



CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE

Dedication. Leadership. Advocacy.

BOARD OF DIRECTORS MEETING

MINUTES OF THE CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE (4CS)
BOARD OF DIRECTORS MEETING HELD AT
SHERATON GRAND SACRAMENTO HOTEL, FALOR ROOM
AND VIA ZOOM VIDEO CONFERENCE ON
SATURDAY, JANUARY 27, 2024

Members present (distinguished with an “X”):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Trisha Albertsen | <input checked="" type="checkbox"/> LaTonyua Harden |
| <input checked="" type="checkbox"/> Krista Collett | <input checked="" type="checkbox"/> Greg Harnage |
| <input checked="" type="checkbox"/> Virginia Criswell | <input checked="" type="checkbox"/> Deborah Knowles |
| <input type="checkbox"/> Kristal Dela Cruz | <input type="checkbox"/> Kathleen Matthies |
| <input type="checkbox"/> Gilbert Downs | <input checked="" type="checkbox"/> Amparo Medina |
| <input checked="" type="checkbox"/> Hope Ell | <input checked="" type="checkbox"/> Karen Peterson |
| <input type="checkbox"/> John Feist | <input checked="" type="checkbox"/> Dina Pielat |
| <input type="checkbox"/> Therese Grande | <input checked="" type="checkbox"/> Susan Rodriguez |

Deborah Knowles joined the meeting at 11:20 a.m.

Others present: Dr. Eric Bishop, Interim Vice President, Enrollment Management, University of La Verne

I. CALL TO ORDER

The meeting was called to order by Susan Rodriguez at 9:02 a.m. on Saturday, January 27, 2024.

II. LAND ACKNOWLEDGEMENT

Greg Harnage 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, inextricable.

III. WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS

Susan Rodriguez started the meeting in the absence of Deborah Knowles. Susan welcomed everyone to the meeting. The 4CS congratulates Region 8 Representative, Therese Grande, on the arrival of her baby girl on January 14.

- a. Dr. Eric Bishop, Interim Vice President, Enrollment Management, University of La Verne – Dr. Bishop attended the meeting to provide additional information on a proposed partnership award agreement with University of La Verne. The agreement provides a percent discount on tuition to all California community college classified employees and their spouses and domestic partners. The list of eligible programs is included in the agreement. Currently, some impacted programs are not part of the agreement, but the hope is that they can be added in the future. If a classified employee is currently enrolled at La Verne, they will be able to apply to the program and if approved, the agreement will go into effect during the term in which the student applied. It was noted that while this program cannot be combined with any other internal funding, participants would be able to combine this program with external funding. 4CS would like to collect data once the program begins to track the number of participants. Dr. Bishop noted that the college already has plans in place to track program participants.

IV. APPROVAL OF AGENDA AND MINUTES

- a. *2024-36 Approval of Agenda, January 27, 2024*

Susan Rodriguez presented the meeting agenda for review and/or revision.

Upon motion duly made by Amparo Medina and seconded by LaTonyua Harden, the board unanimously approved agenda item 2024-36, Approval of Agenda, January 27, 2024 as presented.

- b. *2024-37 Approval of Minutes, September 22-23, 2023*

Susan Rodriguez presented the September 22-23, 2023 minutes for review and/or revision.

Upon motion duly made by Trisha Albertsen and seconded by Amparo Medina, the board unanimously approved agenda item 2024-37, Approval of Minutes, September 22-23, 2023 as presented.

- c. *2024-38 Approval of Minutes, November 15, 2023*
Susan Rodriguez presented the November 15, 2023 minutes for review and/or revision.

Upon motion duly made by Trisha Albertsen and seconded by Amparo Medina, the board unanimously approved agenda item 2024-38, Approval of Minutes, November 15, 2023 as presented.

V. CONSENT ITEMS

- a. *2024-39 4CS Financials: November-December 2023*
- b. *2024-40 4CS Membership and Sponsorship Report: November-December 2023*

Susan Rodriguez presented the items listed on the consent agenda.

Upon motion duly made by Hope Ell and seconded by Trisha Albertsen, the board unanimously approved consent agenda items 2024-39, Financials: November-December 2023, and 2024-40 4CS Membership and Sponsorship Report: November-December 2023.

VI. GOVERNANCE ITEMS

- a. *2024-41 Board Member Appointment*

Agenda item 2024-41, Board Member Appointment was presented for approval.

Upon motion duly made by Trisha Albertsen and seconded by Amparo Medina, agenda item 2024-41, Board Member Appointment was unanimously approved, appointing Greg Harnage to the position of Region Representative At-Large, North.

- b. *2024-42 Board Member Resignation*

Agenda item 2024-42, Board Member Resignation was presented for acceptance.

Upon motion duly made by Hope Ell and seconded by LaTonyua Harden, agenda item 2024-42, Board Member Resignation was accepted, accepting the resignation of Monique Reyna from the position of Region 5 Representative.

VII. OLD BUSINESS

- a. *2024-33 Committee Appointments*

Deborah Knowles presented item 2024-33, Committee Appointments. Members of the Board of Directors are expected to serve on at least one committee. Board members do not have to serve on more than two committees, unless they choose to do so. Any board member not yet assigned to a committee will be given an opportunity to volunteer or will be assigned by President Deborah Knowles.

VIII. NEW BUSINESS

a. 2024-43 Final External Audit

Trisha Albertsen presented agenda item 2024-23, Final External Audit. 4CS received an unmodified opinion, meaning no material concerns were found.

Upon motion duly made by Greg Harnage and seconded by Amparo Medina, agenda item 2024-43, Final External Audit, was unanimously approved.

b. 2024-44 2022 Taxes

Trisha Albertsen presented agenda item 2024-44, 2022 Taxes, for information only.

c. 2024-45 Partnership Award Agreement – University of La Verne

Following Dr. Bishop's presentation, agenda item 2024-45, Partnership Award Agreement – University of La Verne, was presented for approval. One follow up question was asked - if 4CS were to terminate the agreement, would a participant attending La Verne under the agreement be able to continue their discounted rate through the remainder of their program. Trisha Albertsen will forward that question to Dr. Bishop for clarification. A copy of the proposal is attached at the end of these minutes.

Upon motion duly made by Amparo Medina and seconded by Trisha Albertsen, agenda item 2024-45, Partnership Award Agreement – University of La Verne, was unanimously approved.

d. 2024-46 ADA Compliance

Dina Pielat presented agenda item 2024-46, ADA Compliance, for discussion and information only. Anything posted on the 4CS website must be ADA compliant. Images and documents must be tagged for ADA compliance and videos must be closed-captioned. Dina noted that making PDF's ADA compliant takes some knowledge and software that 4CS currently does not have. The Board will need to consider how to address that. Dina will be conducting an inventory of the 4CS website to determine how many items need to be brought to ADA Compliance. Susan Rodriguez suggested creating a subcommittee to assist Dina in reviewing the website.

e. 2024-47 Procedures

Hope Ell presented item 2024-27, Procedures, for discussion. The procedures were approved in September; this discussion is to ensure that all changes are now accurately reflected in the new document. Upon review, it was found that additional changes may be needed. This item will be brought back to the March board meeting for further discussion and action.

- f. *2024-28 Strategic Plan Scheduled Mid-Point Check In*
Deborah Knowles presented item 2024-48, Strategic Plan Scheduled Mid-Point Check In, for discussion and information only. The board reviewed the status of the goals. A status report is attached at the end of these minutes.

IX. DIRECTOR/COMMITTEE REPORTS

- a. *Director, Government Relations – Amparo Medina*
Amparo Medina reported that she recently met with Dana Quittner about how to propel efforts to get 4CS in legislation. Dana has arranged a meeting with legislators on April 17.
- i. *Government Relations Committee*
No report.
- ii. *Elections Task Force – Trisha Albertsen*
Trisha Albertsen shared that elections will open in late April/early May. Trisha will verify the positions that will be up for election this year and will report that at a future meeting.
- b. *Financial Operations – Trisha Albertsen*
No report.
- i. *Audit Task Force*
Trisha Albertsen and LaTonyua Harden have been ensuring that audits are completed monthly. LaTonyua noted that during her time reviewing audits, she has not found any inconsistencies. This task should be done by two people, so if anyone would like to assist with auditing, please reach out to Trisha and/or LaTonyua.
- ii. *Resource Development*
Trisha Albertsen reported that the Charleston Wrap fundraiser last fall brought in \$168.60. There is a currently a See's Candies fundraiser running through March 15.
- c. *Director, Communications – Dina Pielat*
Dina Pielat shared that she is working to ensure any important items are posted to 4CS social media pages. Dina still does not have access to the current website. She is hoping to create a test site that will allow editing access. The press release on the 4CS partnership with National University will be released next week.
- i. *Marketing and Communications Committee*
No report.

- d. *Director, Professional Development – Susan Rodriguez, Interim*
Susan Rodriguez reported that she would be starting over with efforts to revamp/reimagine the Speakers Bureau. She is also still seeking a new name for the bureau.

- i. *Professional Development Committee*
No report.
 - 1. *Classified Leadership Institute*
Trisha Albertsen provided updates on CLI planning. She noted that the keynote speakers have been contracted. Awards and recognition nominations have gone out. The scholarship application deadline is next Friday, February 2. Registration opens on February 12; early-bird registration ends on March 15. The call for presentations is now open and closes on February 16.

 - 2. *Gathering of the Senates*
Susan Rodriguez shared that the next Gathering of the Senates was set to take place in February in a southern location, but that timeline will be pushed back. She will be looking to reschedule in April. Given the date change, Moorpark may not be able to host, so 4CS may need to find an alternate southern location. Karen Jimenez volunteered to check with Irvine Valley College as a possible location. Susan noted an issue with receiving payment from attendees for the north gathering in November. 4CS may need to consider stricter rules on payment deadlines.

- e. *Caring Campus – Trisha Albertsen and Hope Ell*
As of December 31, 75 campuses have started and/or completed their Caring Campus coaching sessions. The Caring Campus Institute teams will meet this Thursday to begin working on compiling the team projects into one guidebook. A question was raised about accountability measures for team members in terms of their attendance at CLI and bringing information back to their campuses. In terms of attending CLI, team members are expected to attend the full conference. As it relates to bringing items back to campus, the teams are not to bring any information back yet. Information will be released in June at CLI. A concern was shared that none of the press releases by IEBC have mentioned the partnership with 4CS. Deborah Knowles and Trisha Albertsen will follow up with IEBC about this concern.

- f. *Statewide & Legislative Committee Reports*
Tabled due to time.

X. EXECUTIVE BOARD REPORTS

- a. *President – Deborah Knowles*
Deborah Knowles reminded board members to check their email daily.

- b. *Vice President – Susan Rodriguez*
Susan Rodriguez reported that Santiago Canyon College is looking to reinstate their Senate.
- c. *Treasurer – Trisha Albertsen*
Tabled due to time.
- d. *Secretary – Hope Ell*
Tabled due to time.
- e. *Past President – Trisha Albertsen*
Tabled due to time.

XI. REGION REPRESENTATIVE REPORTS

- a. *Region 1 – Krista Collett*
Tabled due to time.
- b. *Region 2 – Kathleen Matthies*
Not present.
- c. *Region 3 – Virginia Criswell*
Tabled due to time.
- d. *Region 4 – Kristal Dela Cruz*
Not present.
- e. *Region 5 – Vacant*
- f. *Region 6 – Gilbert Downs*
Not present.
- g. *Region 7 – LaTonyua Harden*
Tabled due to time.
- h. *Region 8 – Therese Grande*
Not present.
- i. *Region 9 – Karen Peterson*
Tabled due to time.
- j. *Region 10 – John Feist*
Not present.

k. *At-Large North Representative – Greg Harnage*
Tabled due to time.

l. *At-Large South Representative – Vacant*

XII. GOOD OF THE ORDER

None.

XIII. ADJOURN

Meeting adjourned at 5:02 p.m.

Approved on: March 22, 2024

President's Signature: Deborah Knowles

4CS Jan 2024 Board Mtg Minutes-FINAL

Final Audit Report

2024-04-24

Created:	2024-04-15
By:	Trisha Albertsen (Trisha.Albertsen@chaffey.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2zknQelHWqM50_BUkfjW_FBp3UJZI3RA


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