



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
RENAISSANCE ESERALDA RESORT & SPA, INDIAN WELLS
AND VIA ZOOM VIDEO CONFERENCE ON
WEDNESDAY, NOVEMBER 15, 2023

Members present (distinguished with an “X”):

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

Others present: Dr. Sonya Christian, Chancellor, California Community Colleges; Karen Jimenez, 4CS President Emeriti

I. **CALL TO ORDER**

The meeting was called to order by Deborah Knowles at 9:14 a.m. on Wednesday, November 15, 2023.

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 welcomed everyone to the meeting. Introductions were conducted.

- a. Special Guest – Dr. Sonya Christian, Chancellor, California Community Colleges:
Dr. Christian joined the meeting at 10:00 a.m. She asked 4CS members to introduce themselves. She thanked classified professionals for their work across the state. Dr. Christian shared an overview of Vision 2030. Vision 2030 supports the idea of moving forward, even if things are not perfect, to try to make change. The goals of Vision 2030 include equity in success, access, and support. The strategic directions of Vision 2030 are equitable pathways to baccalaureate attainment, equitable workforce and economic development, and generative AI and the future of teaching and learning. Dr. Christian would like to see 4CS involvement in learning opportunities, specifically around AI, as AI will change the work of classified professionals. Dr. Christian noted some of the opportunities to engage additional students in the community colleges, for example, approximately 80% of high school seniors in California are not participating in dual enrollment. Many of these students are part of underrepresented populations. In addition, there are foster youth and incarcerated populations that could benefit from what California community colleges have to offer. Dr. Christian shared that she has a weekly blog and she would like to highlight 4CS as part of her blog.

Trisha Albertsen asked about 4CS's status on Consultation Council. Dr. Christian reported that she understood that the issue had been addressed, but will follow up to clarify.

IV. APPROVAL OF AGENDA AND MINUTES

- a. *2024-23 Approval of Agenda, November 15, 2023*

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

Hope Ell motioned to amend the agenda, pulling item 2024-24, Approval of Minutes and adding Dawn Heuft from Grossmont College to agenda item 2024-30, CCMS Advisory Committee Appointment. Dina Pielat seconded. Agenda item 2024-23, Approval of Agenda, November 15, 2023, was approved with the amendments to remove 2024-24, Approval of Minutes, and add Dawn Heuft from Grossmont College to agenda item 2024-30, CCMS Advisory Committee Appointment.

- b. *2024-24 Approval of Minutes, September 22-23, 2023*

Item withdrawn.

V. **CONSENT ITEMS**

- a. *2024-25 4CS Financials: September-October 2023*
- b. *2024-26 4CS Membership and Sponsorship Report: September-October 2023*

Deborah Knowles presented the items listed on the consent agenda.

Upon motion duly made by Susan Rodriguez and seconded by Trisha Albertsen, the board unanimously approved consent agenda items 2024-25, Financials: September-October 2023, and 2024-26 4CS Membership and Sponsorship Report: September-October 2023.

VI. **GOVERNANCE ITEMS**

- a. *2024-27 Swearing In of New Board Members*

The following board members were sworn in:

Vice President – Susan Rodriguez, San Joaquin Delta College

Director, Government Relations – Amparo Medina, Oxnard College

Region Representatives

- Region 1, Krista Collett, Butte College
- Region 4, Kristal Dela Cruz, Mission College
- Region 6, Gilbert Downs, Oxnard College
- Region 7, LaTonyua Harden, Long Beach City College
- Region 9, Karen Peterson, Crafton Hills College
- Region 10, John Feist, San Bernardino Valley College

- b. *2024-28 Board Advisor Appointment*

Agenda item 2024-28, Board Advisor Appointment was presented for approval.

Upon motion duly made by Trisha Albertsen and seconded by LaTonyua Harden, the board unanimously approved agenda item 2024-28, Board Advisor Appointment, appointing David Rodriguez as a board advisor.

- c. *2024-29 Board Member Appointment*

Agenda item 2024-29, Board Member Appointment was presented for approval.

Upon motion duly made by Trisha Albertsen and seconded by Susan Rodriguez, the board unanimously approved agenda item 2024-29, Board Member Appointment, appointing Kristal Dela Cruz to the position of Region 4 Representative.

- d. *2024-30 CCMS Advisory Committee Appointment*
Agenda item 2024-30 CCMS Advisory Committee Appointment was presented for approval. This item was amended under item 2024-23, Approval of Agenda, to add Dawn Heuft from Grossmont College as the appointee.

Upon motion duly made by Susan Rodriguez and seconded by John Feist, the board unanimously approved agenda item 2024-30, CCMS Advisory Committee Appointment, appointing Dawn Heuft to serve on the CCMS Advisory Committee.

- e. *2024-31 Flex Calendar Workgroup Appointment*
Deborah Knowles presented agenda item 2024-31, Flex Calendar Workgroup Appointment, for information only. Deborah has appointed Hope Ell to the Flex Calendar Workgroup, with Amparo Medina as the alternate.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

- a. *2024-32 Classified Senate Allowable Time Survey*
A question was received through the 4CS website about conducting a survey for allowable time for Classified Senate Presidents and/or members. Amparo Medina noted that this question was sent out to the listserv previously and she compiled a spreadsheet with the responses. She shared the responses and volunteered to update the information. Amparo will share updated information at a future meeting.
- b. *2024-33 Committee Appointments*
Deborah Knowles noted that this item is typically addressed in June; however, due to the reorganization, it was postponed. The board reviewed the list and made updates as appropriate. Those interested in serving on specific committees were asked to submit their names to Deborah Knowles.
- c. *2024-34 Draft External Audit Report*
Trisha Albertsen presented agenda item 2024-34, Draft External Audit Report, for information only.
- d. *2024-35 Rising Scholars Advisory Board*
Trisha Albertsen presented agenda item 2024-35, Rising Scholars Advisory Board, for discussion. The Chancellor's Office has requested that a 4CS representative join this advisory board. The board meets virtually, 60-90 minutes on a quarterly basis. Dina Pielat volunteered to serve.

IX. COMMITTEE REPORTS

- a. Board Governance – Deborah Knowles
Deborah Knowles shared that through IEBC and the Caring Campus workgroup, 4CS was able to conduct some lobbying earlier this year. IEBC would like to do some additional lobbying with 4CS. Dates for future lobbying are being explored. Deborah also shared that 4CS will continue to advocate for a seat on Consultation Council.
 - i. Elections Task Force – Trisha Albertsen
Trisha Albertsen shared that elections went well. The bylaws passed with only one no vote. There was no election process because all members ran unopposed, so they were appointed by acclimation. All region representative positions are filled. Vacancies still exist for the north and south region representatives, the director of professional development, and treasurer positions.
- b. Financial Operations – Trisha Albertsen
Trisha Albertsen noted that the transition to QuickBooks has gone well.
 - ii. Audit Task Force
Trisha Albertsen and LaTonyua Harden have been ensuring that audits are completed monthly.
 - iii. Resource Development
Trisha Albertsen reported that the Charleston Wrap fundraiser runs through December 4. A spring fundraiser is being researched for around Mother’s Day or Easter.
- c. Classified Leadership Institute – Trisha Albertsen
Trisha Albertsen provided an update on planning for Classified Leadership Institute.
- d. Speakers’ Bureau – Susan Rodriguez/Olga Prizhbilov
No report.
- e. Statewide & Legislative Committee Reports
Assessment Advisory Committee – Dina Pielat shared that the group has been working on selecting two self-assessment tools for ESL. They will later assess all of the assessment tools on each campus.

CCC LGBTQIA+ Committee – Dina Pielat reported that the group is working on the next conference, which will be held virtually in April.

DEIA Summit – Dina Pielat shared that the last DEIA Summit was held recently and the group has not met since the summit.

X. CARING CAMPUS

Trisha Albertsen and Hope Ell shared that there have been three of four Caring Campus Institute sessions held. They have been going very well, with nearly 100 percent attendance at each session. The last session will take place on November 30. In the spring, Trisha and Hope will be working with the participants to create a guidebook from the information gathered in fall. There will be a general session held at CLI on promising practices, and each of the Caring Campus Institute groups have been encouraged to hold a concurrent session at CLI as well.

XI. EXECUTIVE BOARD REPORTS

a. President – Deborah Knowles

Deborah Knowles reminded the board to submit names for committee service. She also reminded the board that the strategic plan check in would take place in January.

b. Vice President – Susan Rodriguez

Susan Rodriguez reported that Modesto Junior College has been approved for a Senate. Santiago Canyon College is interested in creating a Senate, but is facing some opposition from the union side. Cypress College formed a Senate about two years ago, during the pandemic, but they are feeling lost. Susan will be meeting with them; LaTonyua Harden and Karen Jimenez volunteered to participate in that meeting as well. Gathering of the Senates was held last Thursday, November 9; 24 people attended. Laney College has offered to host Gathering of the Senates next fall. Moorpark is still considering hosting the spring Gathering of the Senates. The target date for that meeting spring is February 15.

c. Treasurer – Trisha Albertsen

Trisha Albertsen reported the following balances:

Checking – \$78,581.64

Savings – \$25,015.06

PayPal – \$367.51

Approximately \$43,000 of current funding is from the Caring Campus grant and the majority of that money will be expended by the end of January.

d. Secretary – Hope Ell

No report.

e. Past President – Trisha Albertsen

No report.

XII. DIRECTORS

a. Director, Communications – Dina Pielacet

i. Marketing & Public Relations

Dina Pielacet reported that CLI marketing is a priority. She will be collecting information for a newsletter soon.

b. Director, Government Relations – Amparo Medina

Amparo Medina shared that she is interested in increasing the number of times that 4CS meets per year and would like to start inviting groups that 4CS might be able to collaborate with. Amparo is interested in bringing an outside facilitator to help guide 4CS with the student planning sessions. She would also like to see a professional development page created on the 4CS website, where upcoming conferences can be listed.

c. Director, Professional Development – Vacant

XIII. AREA REPRESENTATIVE REPORTS

a. Region 1 – Krista Collett

No report.

b. Region 2 – Kathleen Matthies

Not present.

c. Region 3 – Virginia Criswell

Not present.

d. Region 4 – Kristal Dela Cruz

Kristal Dela Cruz reported that she would be presenting at the CCLC Conference on Friday morning. She also attended the north Gathering of the Senates.

e. Region 5 – Monique Reyna

Not present.

f. Region 6 – Gilbert Downs

Not present.

g. Region 7 – LaTonyua Harden

No report.

h. Region 8 – Therese Grande

Not present.

i. Region 9 – Karen Peterson

No report.

j. Region 10 – John Feist

John Feist noted that he was elected to represent Region 10, although he is not part of Region 10. He is hoping to work on cross-region meetings to help increase involvement in 4CS.

k. At-Large North Representative – Vacant

l. At-Large South Representative – Vacant

XIV. GOOD OF THE ORDER

None.

XV. ADJOURN

Meeting adjourned at 3:45 p.m.

Approved on: January 27, 2024

President's Signature: Deborah Knowles

4CS Nov 2023 Board Mtg Minutes-FINAL

Final Audit Report

2024-04-24

Created:	2024-04-15
By:	Trisha Albertsen (Trisha.Albertsen@chaffey.edu)
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Transaction ID:	CBJCHBCAABAAvC8SW44irzeNEZ8Tphlc7kdNzfONZ3wm


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