CS information. He discussed regional collaboration and the varying levels of classified senate recognition across colleges and encouraged representatives to speak on behalf of their constituents.

Regional contact lists were also discussed. The current lists are in the shared drive under Senates and Regions, with separate northern and southern contact files. Members identified outdated or mismatched contact information and the need to add recent CLI contacts. Senate leadership updates and event contact lists serve different purposes; regional representatives were encouraged to help maintain accurate information.

IX. Committee Reports

a. 4CS Cares – Trisha Albertsen and Andrea Walters

i. Survey results

The Caring Campus survey received 45 responses representing 29 colleges. The analysis addressed program status, sustainability challenges, perceived value, requested support, and recommendations for the 4CS Cares roadmap. The analysis report is available through the 4CS Cares website resources.

The committee planned to review the findings in more depth and use them to shape webinars, training, toolkits, and engagement support. A request was made to determine how many responding colleges had classified senates. Broader discussion of 4CS Cares goals, direction, and outcomes was suggested for a future meeting.

ii. Webinar outcomes

The recent webinar clarified the distinction between campus Caring Campus programs and the role of 4CS Cares. Presenters reviewed survey results, service requests, sustainability support, and plans for an updated guidebook incorporating equity, belonging, and cultural competency. Participants asked questions and shared practices. Colleges seeking to start Caring Campus programs were connected with an appropriate program contact.

c. Financial Operations Committee – Trisha Albertsen

i. Resource Development Subcommittee - October 21st Day of Giving

The Resource Development Subcommittee selected October 21 as the fall Day of Giving. Promotional emails were planned for October 14, October 19, and the morning of October 21. The committee would also continue CLI fundraising work. Trisha would work with Amparo on the annual convention exhibitor paperwork.

d. Government Relations Committee – Carl Banks

No report was presented

f. Professional Learning Committee – Hope Lane

Hope Lane announced that she had accepted an interim foundation manager position at Peralta and would be transitioning from her 4CS role. Jamille Teer was discussed as a possible successor for professional learning responsibilities and the CLI committee assignment; no appointment was made at this meeting. Hope was asked to submit a resignation letter, and the prospective successor would submit a letter of intent for consideration at a future board meeting. Informal transition support could occur before formal appointment. The board thanked Hope for her service and congratulated her on the new opportunity.

X. Consent Items

a. 2027-24 4CS Financial Statements, August 2026
b. 2027-24 Monthly Donations & Memberships Report, August 2026
c. 2027-24 Internal Monthly Audits

The August financial statements, August donations and memberships report, and internal monthly audits were considered together. Deborah motioned to approve the consent items; Linda seconded. The consent items were approved with no opposition or abstentions

XI. Task List

- Follow up on Day of Giving communications for October 14, 19, and 21.

- Amparo and Trisha: complete annual convention exhibitor/sponsorship arrangements and confirm staffing.
- Greg: provide the separate Northern Gathering promotional material and finalize Southern Gathering attendance information.
- Regional representatives: verify contact information and support updates to the regional lists.
- 4CS Cares: review survey results and determine senate representation among responding colleges.
- Hope Lane and the prospective successor: submit transition letters and coordinate professional learning/CLI responsibilities. Trisha requested copies of approved, signed minutes for website posting.

XII. Future Agenda Items

a. 2026-86 Marketing & Communications Policies and Guidelines
b. 2027-18 Region Realignment
c. 2027-19 Position Paper – Classified Professional Development
d. Spring Meeting Schedule

The listed items remained future business; they were not approved or resolved at this meeting. No additional old or new business was taken up.

Adjournment: Amparo Medina adjourned the board meeting at 10:04AM.

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BOARD OF DIRECTORS MEETING

AGENDA ITEM

Meeting Date __11/05/2026_____

Agenda Item Number ___2027-30_____

Agenda Item Title ___Acceptance of Resignation from Hope Lane as 4CS Director of Professional Learning_____

Submitted by ____Amparo Medina_____

Information Only _____ Discussion _____ Action _X____

Dear 4CS Board Members,

I am writing to share that I have accepted an Interim position as Foundation Manager of the Peralta Colleges Foundation. As this is a non-classified position, this correspondence serves as my formal notice of resignation from my board position as Director of Professional Learning, effective Thursday, November 5, 2026.

I have truly valued my relationship with the California Community Colleges Classified Senate (4CS) for over ten years. Throughout this journey, I have had the privilege of working alongside dedicated Classified Professionals across the state, building meaningful relationships and forming friendships I will genuinely cherish. My involvement with 4CS has been incredibly rewarding, both personally and professionally, and I am grateful for the opportunities to learn, contribute, advocate, and grow as a leader.

Thank you for welcoming me, trusting me to serve, and allowing me the opportunity to contribute to the work and mission of 4CS. My time serving on the Board has been an experience I will always treasure. As I step away from 4CS, my appreciation for this organization and the Classified Professionals who make it so special remains.

I wish 4CS continued growth and success, and I look forward to seeing the great work and impact continue.

With warmest gratitude and appreciation,

Respectfully,
Ms. Hope C. Lane

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Budgetary Impact Yes _____ No __X____

If yes, requested dollar amount _____

Expected category of expense _____

Recommendation

Accept resignation of Hope Lane

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BOARD OF DIRECTORS MEETING

AGENDA ITEM

Meeting Date __11/05/2026_____

Agenda Item Number ___2027-31_____

Agenda Item Title ____Appointment of Jamille Teer to 4CS Director of Professional Learning_____

Submitted by ____Amparo Medina_____

Information Only _____ Discussion _____ Action _X____

My name is Jamille Teer and I am writing to declare my interest in becoming the Director of Professional Learning for this board.

I have served as a part of the 4CS board since 2024, as a representative for regions 8,4 then 3. I also currently served as the PCCD district senate treasurer.

I have had a career long interest in professional development planning and programming and have experience crafting the first all classified flex day at PCCD, reviving a classified senate body after several years of dormancy, and supporting an AP for release work related to senate elected activities.

Please consider me as a candidate for Director of Professional Learning.

Budgetary Impact Yes _____ No __X____

If yes, requested dollar amount _____

Expected category of expense _____

Recommendation

Approve appointment of Jamille Teer as Director of Professional Learning (Term through June 30, 2028

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BOARD OF DIRECTORS MEETING

AGENDA ITEM

Meeting Date __11/05/2026_____

Agenda Item Number ___2027-32_____

Agenda Item Title ____Appointment of Diana Martin to 4CS Director of Communications_____

Submitted by ____Amparo Medina_____

Information Only _____ Discussion _____ Action _X____

Overview

Why are you interested in serving on the Board of Directors?
I want to help 4CS by utilizing my expertise in marketing, communications, and web design.

Describe any previous leadership, committee, or governance experience you have.
Current DACCS President, previous 4CS Director of Communications

What skills or expertise do you possess that align with the responsibilities of board service?
Visual story telling, strategic communication, branding & identity

What areas of focus or advocacy are you passionate about bringing to the board?
I want to see the senates recognized in ed code like the academic senates.

What do you hope to learn or gain from this experience?
Communications experience at a non-profit

Is there anything else you'd like the board to consider as part of your candidacy?
🙂

Budgetary Impact Yes _____ No __X____

If yes, requested dollar amount _____

Expected category of expense _____

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BOARD OF DIRECTORS MEETING

Recommendation

Approve appointment of Diana Martin to 4CS Secretary (Term through June 30, 2028

Conference Sponsorship & Exhibitor Participation Post Assessment

Based on the recommendations, the board will consider including the event in the next year budget.

Email *

region6@ccccs.org

Name of Conference *

RP Group Student Strengthening Student Success Conference

Was 4CS's involvement appropriate? *

- [x] Yes
- [ ] No
- [ ] Somewhat

Additional comments for above

Yes, 4CS sponsoring and exhibiting at the RP Group's Strengthening Student Success Conference aligns closely with the mission of 4CS by promoting student success, equity, and institutional effectiveness. The conference provided an opportunity to highlight the critical role of classified professionals, support their leadership and professional development, and increase 4CS visibility and networking among community college faculty, administrators, and student services leaders statewide.

Was the experience with the hosting organization positive? *

- [x] Yes
- [ ] No
- [ ] Somewhat

Additional comments for above

There were no issues with checking in or the table provided for setting up our materials.

Would you recommend participating again next year? *

- [x] Yes
- [ ] No
- [ ] Somewhat

Additional comments for above

Yes I recommend 4CS participating at next year's event as it provided a great venue for networking with other colleagues and providing information of the work 4CS does.

This form was created inside of California Community Colleges Classified Senate.

Google Forms

Conference Sponsorship & Exhibitor Participation Post Assessment

Based on the recommendations, the board will consider including the event in the next year budget.

Email *

president@ccccs.org

Name of Conference *

Strengthening Student Success Conference

Was 4CS's involvement appropriate? *

- [x] Yes
- [ ] No
- [ ] Somewhat

Additional comments for above

SSSC was an excellent conference for networking and relationship building. We had multiple interactions with individuals asking for assistance with their senates and gathered 14 contact information for follow-up. We will be working on connecting our contacts with applicable region reps.

Was the experience with the hosting organization positive? *

- [x] Yes
- [ ] No
- [ ] Somewhat

Additional comments for above

The RP Group is an excellent partner who remained in constant contact with us throughout the registration and conference.

Would you recommend participating again next year? *

- [x] Yes
- [ ] No
- [ ] Somewhat

Additional comments for above

This was my first time attending the Strengthening Student Success Conference and I highly recommend that we continue sponsoring this particular conference. I also recommend that the participants be ones who are directly involved with supporting student success as part of their daily jobs so that their is correlation and understanding of the workshops offered. Having someone go to only sit at the exhibitor table is not a good use of our funding. I hope that we continue to sponsor this conference.

This form was created inside of California Community Colleges Classified Senate.

Google Forms

Financial Operations Committee

Interested Members:

Current: Trisha Albertsen (Chair), Latonyua Harden, Greg Harnage, Andrea Walters

Responsibilities/Recommendations for change:

- Review account statements and documents monthly - this is done monthly; who should also be reviewing these? A committee member or outside committee?
- Reconcile all bank accounts monthly (remove responsibility from board treasurer – to allow for a second set of eyes before going to president for signature) - should this be a committee member?
- Review banking policy (i.e why Bank of America and not Schools First CU). - We can check with Schools First, but when we asked in the past, they didn't do business accounts.
- Increase members/donors/grants
- Updated accounting procedures - this is on the agenda to update this fiscal year.
    - Banking and card process - this should definitely be added; past practice has been the following: add to bank account as a signer/debit card requested during President-elect; once in the Past President position, still has a debit card but is removed as a signer. The bank requires all signers to be present when adding a new signer; if a signer isn't present, they will be removed as a signer. Best time to do this is at CLI, as all board members are present.
- Identification of contract process for CLI, retreats, hotels, etc. - we have a process for personal service contracts but will need to add one for hotels and/or non-personal contracts.

Resource Development Subcommittee

Interested Members: Jamille Teer

Current: Trisha Albertsen (Chair), Latonyua Harden, Greg Harnage, Karen Peterson

Responsibilities/Recommendations for change:

- Remove donation benefits - donations don't have benefits; do you mean membership level benefits?
- Request donations during classified appreciation week - what kind of donations? Is this during the Ed. Code CAW? As not all colleges celebrate during that week in May, since Ed. Code says they can celebrate at any time if it's better for the college.

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BOARD OF DIRECTORS MEETING

AGENDA ITEM

Meeting Date __11/05/2026_____

Agenda Item Number ___November 2026 Report_____

Agenda Item Title ____CCC LGBTQ+ Advisory Committee Report_____

Submitted by ____Michelle Crocfer, 4CS Representative_____

Information Only __X_____ Discussion _____ Action _____

Hello 4CS Board,

From the last CCC LGBTQ+ Advisory Committee meeting committee members were asked to share and gather information. Please see the action items below to share with senates.

Action Items

- Directory Updates, please share this with your senates. Many colleges may have already updated.

Action Needed: Help Us Update the LGBTQ+ Campus Resource Directory!

We have recently revised our directory form questions to build a more comprehensive and accurate picture of the support services available to LGBTQ+ students across our system. Because some colleges have not updated their information since our initial outreach two years ago, it is crucial that we refresh these listings so students, staff, and advocates have access to up-to-date resources.

How you can help:

1. **Review**: Check your campus's current listing in the Directory Spreadsheet
2. **Update**: Submit any new programs, staff changes, or service updates using our revised form. https://docs.google.com/forms/d/e/1FAIpQLScl4E8wa5i4loVsOgbsYH_Z9fsI3awwM3UfiZJoH2JwoAE27g/viewform

Note: San Bernardino Valley College has checked and updated their information.

- **Student ID Examples:**

  Send examples of student IDs displaying (or missing) the Trevor Project phone number to Michelle Crocfer at mcrocfer@valleycolelge.edu, as soon as possible, to be submitted to the CCC LGBTQ+ Advisory Committee.

- **Program Plans:**

Ensure your campus submits program plan contact details to the Chancellor's Office before December 4th

- **Alternative LGBTQ+ Friendly Resources:**

https://www.crisistextline.org/

- **Amplify & Share**: Share campus highlights, events, and student testimonies o Michelle Crocfer at mcrocfer@valleycolelge.edu, as soon as possible, to be submitted to the CCC LGBTQ+ Advisory Committee for the video project

- P**lease consider posting on your Social Media (IG, Facebook, Linkedi**n):

There is a social media graphic for the Summit Save the Date. Please post to all of your channels to get the word out.



Please note you are welcome to write your social media own caption.

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Social media Suggested Caption:

Join us for the 9th Annual LGBTQIA2S+ Summit, taking place April 8-9, 2027! Together, we can take meaningful steps toward a future where belonging isn't just promised, but lived.

Travel and Conference Request Log - FY26-27									
	Received		Dates of Travel		Approved	Total	Reimburse	TOTAL COSTS	
TC#	Date	Name	From	Thru	Budget $	Prepays	Amount		
008-27	09/03/26	Jamille Teer	10/01/26	10/04/26	1,236.37	0.00	1,281.58	1,281.58	
009-27	09/03/26	Linda Resendiz	10/01/26	10/04/26	880.00	0.00	836.17	836.17	
010-27	09/03/26	Greg Harnage	10/01/26	10/04/26	1,545.36	0.00	1,566.37	1,566.37	
013-27	09/06/26	Hope Lane	10/01/26	10/04/26	1,196.03	1,127.36	81.92	1,209.28	
014-27	09/08/26	LaTonyua Harden	10/01/26	10/04/26	813.24	0.00	794.50	794.50	
015-27	09/11/26	Deborah Knowles	10/01/26	10/04/26	1,630.96	0.00	1,510.34	1,510.34	
016-27	09/13/26	Kayla LaBoundy	10/01/26	10/04/26	873.64	0.00	873.65	873.65	
017-27	09/14/26	Ayana Woods	10/01/26	10/04/26	675.22	0.00	682.29	682.29	
018-27	09/18/26	Julie Kelly	10/02/26	10/03/26	246.72	0.00	0.00	0.00	Cancelled
019-27	09/18/26	John Feist	10/01/26	10/04/26	802.02	0.00	801.45	801.45	
020-27	09/21/26	Susan Rodriguez	10/01/26	10/04/26	987.56	0.00	0.00	0.00	Waiting for Reimbursement
021-27	09/21/26	Amparo Medina	10/01/26	10/04/26	983.09	0.00	920.13	920.13	
					11,870.21			10,475.76	Total Travel
		Courtyard Marriott	Room Rental, breakfast, coffee/sode (2 days)					2,567.39	
		Lunch - Sherman's Deli & Bakery						306.81	
		Dinner 10/02/26 - Las casuelas						544.45	
		Dinner 10/03/26 - Lulu						345.44	
		Escape Room - 10/03/26 Team Building Activity						270.00	
								4,034.09	Total Other
								14,509.85	Total Travel & other

Administrative Affairs Committee (min 4 members, including Elections Taskforce Chair)	
Chair	Berenice Rodrigiuez (Secretary)/Amparo Medina
Members (minimum 4)	Linda Resendiz, Ayanna Woods, LaTonyua Harden, Karen Peterson, Deborah Knowles, John Feist
Meeting link	
Subcommittee(s)	
Stragetic Planning Workgroup	Chair - Amparo Medina (President)
Members	Deborah Knowles, Ayanna Woods
Meeting link	
Elections Task Force	Chair - Deborah Knowles (Past President)
Members	LaTonyua Harden
Meeting link	
Financial Operations Committee (min 2, max 4 members, including chairperson)	
Chair	Trisha Albertsen (Treasurer)
Members	Andrea Walters LaTonyua Harden Greg Harnage
Meeting link	https://zoom.us/j/93300734315?pwd=db3RqLSMEJbUKIntarXuY8lYdLfd1M.1
Subcommittee(s)	
Resource Development	Chair - Trisha Albertsen
Members	Karen Peterson LaTonyua Harden Jamille Teer
	(min 2/max 4 including Treasurer and CLI Fundraising Coordinator)
Government Relations Committee (min 4 members, including Elections Taskforce Chair)	
Chair	Carl Banks (Director, Government Relations)
Members	Karen Peterson (President-Elect), Deborah Knowles (Elections Taskforce Chair)
Meeting link	

Marketing and Communications Committee (min 4 members including Website Subcommittee Chair)	
Chair	(Director, Communications)
Members	Ayanna Woods, John Feist, Kristal Dela Cruz
Meeting link	
Subcommittee(s)	
Website	Chair Ayana Woods
Members	Kayla LaBounty Greg Harnage Deborah Knowles
Meeting link	
Vision Resource Center Moderators	Carl Banks, John Feist
Professional Learning Committee (min 3 members, including chair & CLI subcommittee chair)	
Chair	Hope Lane (Director, Professional Learning)
Members	Greg Harnage (CLI Subcommittee Chair), Kayla LaBounty, LaTonyua Harden, Jamille Teer, Kristal Dela Cruz
Meeting link	
Subcommittee(s)	
Classified Leadership Institute	Chair - Greg Harnage (members of CLI are appointed by the President) CLI 2027 & 2028
CCLC Liaison	Trisha Albertsen (CCLC requested position and person)
Coordinators	Activities, Awards & Recognition: Andrea Walters - CLI 2027 & 2028
	Fundraising, Sponsors & Exhibitors: Karen Peterson - CLI 2027 & 2028
	Concurrent Sessions & Keynotes: Linda Resendiz - CLI 2027 & 2028 & Jamille Teer (replace's Hope) - CLI 2027
	(min 4 members, including chair, activities coord, fundraising coord, and keynotes coord)
Meeting link	
Recommendations:	
1: No board member shall chair more than one committee or task force at a time.	

2: Chair positions will have a term limit of 2 years	
3: Review task forces annually and add/remove, as needed	
Missing committee membership	Susan Rodriguez
	Julie Kelly

CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE

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BOARD OF DIRECTORS MEETING

AGENDA ITEM

Meeting Date __11/05/2026_____

Agenda Item Number ___2027-38_____

Agenda Item Title ____LIFT Conference_____

Submitted by ____Amparo Medina_____

Information Only _____ Discussion _____ Action _X____

4CS Board will take possible action to send 1 or 2 teams to the LIFT Conference in January 2027 with funding covered by 4CS.

- Dates: January 11-15, 2027
- Where: Fullerton
- Costs:
  - Registration for conference is free
  - Lodging for 1 $931.15 (01/10/2026-01/15/2026
  - Lodging for 2 $1019 (goal would be to have people share rooms if possible to cut costs)
  - Parking $24 per night
  - Travel - will vary depending on board members location
- 2 Teams of 5 including Amparo Medina, Karen Peterson and Greg Harnage
- Selection process: Additional members will be chosen via application submission process by executive board.
  - Applications due November 13th
  - Selection and Notification by November 20th

Budgetary Impact Yes __X_____ No _____

If yes, requested dollar amount __$15,000 _____

Expected category of expense _Outside Conference Budget_____

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BOARD OF DIRECTORS MEETING

Recommendation

Approval of funding for 1-2 teams to LIFT Conference in January 2027

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BOARD OF DIRECTORS MEETING

AGENDA ITEM

Meeting Date __11.05.2026_____

Agenda Item Number __2027-39_____

Agenda Item Title __Proposal to Develop a Delineation of Authority (DOA) Policy _____

Submitted by ___John Fesit, At-large_____

Information Only _____ Discussion _X_____ Action _____

Overview

4CS is a California nonprofit public benefit corporation representing classified professionals of the California Community College system. A review of the current Board Policies (BP 1100–7500) and Administrative Procedures on ccccs.org shows no Delineation of Authority policy statement. A DOA policy is standard nonprofit governance practice: it consolidates in one place who may authorize expenditures, sign contracts and documents, approve travel, and otherwise bind the organization.

The bylaws (Art. IV §1) define nine Executive Officers — President, President-Elect, Vice President, Secretary, Treasurer, Director of Communications, Director of Government Relations, Director of Professional Development, and Past President — and BP 4105 assigns duties to each; Art. V §2 already addresses decision-making succession when an officer is unavailable. What is missing is a single consolidated statement of spending thresholds, signature authority, and contract approval levels — creating risk and inconsistency across officer transitions.

Budgetary Impact Yes _____ No __X__

If yes, requested dollar amount _____

Expected category of expense _____

Recommendation:

Direct the President (or a designated task force/committee) to draft a Delineation of Authority policy for board

review at a future meeting, addressing the authority of the nine executive officers and the roles of region representatives and at-large members (North and South) within the complete board, covering at minimum:

1. Authority of each of the nine executive officers to bind the organization, approve expenditures, and sign documents, consistent with BP 4105 duties and fiscal policies;
2. Roles and decision-making authority of region representatives and at-large members within the complete board;
3. Spending and contract approval thresholds, including any dual-signature requirements;
4. Formalization of absence delegation consistent with the succession rules in Art. V §2;
5. Alignment with California nonprofit corporation law.