



**MINUTES OF THE EXECUTIVE BOARD  
HELD VIA ZOOM VIDEO CONFERENCE  
ON FRIDAY, NOVEMBER 17, 2021 AT 12:00 PM**

A meeting (the “Meeting”) of the Executive Board for the California Community Colleges Classified Senate (“Executive Board”) was held at 12: 00 PM PST on Wednesday, November 17, 2021 via Zoom conference call. The following Board of Governors members were present (distinguished with a ☒ constituting a quorum:

☒ Trisha Albertsen		
☒ Dawn Bridge	☐ Scott Heiden	☒ Felisia Mitchell
☐ Donney Cummins	☒ Karen Hunter	☒ David Rodriguez
☒ Kimberly Duong	☒ Karen Jimenez	☒ Susan Rodriguez
☒ Hope Ell	☒ Deborah Knowles	☒ Sebastian Szczebiot
☐ Therese Grande	☐ Amparo Medina	

Others Present: Monica Souza, President Emeriti, My Loi, 4CS Associate, Tyler Wyckoff.

**Call to Order**

Meeting called to order at 12:04 PM PST

**Welcome and Introductions**

T. Albertsen welcomed everyone.  
All attendees introduced themselves.

**APPROVAL OF AGENDA AND MINUTES**

*a. Agenda*

Trisha Albertsen presented meeting agenda for review and revision.

**Upon motion duly made by D. Knowles and seconded by F. Mitchell, board approved of the November 2021 meeting agenda.**

*b. Minutes*

Trisha Albertsen presented September 24, 2021 meeting minutes for review and revision.

**Upon motion duly made by H. Ell and seconded by D. Rodriguez, the board approved of the September 24, 2021 meeting minutes.**

## **CONSENT AGENDA**

Trisha Albertsen presented the items listed in the consent agenda.

- a. [2022-22](#) Quarterly Financials
- b. [2022-23](#) Quarterly Membership and Sponsorship Report

**Upon motion duly made by D. Knowles and seconded by D. Bridge, the board approved the consent agenda items.**

## **GOVERNANCE PROCESS**

- c. [2022-24](#) Approval of Area Representative Appointment

**Upon motion duly made by K. Hunter and seconded by F. Mitchell the board unanimously approved the appointment of Tyler Wyckoff to represent Area C**

T. Wyckoff was sworn in by T. Albertsen

- d. [2022-25](#) Leave of Absence  
T. Grande requested leave through December 2021 due to personal/family demands.

**Upon motion duly made by D. Bridge and seconded by H. Ell the board unanimously approved.**

- e. [2022-26](#) Associate Board Members  
Discussion on questions:  
Annual reviews and two-year terms

**Upon motion duly made by D. Knowles and seconded by D. Bridge the board unanimously approved**

- f. [2022-27](#) Policies Revision – First Read

T. Albertsen reported reviewing other senate policies.

Streamlined, reduced document from 121 pages to 35.

Removed procedural processes

Procedures will be in a new document

Added a recall section

Comments needed before December 31, 2021.

Second read at January meeting.

## **OLD BUSINESS**

- a. [2021-19](#) Storage Unit Update  
January 2022 – Inventory Chico Office  
April 2022 – Clean out and Move Chico Office  
June 2022 – Complete the change to Fresno
- b. [2021-46](#) Strategic Plan & Goals  
Next meeting voting on goals.  
D. Knowles will send board an email and requests board review the goals and work of the committee.

## **NEW BUSINESS**

- a. [2022-28](#) 2020 Tax Returns  
Revenue - \$27,333.00  
Paid Dept. of Justice: \$25.00 and preparer.

## **REPORTS (COMMITTEE/TASK FORCE/WORK GROUP)**

- a. *Board Governance*  
D. Knowles reported no changes. Reviewed the [committee membership list](#).  
Message D. Knowles if interested in joining the committee.
- b. *Financial Operations*  
K. Duong reported the committee has met a few times.  
Working to involve the committee with the Budget Prep Timeline.  
Establishing credit card guidelines  
QuickBooks may change the audit process.
- c. *Marketing/Public Relations*  
T. Albertsen reported the 4CS Connect for November will be sent out on Friday, November 19, 2021.  
T. Albertsen shared the new 4CS website with a goal to go live January 1, 2022.  
T. Albertsen shared state reports.
- d. *Resource Development*  
K. Jimenez reported the group met a few times.  
Holiday fundraiser - Charleston Wrap \$240.00  
Spring fundraising, will be a longer drive  
See's Candies, starting the end of January, 2022  
Working on ideas for CLI – Silent Auction, Board Basket, also fundraising timeline and building goals.
- e. *Communications*  
Vacant – No Report

**REPORTS (COMMITTEE/TASK FORCE/WORK GROUP) continued**

- f. *CLI Task Force*  
K. Hunter reported the committee will be meeting on December 1, 2021  
Full flyer will be sent out in December, open registration starts January 3, 2022.  
Awards and scholarship requests have been sent.  
D. Knowles reported the call for presentations will begin on January 3, 2022  
Working on workshop strand and will include job/best practice and equity sessions.  
Discuss PR video for CLI similar to 3CLA video  
T. Albertsen reported continuing to send information to potential sponsors and exhibitors – suggestions would be helpful.
- g. *Gathering of the Senates*  
D. Knowles reported the statewide all virtual gathering had approximately 120 registered.  
Successful conversation about “Where we go from here,” and activity “Cup of Comfort.”  
Spring is hopeful for in-person, maybe hybrid.
- h. *Speaker’s Bureau Task Force*  
No Report
- i. *Technology Workgroup*  
No Report
- j. *Statewide Committees Reports*  
CCLC Advisory for Legislation – No Report

Assessment Advisory Committee (AB705) – No Report

**EXECUTIVE BOARD REPORTS**

- a. President – T. Albertsen  
  
DEI survey – almost 3300 classified professionals responded, more info late December.  
Partnership with Caring Campus/IBEC.  
Met with Cypress to start a senate.  
Needs everyone to complete the January meeting google form.
- b. Region 1 Vice President – F. Mitchell –  
  
Welcomed T. Wyckoff as new area rep.
- c. Region 2 Vice President – S. Rodriguez –  
  
Not present
- d. Region 3 Vice President – D. Knowles  
  
Working to let colleges know who the reps are even if the colleges do not have senates

## **EXECUTIVE BOARD REPORTS continued**

e. Secretary -K. Hunter

Learning the forms in the Google Drive.

Requested an update to the Area Report

Group of area reps, led by D. Rodriguez will bring back in January.

f. Treasurer – K. Duong

Membership – 9 college/senates and 2 individuals

Revenue YTD (October 31, 2021) = \$24,739.26

Expenditures YTD (October 31, 2021) = \$9,746.80

Set-up P.O. Box – receiving mail there now.

Gave a demonstration on QuickBooks.

g. Communications Officer –  
No Report

h. Past President – K. Jimenez

K. Jimenez reported that Hope Ell, Amy Hunter, and K. Jimenez will be doing a breakout session on the Classified Perspective of Caring Campus and getting buy in for implementation, at the CCLC conference.

## **AREA REPRESENTATIVES REPORTS**

a. Area A- Vacant

b. Area B - Vacant

c. Area C – T. Wyckoff

T. Wyckoff reported that as he is new, there is nothing to report as of now.

d. Area D– S. Heiden

Not present

e. Area E– Vacant

f. Area F– D. Rodriguez

D. Rodriguez reported scheduling additional meetings with senates in the area.

Several from the area attended the Gathering of the Senates and he received good feedback.

The senates are trying to work with unions, gain release time, and more professional development.

g. Area G– Vacant

h. Area H– Vacant

i. Area I – Vacant

j. Area J – S. Szczebiot

S. Szczebiot reported the district voted to support the start of the senate.

9+1 works in their area.

Classified active in the process updating of governance.

Ventura and Oxnard participated w/ Caring Campus.

k. Area K – Vacant

l. Area L – A. Medina

Not present

m. Area M – Vacant

**AREA REPRESENTATIVES REPORTS continued**

- n. Area N – H.A. Ell  
H.A. Ell reported Victor Valley and Barstow to start new senates
- o. Area O – T. Grande  
Not present
- p. Area P – D. Bridge  
D. Bridge reported on the changes with the senates in her area.
- q. Area Q – D. Cummins  
Not Present
- r. Area R – Vacant

**GOOD OF THE ORDER**

No items

**ADJOURN**

Meeting adjourned at 4:03 PM PST.