



**MINUTES OF THE EXECUTIVE BOARD
HELD VIA ZOOM VIDEO CONFERENCE
ON FRIDAY, JANUARY 29 AT 9:00 AM**

A meeting (the “Meeting”) of the Executive Board for the California Community Colleges Classified Senate (“Executive Board”) was held at 9:00 AM PST on Saturday, January 29, 2022 via Zoom conference call and in person. The following Board of Governors members were present (distinguished with a ☑) constituting a quorum:

- | | | |
|---------------------------------------|--------------------|--|
| ☑ Trisha Albertsen | | |
| <input type="checkbox"/> Dawn Bridge | ☑ Karen Hunter | ☑ Susan Rodriguez |
| ☑ Donney Cummins | ☑ Karen Jimenez | ☑ Sebastian Szczebiot |
| ☑ Kimberly Duong | ☑ Deborah Knowles | <input type="checkbox"/> Tyler Wyckoff |
| ☑ Hope Ell | ☑ Amparo Medina | |
| ☑ Therese Grande | ☑ Felisia Mitchell | |
| <input type="checkbox"/> Scott Heiden | ☑ David Rodriguez | |

Others Present: Shondra West, President Emeriti, and Monica Souza, President Emeriti.

I. Call to Order

Meeting called to order at 9: 05 AM PST

II. Welcome and Introductions

T. Albertsen welcomed back S. Rodriguez and T. Grande from leave.

III. APPROVAL OF AGENDA AND MINUTES

a. 2202-29 Agenda

Trisha Albertsen presented meeting agenda for review and revision.

Motion to add Agenda item 2022-36 to V. Governance Process, C. Resignation of Area Representative Dawn Bridge

Upon motion duly made by K. Jimenez and seconded by S. Rodriguez board approved of the January 29, 2022 meeting agenda with addition to agenda.

b. 2022- 30 Minutes

Trisha Albertsen presented November 17, 2021 meeting minutes for review and revision.

Upon motion duly made by K. Jimenez and seconded by H. Ell the board approved of the November 17, 2021 meeting minutes.

1 abstained

Upon motion duly made by S. Szczebiot and seconded by D. Rodriguez, the board approved to suspend or move Agenda Item 2022-35, VII. New Business, a. Classified 9+1.

The board moved the agenda item to be discussed and voted on before IV. Consent Agenda. See VII. New Business for information on discussion and vote.

IV. CONSENT AGENDA

Trisha Albertsen presented the items listed in the consent agenda.

- a. **2022-31 Quarterly Financials – Treasurer’s Report**
- b. **2022-32 Quarterly Membership and Sponsorship Report**

Upon motion duly made by S. Rodriguez and seconded by K. Hunter the board approved the consent agenda items.

V. GOVERNANCE PROCESS

- a. [2022-33](#) 4CS Procedures – First Read
T. Albertsen requests feedback by February 28, 2022. Final reading next meeting.

- b. [2022-34](#) Communication Office Position
S. West requests feedback by February 28, 2022. Final reading next meeting.

Feedback for agenda items 2022-33 and 2022-34 to be in word documents with specific instructions no later than Monday, February 28, 2022.

- c. 2022-36 Resignation of Area Representative Dawn Bridge

Upon motion duly made by K. Jimenez and seconded by S. Rodriguez the board approved the resignation of Area Representative Dawn Bridge.

K. Jimenez thanked D. Bridge for her service and support and commented that D. Bridge was a great board member.

T. Albertsen commented that D. Bridge will be missed on the 4CS board.

VI. OLD BUSINESS

a. 2021-46 Strategic Plan & Goals

Upon motion duly made by D. Knowles and seconded by K. Jimenez the board approved the Strategic Plan & Goals.

Board asked for clarification. Goals noted on the spreadsheet as short term, long term, and perpetual. The document will be updated for ease of navigation.

b. 2022-16 Website Maintenance Contract

Upon motion duly made by K. Hunter and seconded by K. Jimenez the board approved the Website Maintenance Contract.

ProWeaver will do updates to the website, cost \$200.00 per year.

c. 2022-27 4CS Policies Revision- Second Read and Vote

Upon motion duly made by H. Ell and seconded by S. Rodriguez the board approved the 4CS Policies Revision.

K. Hunter commented that T. Albertsen did a fabulous job on this undertaking.

VII. NEW BUSINESS

a. 2022-35 Classified 9+1

***discussed prior to Agenda Item IV. Consent Agenda.**

Upon motion duly made by A. Medina and seconded by S. Szczebiot the board did not pass the Classified 9+1. (Nays- T. Albertsen, D. Cummins, K. Duong, H. Ell, T. Grande, K. Hunter, K. Jimenez, D. Knowles, F. Mitchell, D. Rodriguez, S. Rodriguez, Aye- A. Medina, S. Szczebiot)

Amparo Medina requested 4CS adopt the Ventura 9+1 as our own.

In discussion, the 4CS Board appreciates the work Ventura has put in on the work of 9+1, however, 4CS will develop a 9+1 that will be inclusive, thorough, and thoughtful. The governance committee will take charge.

Upon motion duly made by T. Grande and seconded by K. Jimenez the board approved adopting a Statewide 9+1, to be completed by the end of 2022.

VIII. REPORTS (COMMITTEE/TASK FORCE/WORK GROUP)

a. Board Governance

K. Jimenez reported that 4CS Governance committee will review where we stand with our current voting procedures, virtual or in-person voting, to see if an update is needed and if there is a need to permanently change our practices.

i. Internal Review Task Force

No report

b. Financial Operations

K. Duong reported: Will be working on budget for the first look in March

Audits are getting caught up

Quickbooks does not allow read only access for everything. Audit committee will not be able to review data through Quickbooks. Audits will still be done per previous process but the data format will look different.

4 additional paid member senates (November and December) – total 16

No new individual donating – 3 people total

Financials through December:

Revenue: \$26,758.95

Expenditures: \$14,252.71

Net Income: \$12, 476.24

ii. Audit Task Force

See above

c. Marketing/Public Relations

T. Albertsen reported the monthly 4CS connect is being sent out. D. Rodriguez will be working with the committee to bring back the newsletter for June.

d. Resource Development

K. Jimenez reported earnings from fundraising

Charleston: \$248.70

Sees Candy: \$460.59

Total: \$709.29

4CS will be doing a spring fundraising campaign focusing on Mother's day, through Charleston Wrap Spring Catalog.

e. CLI Task Force

K. Hunter reported that T. Albertsen is working to connect with the DJ and Balloon company that was scheduled for the 2020 CLI. K. Hunter will be scheduling a CLI Taskforce meeting the week of February 7, 2022.

D. Knowles reported that we will be removing one round of sessions to accommodate an additional keynote speaker (Brad Phillips/IEBC-Caring Campus). There will be six rounds of sessions instead of seven, with 33 sessions total in the conference. One round will offer all equity sessions. All sessions need to equity built into the presentation.

D. Knowles has inquired with Riverside Convention Center to ask about video services and pricing.

T. Albertsen reported that she is working on the sponsor and exhibitors. Schools First Federal Credit Union is planning to participate and Community Colleges Foundation is a possibility.

T. Albertsen reported we have one application for a scholarship, and she has extended the awards submission deadline to February 28, 2022.

K. Jimenez reported that the CLI fundraising discussed bringing back the opportunity drawings. Idea to bring in Kendra Scott Jewelry to do a pop-up shop, we will receive a percentage of the sales. K. Jimenez reported on other fundraising ideas for CLI. Reminded the board of the 4CS Board basket of items the board donates.

K. Jimenez also encouraged we continue the \$25.00 session sponsorship and giving incentives to those who suggest a company that sponsors CLI.

K. Jimenez reported that the committee will be formalizing the drawing process and set clear rules, which will be included in the CLI program.

S. Rodriguez reported that the 2020 CLI awards dinner decorations are still available to be used.

f. Gathering of the Senates Report

T. Albertsen reported that she is helping Susan and Felicia with the gathering. The gathering will be discussion driven.

A survey was sent out to the Senates to gather the top three discussion items.

g. Speaker's Bureau Task Force

S. Rodriguez reported that there will be a rebranding.

Planning a meeting

Forms will need updating

h. Technology Work Group

T. Albertsen reported on the new website, one final review and going live by the end of February.

ProWeaver will show us how to make minor updates to the website.

T. Albertsen asked us to make a call out for a communications officer.

i. [State-wide Committee Reports](#)

All the information is located with the agenda.

iii. ACCCA

iv. CCC Curriculum Committee

v. CCCO Assessment Advisory Committee

vi. Ethnic Studies Taskforce

IX. EXECUTIVE BOARD REPORTS

a. President – T. Albertsen

T. Albertsen attended the CCLC Board Meeting, emceed a general session in November, and attended consultation council meetings. K. Jimenez and T. Albertsen will be attending their first in-person CCLC meeting on January 30, 2022, in a while.

Contacted Dr. Williams regarding the survey that 4CS helped with, the survey data is still being worked on and will be shared with us when it is compiled.

4CS put a call out for workshop panelists for Monday and Tuesday (Jan. 31 and Feb. 1). We provided four classified.

b. Region 1 Vice President – F. Mitchell – No Report

c. Region 2 Vice President – S. Rodriguez – No Report at this time

d. Region 3 Vice President – D. Knowles - No Report

e. Secretary -K. Hunter

K. Hunter asked D. Rodriguez to update on the Area Report revision.

D. Rodriguez reported that in reviewing the area report, some of the questions can be asked annually, and others can be asked quarterly with some revisions.

As this is not an item needed to be voted on, the board agreed the area report can be done via email and completed to be in use by the March 4CS meeting.

- f. Treasurer – K. Duong
K. Duong realized she gave her report during the financial update
4 additional paid member senates (November and December) – total 16
No new individual donating – 3 people total
Financials through December:
 Revenue: \$26,758.95
 Expenditures: \$14,252.71
 Net Income: \$12, 476.24
- g. Communications Officer –
No Report
- h. Past President – K. Jimenez
K. Jimenez reported that she will be attending the Legislative Conference and she will have more things to report in March.

AREA REPRESENTATIVES REPORTS

- a. Area A- Vacant
- b. Area B - Vacant
- c. Area C – T. Wyckoff – not present
- d. Area D– S. Heiden - not present
- e. Area E– Vacant
- f. Area F– D. Rodriguez
Reported that his local campus – Los Positas was accepted in Caring Campus
- g. Area G– Vacant
- h. Area H– Vacant
- i. Area I – Vacant
- j. Area J – S. Szczebiot – not present
- k. Area K – Vacant
- l. Area L – A. Medina
Reported working on establishing a senate at Cypress College in spring. Asked about Ventura District Senate, they need to send in their constitution and bylaws. Reported that her district approved an ongoing budget item to support classified to go to CLI.
- m. Area M – Vacant
- n. Area N – H.A. Ell
Reported Victor Valley and Barstow still working on establishing their senates.

- o. Area O – T. Grande
Reported that she has reached out to her senates since coming back from leave. The senates are looking for connections with other presidents and help with resolutions. T. Grande is working on getting a Zoom group meeting with her senates. Her district is working on board policy to include classified senate in the hiring search for the chancellor, as they do for the president searches. Morale is down in her area.
- p. Area P – D. Bridge – not present
- q. Area Q – D. Cummins
Reported sending early bird registration information for CLI to his senates. His campus voted on a telework policy.
- r. Area R – Vacant

GOOD OF THE ORDER

T. Grande is working on a hotel for our March meeting.

ADJOURN

Meeting adjourned at 12:10 PM PST.