



**MINUTES OF THE EXECUTIVE BOARD
HELD IN VISALIA AND VIA ZOOM VIDEO CONFERENCE
ON FRIDAY, SEPTEMBER 24, 2021 AT 9:00AM**

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 Friday, September 24, 2021 in Visalia and via Zoom conference call. The following Board of Governors members were present (distinguished with a ☒) constituting a quorum:

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

Others Present: Monica Souza and Debbie Weatherly, President Emeriti

APPROVAL OF AGENDA AND MINUTES

a. Agenda

Trisha Albertsen presented meeting agenda for review and revision.

Upon motion duly made by Sebastian Szczebiot and seconded by Deborah Knowles the board approved of the September 2021 meeting agenda.

b. Minutes

Trisha Albertsen presented June 25, 2021 meeting minutes for review and revision.

Upon motion duly made by Deborah Knowles and seconded by Hope Ell, the board approved of the June 25, 2021 meeting minutes.

c. Minutes

Trisha Albertsen presented August 20, 2021 meeting minutes for review and revision.

Upon motion duly made by Deborah Knowles and seconded by Felisia Mitchell, the board

approved of the August 20, 2021 meeting minutes with an abstention from Sebastian Szczebiot.

CONSENT AGENDA

Trisha Albertsen presented the items listed in the consent agenda.

Upon motion duly made by Karen Jimenez and seconded by David Rodriguez the board unanimously approved of the consent agenda items consisting of Quarterly Financials and Membership Report.

GOVERNANCE PROCESS

- a. Resignation of Courtnee Mack
Trisha Albertsen informed the board of Courtnee Mack's resignation.
- b. Resignation of Shondra West as Communications Officer
Trisha Albertsen informed the board of Shondra West's resignation as Communications Officer.
- c. President Emerita Status for Shondra West
Trisha Albertsen presented information about Shondra West's (President 2017-2019) service to the board.

Upon motion duly made by Karen Hunter and seconded by Deborah Knowles the board unanimously approved of President Emerita status for Shondra West.

OLD BUSINESS

- a. *2022-2023 Calendar*
Trisha Albertsen updated the board on the meeting and activity dates added for 2023.

Upon motion duly made by Karen Jimenez and seconded by David Rodriguez, the board unanimously approved the 2022-2023 calendar.

- b. *Strategic Plan & Goals (Mission, Vision, Values) - 2nd Read*
Deborah Knowles led discussion on the updates to the organization's mission, vision, and values.

Upon motion duly made by Deborah Knowles and seconded by Karen Hunter to approve of the updated mission, vision and values, Deborah Knowles made a motion to amend the motion by including the recommendations to wording by the board. The amended motion was seconded by Amparo Medina and the board unanimously approved.

NEW BUSINESS

- a. *Request for increase in CLI Budget*
Karen Hunter proposed a \$10,000 increase to the CLI 2022 budget to cover the keynote speaker and provide the speaker's book as a give-away to each attendee.

Upon motion duly made by Karen Jimenez and seconded by Deborah Knowles, the board unanimously approved of the \$10,000 increase to the CLI 2022 budget.

b. Conference Charges Update

Trisha Albertsen led discussion on updated the charges of the conference taskforce to remove "Elections" since this has been moved under "Governance Committee".

Upon motion duly made by Amparo Medina and seconded by Deborah Knowles, the board unanimously approved of changes to the conference charges.

c. 4CS Connect Monthly Notices

Shondra West proposed a monthly update titled "4CS Connect" which is to be sent out via email to the organization's listservs. The Communications Officer and members of the Marketing/Public Relations Committee will be responsible for organizing and disseminating this monthly update.

Upon motion duly made by David Rodriguez and seconded by Karen Jimenez, the board unanimously approved of the 4CS Connect.

d. Website Consultant

Trisha Albertsen and Karen Jimenez led discussion on using a website company to create a new website for the organization. They presented a quote from ProWeaver which had a variety of packages ranging in price from \$800 for a basic package to \$3,800 for the Premium package.

Upon motion duly made by Karen Hunter and seconded by David Rodriguez, the board unanimously approved of using the recommended package from ProWeaver to create a new website.

e. 4CS Mailing Address

Kimberley Duong provided information about a variety of post box options and recommended opening a mailbox at a UPS store in Fresno. The organization's official address will be the CCLC address while the business address can be adjusted based on where the Treasurer changes.

Upon motion duly made by Karen Jimenez and seconded by Karen Hunter, the board unanimously approved of opening a mailbox at a UPS store in Fresno.

f. Accounting and Asset Tracking Software

Kimberley Duong provided information about implementing an accounting software will allow us to streamline our processes and add a place to house our financial data in a more secure method. She recommended Quickbooks Advanced and Asset Guru Micro Edition add on.

Upon motion duly made by Karen Jimenez and seconded by David Rodriguez, the board unanimously approved of obtaining Quickbooks Advanced and Asset Guru Micro Edition add on.

g. DEI and Anti-Racism Statement

Trisha Albertsen and Deborah Knowles led a conversation to solicit feedback for creating a DEI and Racism Statement for the Strategic Planning document.

REPORTS (COMMITTEE/TASK FORCE/WORK GROUP)

a. Board Governance

Deborah Knowles and Karen Jimenez reported the following:

Change in leadership – Deborah Knowles is now chairing.

Strategic Planning Task Force – will go into effect to work on goals, vision, and mission.

Internal Review Task Force – will review the bylaws, policies and procedures on a regular basis.

Election Task Force – change in leadership from V.P. to Past President.

b. Financial Operations

Kimberly Duong reported the following:

Accounting Guidelines – received comments and questions on and working to incorporate them into guidelines.

Audit Group – completing training and the group will have the audit caught up.

Goal – Finance Operating Committee to participate in budget planning.

c. Marketing/Public Relations

Change in Leadership – Trisha Albertsen will chair.

d. Resource Development

Karen Jimenez reported on the following:

Group created a Resource Development timeline.

Goals – increase memberships to \$10,000.00. Add a few more fundraising campaigns (fall/holiday and spring).

e. CLI Task Force

Karen Hunter, Trisha Albertsen, and Deborah Knowles reported the following:

CLI Keynote has been secured, contract will be sent out – Joe Britto.

Theme – updated 80s to 80s Rock Star

Participant scholarships – honoring 2020 scholarship winners and will also award new scholarships for 2022.

Agenda – went over CLI [agenda](#), 4CS Board members need to be at CLI no later than 8:00 AM Tuesday, June 7, 2022.

Registration and Call for Presentations – January 3, 2022

We will be using the conference app

Save the Date – out in October

f. *Gathering of the Senates*

Deborah Knowles reported the following:

Felisia Mitchell has been working on the save the date and it will go out within the next few days.

Gathering of the Senates will be virtual with all three regions and held on October 27, 2021.

Spring events will be held by each region and planning to be in person.

g. *Speaker's Bureau Task Force*

No reports

Technology Workgroup

No reports

h. *Statewide Committees Reports*

CCLC Advisory for Legislation – Sebastian Szczebiot, group advises on which direction CCLC should lobby on legislation. Classified specific AB 348.

Assessment Advisory Committee (AB705) – Deborah Knowles, tasked to implement the rest of AB705 and how to assess and what tools are needed.

EXECUTIVE BOARD REPORTS

a. President – T. Albertsen

Listening to Consultation Council Meetings, attending Region 9 meetings as the 4CS Rep.

Karen Jimenez and Trisha worked on the DEI Professional Development Survey.

K. Jimenez and Trisha were panelist on a webinar in July (Classified to Leadership – Institute for Tomorrow).

Holding Friday Zooms.

b. Region 1 Vice President – F. Mitchell – no report

c. Region 2 Vice President – S. Rodriguez – no report

d. Region 3 Vice President – D. Knowles

Acknowledged her relationship with the videographer that has been previously used and recommends for future use, such as CLI.

Region 3 update – Met with or planning on meeting with area reps.

Planning to meet with reps from colleges without senates.

Working on gathering the number of CA classified, to see union representation.

e. Secretary -K. Hunter

After October, Karen reported she will no longer be on the CASFAA Board, which will open her time up for 4CS.

Working on updating the forms in the Google drive.

f. Treasurer – K. Duong

Updated year end financials after July deposits.

4CS Total Revenue: \$47932.69 Total Expenditures: \$15927.46

CLI Budget: \$38,400.00 Total Expenditures: \$926.68

Quickbooks allows us to go to an Accrual System instead of Cash Basis.

Memberships 20/21: 28 senate, college, districts \$6350.00, 25 individual memberships \$2695.00

21/22 memberships: to date 6 organizational members \$1950.00, 2 individuals \$150.00

T. Albertsen reported that we have not been able to change the names on the bank account yet.

- g. Communications Officer – S. West
Excited that the 4CS Connect was approved
Suggests the 4CS President should be a part of the communications task force, as communications need to come through the President.
Emails will be forwarded to T. Albertsen until they can be set up to go directly to the 4CS communications email.
4CS Connect will go out on or around October 1, 2021
- h. Past President – K. Jimenez
Budget Change Request – Acting Chancellor Gonzales recommended we submit the change at \$5 mil.
Suggestion – 4CS write draft directions to complete the process of submitting a budget change request, like Academic Senates, for future reference.
Encourages individual board members to support 4CS with a sponsorship. Monthly donations can be made under corporate donations on our current website.

AREA REPRESENTATIVES REPORTS

- a. Area A- Vacant
- b. Area B - Vacant
- c. Area C – Vacant
- d. Area D– S. Heiden
No present
- e. Area E– Vacant
- f. Area F– D. Rodriguez
Started meeting with the local senate leaders and having a positive experience.
Focus on offering the senate’s support, strengthen communication with 4CS and between the area senates, and building a relationship.
Reviewed Area reports – common goals and problems (professional development/Unions)
- g. Area G– Vacant
- h. Area H– Vacant
- i. Area I – Vacant
- j. Area J – S. Szczebiot
Area submitted their reports
Good relationship with the area senates
Local District Office created a senate over the summer.
- k. Area K – Vacant
- l. Area L – A. Medina
8 colleges, CSEA colleges don’t have senates.
Looking into contracts for opportunities to help establish senates.
- m. Area M – Vacant
- n. Area N – H.A. Ell
Report presented by T. Albertsen
Two colleges, Barstow and Victor Valley, are interested in starting senates.
No other colleges reported in.
- o. Area O – T. Grande
Not present
- p. Area P – D. Bridge
Not present.

q. Area Q – D. Cummins

No colleges reported in.

Saddleback, not part of his new area, however, will be still working with the college to help rebuild the senate.

Working closely with the Region 3 V.P. to help with the L.A. area colleges.

r. Area R – Vacant

GOOD OF THE ORDER

T. Albertsen – We have 10 out 18 vacant areas. Please reach out to people who may be interested participating in 4CS.

K. Jimenez – Thank you for embracing the technology (zoom).

S. Szczebiot - informed the board about the USC Equity Institute and suggested looking further into the options they provide.

T. Albertsen – announced the meeting times for November meeting all via Zoom. January's meeting can be in person in Sacramento.

ADJOURN

Meeting adjourned at 3:05 PM PST.