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 VIA
ZOOM VIDEO CONFERENCE ON
FRIDAY, JUNE 21, 2024

Members present (distinguished with an "X"):

☒ Trisha Albertsen
☐ Krista Collett
☒ Virginia Criswell
☐ Kristal Dela Cruz
☐ Gilbert Downs
☒ Hope Ell
☐ John Feist
☐ Therese Grande
☐ LaTonyua Harden
☒ Greg Harnage
☒ Deborah Knowles
☐ Kathleen Matthies
☒ Amparo Medina
☒ Karen Peterson
☒ Dina Pielaet
☒ Susan Rodriguez

I. CALL TO ORDER

The meeting was called to order by Deborah Knowles at 9:00 a.m. on Friday, June 21, 2024. Meeting recessed to establish quorum. Meeting called back to order at 9:15 a.m. without quorum for information only items. Quorum reached at 9:45 a.m. Quorum was lost again at 10:00 a.m. and reestablished at 11:00 a.m. Quorum was maintained for the remainder of the meeting.

II. LAND ACKNOWLEDGEMENT

Deborah Knowles 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

Deborah Knowles asked everyone to introduce themselves.

IV. APPROVAL OF AGENDA AND MINUTES

a. *2024-65 Approval of Agenda, June 21, 2024*

Deborah Knowles presented the meeting agenda for review and/or revision.

Agenda item 2024-65, Approval of Agenda, June 21, 2024, approved by acclamation.

b. *2024-66 Approval of Minutes, March 22-23, 2024*

Deborah Knowles presented the March 22-23, 2024 minutes for review and/or revision.

Agenda item 2024-66, Approval of Minutes, March 22-23, 2024, approved by acclamation.

V. CONSENT ITEMS

a. *2024-67 4CS Financials: March-May 2024*

b. *2024-68 4CS Membership and Sponsorship Report through May 2024*

Deborah Knowles presented the items listed on the consent agenda.

Consent agenda items 2024-67, Financials: March-May 2024 and 2024-68, Membership and Sponsorship Report through May 2024, approved by acclamation.

VI. GOVERNANCE ITEMS

a. *2024-69 CLI Committee Appointments*

Agenda item 2024-69, CLI Committee Appointments, was presented for approval.

Agenda item 2024-69, CLI Committee Appointments, was approved by acclamation.

b. *2024-70 Common Course Management System (CCMS) Advisory Committee Appointments*

Agenda item 2024-70, Common Course Management System (CCMS) Advisory Committee Appointments was presented for approval.

Agenda item 2024-70, Common Course Management System (CCMS) Advisory Committee Appointments, was approved by acclamation.

VII. OLD BUSINESS

a. *2024-54 Committee Charges*

Hope Ell reminded members that committee charges need to be updated. If you have any committees that report to you, please update your committee charges. Please have the committee charges updated by the September board meeting. Hope Ell will complete the charges for Government Relations since that position will be vacant as of July 1.

VIII. NEW BUSINESS

a. *2024-71 Tentative Budget, 2024-25*

Trisha Albertsen presented agenda 2024-71, Tentative Budget, 2024-25 for review and approval.

Upon motion duly made by Greg Harnage and seconded by Virginia Criswell, agenda item 2024-71, Tentative Budget, 2024-25, was unanimously approved.

b. *2024-72 2022 Committee Charges, Second Reading (Resource Development Workgroup, Financial Operations Committee, Conference Development Subcommittee)*

Item pulled.

c. *2024-73 2024-25 Calendar – location for March 2025 board meeting*

The March 2025 meeting location has not been established. Irvine Valley College initially volunteered but was unable to accommodate the request at that time. Karen Peterson volunteered to hold the event at Crafton Hills College.

Upon motion duly made by Hope Ell and seconded by Karen Peterson, agenda item 2024-73, 2024-25 Calendar – location for March 2025 board meeting, was unanimously approved, approving the meeting location as Crafton Hills College.

d. *2024-74 2024-25 Calendar – move June 2025*

The June 2025 board meeting conflicts with the new dates for CLI 2025. The board meeting will need to be moved to another date. Board members opted to move the meeting to June 6, 2025.

Upon motion duly made by Karen Peterson and seconded by Greg Harnage, agenda item 2024-74, June board, was unanimously approved, which moves the June 27, 2025 board meeting to June 6, 2025.

e. *2024-75 Student Voting Campaign*

Trisha Albertsen shared that Education for All is requesting to use the 4CS logo on their materials promoting student voting. Board members expressed support for the campaign.

Upon motion duly made by Trisha Albertsen and seconded by Greg Harnage, agenda item 2024-75, Student Voting Campaign, was unanimously approved. The 4CS logo will be forwarded to Education for All for us in their campaign.

f. *2024-76 Zoom Meeting Attendance*
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*
Not present.

  i. *Government Relations Committee – Amparo Medina*
  No report.

  ii. *Strategic Planning Workgroup*
  No report.

  iii. *Elections Task Force – Trisha Albertsen*
  Trisha Albertsen reported that as of July 1, 2024, the 4CS board has the following vacancies: Director, Government Relations and At-Large South Representative.

b. *Financial Operations – Trisha Albertsen*
Trisha will begin working on updating the budgeting guidelines. She will also be working on the annual report, which is typically distributed at the November CCLC conference.

  i. *Audit Task Force*
  Trisha Albertsen reported that LaTonyua Harden is currently on vacation so audit reports for April, May and June will be completed when she returns.

  ii. *Resource Development*
  Trisha Albertsen received an email from TechSoup offering a 50% discount on Zoom. If 4CS purchases Zoom, we would no longer have to use District Zoom accounts for 4CS meetings. Trisha will research the cost and bring that information back to the board. Trisha also reported that Karen Jimenez is in the process of setting up a new donor website, Zeffy. When the new system is ready, we will be able to cancel paid subscriptions through PayPal. Trisha shared a short demo of Zeffy. Trisha is considering a fundraiser through Pampered Chef. Greg shared that he is looking at setting up an online store and will have more information at the next meeting.

c. *Director, Communications – Dina Pielaet*
Dina Pielaet shared that the marketing and awareness campaign for CLI went well. Dina would like to get started on advertising for next year's event right away. She asked that the CLI Committee adopt the theme and tagline as soon as possible.
   i. *Marketing and Communications Committee*
   No report.

d. *Director, Professional Development – Susan Rodriguez, Interim*
No report.

   i. *Professional Development Committee*
   No report.

      1. *Classified Leadership Institute*
      Trisha Albertsen reported income of $11,700 as of one week after the conference. Registration income is still pending, as the League fees and costs still need to be taken from that amount. The costs directly from 4CS should break even, which means that any money from the League will be profit. Trisha estimates at least $50,000 in profit. This is a conservative estimate and the final number could be higher.

e. *Caring Campus – Trisha Albertsen and Hope Ell*
Hope shared that the Institutionalization and Sustainability Guide is complete. Printed copies were distributed at CLI. Additional printed copies can be obtained if needed for other events or for distribution at colleges. The digital version is currently housed on IEBC's website. Trisha will work with Dina to get the digital version posted to the 4CS website. Hope and Trisha have put in a presentation proposal to present the guidebook at the CCLC Convention in November.

f. *Statewide & Legislative Committee Reports*
No report.

X. **EXECUTIVE BOARD REPORTS**

a. *President – Deborah Knowles*
Deborah Knowles reminded the board about our commitment to doing something actionable as part of the land acknowledgment. Deborah would like to do something actionable for the September meeting, if possible. Greg suggested a letter from 4CS acknowledging the unrecognized tribes in Sierra's District. Hope and Greg will work on that letter. Deborah has been serving on the AI taskforce. There is an AI survey circulating from this taskforce. Board members are encouraged to respond to the survey if they have not done so already. Deborah reminded board members to check board items in advance of board meetings. She also asked all board members to follow 4CS on social media.

b. *Vice President – Susan Rodriguez*
Susan Rodriguez shared that the Gathering of the Senates in fall will be held at Laney College on Friday, November 8. The charge will be $50. The event will be in-person only. Hybrid events are more complicated and don't seem to be as effective as fully in person events.

c. *Treasurer – Trisha Albertsen*
Trisha Albertsen reminded board members that if they will be making a travel assistance request for the September meeting, please put in the preauthorization form by the end of August.

d. *Secretary – Hope Ell*
No report.

e. *Past President – Trisha Albertsen*
No report.

XI. REGION REPRESENTATIVE REPORTS

a. *Region 1 – Krista Collett*
Not present.

b. *Region 2 – Kathleen Matthies*
Not present.

c. *Region 3 – Virginia Criswell*
No report.

d. *Region 4 – Kristal Dela Cruz*
Not present.

e. *Region 5 – Vacant*

f. *Region 6 – Gilbert Downs*
Not present.

g. *Region 7 – LaTonyua Harden*
Not present.

h. *Region 8 – Therese Grande*
Not present.

i. *Region 9 – Karen Peterson*
Karen Peterson shared that she has tried to reach out to Classified Seante Presidents in her region but has gotten no responses. Karen suggested holding region representative meetings so that region reps can talk and collaborate.

j. *Region 10 – John Feist*
Not present.

k. *At-Large North Representative – Greg Harnage*
Greg Harnage is working on gathering pertinent information on Classified Senate's across the state so that 4CS will have a more up-to-date database.

l. *At-Large South Representative – Vacant*

XII. <u>GOOD OF THE ORDER</u>

Trisha Albertsen shared that officer onboarding was scheduled as an in-person event on July 13. That date needs to be changed due to several conflicts.

Trisha Albertsen reported that Las Positas College contacted needs a classified convocation speaker. The speaker they originally booked canceled. If anyone has any suggestions, please contact Trisha.

XIII. <u>ADJOURN</u>

Meeting adjourned at 12:43 p.m. on Friday, June 21, 2024.

Approved on: September 27, 2024

President's Signature: Deborah Knowles