



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
MISSION COLLEGE AND VIA ZOOM VIDEO CONFERENCE ON
FRIDAY, SEPTEMBER 22 AND SATURDAY, SEPTEMBER 23, 2023**

Members present (distinguished with an “X”):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Trisha Albertsen | <input checked="" type="checkbox"/> Kathleen Matthies |
| <input checked="" type="checkbox"/> Virginia Criswell | <input type="checkbox"/> Amparo Medina |
| <input checked="" type="checkbox"/> Kristal Dela Cruz | <input type="checkbox"/> Felisia Mitchell |
| <input checked="" type="checkbox"/> Hope Ell | <input checked="" type="checkbox"/> Dina Pielat |
| <input checked="" type="checkbox"/> Therese Grande | <input type="checkbox"/> Monique Reyna |
| <input checked="" type="checkbox"/> LaTonyua Harden | <input checked="" type="checkbox"/> David Rodriguez |
| <input checked="" type="checkbox"/> Deborah Knowles | <input checked="" type="checkbox"/> Susan Rodriguez |

Others present: Dr. Sehen Awan, President, Mission College; Monir Masoud, Manager of Community College Partnerships, National University

I. CALL TO ORDER

The meeting was called to order by Deborah Knowles at 9:17 a.m. on Friday, September 22, 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.

Kristal Dela Cruz read the Mission College Land Acknowledgment

We begin with the acknowledgment that we, as settlers and displaced people, reside on the unceded sacred land of the Muwekma Ohlone Tribe. We are aware that the U.S. began with the conquest and genocide of Indigenous People and grew its wealth from the labor of enslaved Africans. The effects of colonialism and imperialism are still present and felt in the lives of many. We offer our respect to their ancestors, Elders, and descendants today. May we learn to be better stewards of the land.

III. WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS

Deborah Knowles welcomed everyone to the meeting. Deborah asked the senators to state their name and the name of their college.

- a. Special Guest – Monir Masoud, Manager of Community College Partnerships, National University – Mr. Masoud attended the meeting to provide information and ask 4CS to promote an educational scholarship. The scholarship would provide 25 percent off bachelor's and master's programs and 15 percent off doctoral programs to all classified employees of California community colleges. Trisha Albertsen noted that if the board agrees to the MOU, there is a typo under parties mutual agreement, paragraph A, that will need to be corrected before the MOU is signed.

IV. APPROVAL OF AGENDA AND MINUTES

Agenda item 2024-08, Approval of the Agenda, was presented for review and approval. The agenda was accepted as presented.

Agenda item 2024-09, Approval of Minutes, March 24-25, 2023 was presented for review and approval. The minutes were approved as presented.

Agenda item 2024-10, Approval of Minutes, Annual Business Meeting, June 8, 2023 was presented for review and approval. The minutes were approved with the following addition under Governance Process, Item d: "Results will be announced following the close of online voting on Friday, June 9 during the CLI wrap-up general session."

Agenda item 2024-11, Approval of Minutes, June 23, 2023 was presented for review and approval. The minutes were approved as presented.

Agenda item 2024-12 Approval of Minutes, Special Meeting, July 29, 2023 was presented for review and approval. The minutes were approved as presented.

V. CONSENT ITEMS

- a. *2024-13 4CS Financials: June Year End Financial Report*
- b. *2024-14 4CS Financials: July-August 2023*
- c. *2024-15 4CS Membership and Sponsorship Report: July-August 2023*

Deborah Knowles presented the items listed on the consent agenda.

David Rodriguez motioned to pull agenda item 2024-13, Financials: June Year End Financial Report, for discussion and to approve consent agenda items 2024-14, Financials: July-August 2023, and 2024-15, Membership and Sponsorship Report: July-August 2023 as presented. Therese Grande seconded. Agenda items 2024-14 Financials: July-August 2023 and 2024-15, Membership and Sponsorship Report: July-August 2023 were unanimously approved with an amendment to pull item 2024-13 for discussion.

Agenda item 2024-13, Financials: June Year End Financial Report was pulled for additional discussion. David Rodriguez asked for additional information on the low amount in the checking account. Trisha Albertsen noted that the June year-end report did not include the income from the Classified Leadership Institute (CLI).

Upon motion duly made by Susan Rodriguez and seconded by LaTonyua Harden, agenda item 2024-13, Financials: June Year End Financial Report, was unanimously approved.

VI. GOVERNANCE ITEMS

- a. *2024-16 Approval of New Senate, Monterey Peninsula College*

Deborah Knowles presented agenda item 2024-16, Approval of New Senate, Monterey Peninsula College for approval.

Upon motion duly made by Susan Rodriguez and seconded by David Rodriguez, agenda item 2024-16, Approval of New Senate, Monterey Peninsula College, was unanimously approved.

VII. OLD BUSINESS

- a. *2024-04 Procedures*

Hope Ell presented agenda item 2024-04, Procedures, for review and approval. The board reviewed and suggested changes to the Procedures.

Meeting recessed at 4:55pm on Friday, September 22. Meeting resumed at 9:07am on Saturday, September 23 with the following members present: Trisha Albertsen, Virginia Criswell, Kristal Dela Cruz, Hope Ell, LaTonyua Harden, Deborah Knowles, Kathleen Matthies, Dina Pielat, David Rodriguez, and Susan Rodriguez. Meeting began with continued review of agenda item 2024-04, Procedures.

Based on the changes suggested in the Procedures, a motion was made by Trisha Albertsen to add agenda item 2024-03, Policies, under Old Business, Item D., to this agenda so that the Policies can be updated to align with the Procedures. Motion was seconded by Susan Rodriguez. The addition of agenda item 2024-03, Policies, to this agenda as item D under Old Business was unanimously approved.

Upon motion duly made by Trisha Albertsen and seconded by Kathleen Matthies, agenda item 2024-04, Procedures, was unanimously approved.

b. 2024-06 Travel Guidelines

Trisha Albertsen presented agenda item 2024-06, Travel Guidelines, for review and approval.

Upon motion duly made by Susan Rodriguez and seconded by Kathleen Matthies, agenda item 2024-06, Travel Guidelines, was unanimously approved.

c. 2024-07 Accounting Guidelines

Trisha Albertsen presented agenda item 2024-07, Accounting Guidelines, for review and approval.

Upon motion duly made by Susan Rodriguez and seconded by Virginia Criswell, agenda item 2024-07, Accounting Guidelines, was unanimously approved.

d. 2024-03 Policies

Based on the review of the Procedures, changes to Policies are needed so that the documents align. Changes to the Policies will be those necessary to align with the changes to Procedures above. In addition, a policy will be added to reflect the need for ADA compliant documents.

Upon motion duly made by Trisha Albertsen and seconded by Hope Ell, agenda item 2024-03, Policies, was unanimously approved.

VIII. NEW BUSINESS

a. 2024-17 2023-2024 Adopted Budget

Trisha Albertsen presented agenda item 2024-17, 2023-2024 Adopted Budget for review and approval.

Upon motion duly made by Kathleen Matthies and seconded by LaTonyua Harden, agenda item 2024-17, 2023-2024 Adopted Budget was approved. A roll call vote was conducted; results of the voting are below:

Trisha Albertsen – approved
Virginia Criswell – approved
Kristal Dela Cruz – approved

Hope Ell – approved
LaTonyua Harden – approved
Kathleen Matthies – approved
Dina Pielat – approved
David Rodriguez – not present
Susan Rodriguez – approved

b. 2024-18 Travel Forms

Trisha Albertsen presented agenda item 2024-18, Travel Forms, for information only.

c. 2024-19 Educational Scholarships

Agenda item 2024-19, Educational Scholarships, was discussed yesterday during the presentation by special guest Monir Masoud.

Upon motion duly made by Hope Ell and seconded by Dina Pielat, agenda item 2024-19, Educational Scholarships, was unanimously approved.

d. 2024-20 2022-2023 Annual Report

Trisha Albertsen presented agenda item 2024-20, 2022-2023 Annual Report, for information only. Dina Pielat noted that the current document is not ADA compliant; she will revise the document to meet ADA compliance standards.

e. 2024-21 4CS Professional Development Survey

David Rodriguez and Kristal Dela Cruz presented agenda item 2024-21, 4CS Professional Development Survey, for discussion. Items discussed included potential survey questions and the timeline for distributing/collecting the survey.

f. 2024-22 March Board Meeting Location

Trisha Albertsen reported that the March Board Meeting location will be Long Beach City College.

IX. COMMITTEE REPORTS

Deborah Knowles noted that the committee reports section reflects previous agendas; however, moving forward, this section will change based on the changes to the structure of the board of directors.

a. Board Governance

i. Elections Task Force

Trisha Albertsen shared the timelines for the upcoming elections.

b. Financial Operations

No report.

i. Audit Task Force

Trisha Albertsen shared that she will be working with LaTonyua Harden to conduct monthly audits.

ii. Resource Development

Resource Development was moved under Financial Operations as it relates to finances. Trisha Albertsen shared that there will be a fundraiser running from October through December through Charleston Wrap. 4CS earns 40% of sales.

c. Marketing & Public Relations

Dina Pielat shared that she plans to do more press releases. The next press release will be on the National University partnership. Dina will start circulating a Save the Date flyer for CLI soon. She will also continue to update the 4CS social media pages and work on improving the website.

d. Classified Leadership Institute

Trisha Albertsen shared updates on Classified Leadership Institute planning.

e. Speakers' Bureau

No report.

f. Statewide & Legislative Committee Reports

DEIA Summit – Dina Pielat served on the DEIA summit planning committee, although she was unable to attend the event.

CCC LGBTQIA+ Committee – Dina Pielat serves on this committee, which serves as the planning committee for the annual virtual conference. The group has met twice and will meet again in November. The committee is still working on conference details; Dina will share more information as planning progresses.

Assessment Advisory Committee – Deborah Knowles serves on this committee. The committee had their first meeting last week, and it was noted that those serving on the committee should have some connection to assessment. When Deborah took the position, she was in Counseling, but she has since moved to another department, so she will need to find a replacement. The Assessment Advisory Committee conducts the review of assessment instruments submitted by colleges and test publishers for the Chancellor's Office approval.

X. CARING CAMPUS

Trisha Albertsen and Hope Ell provided an overview of 4CS involvement with the Caring Campus project, including a timeline of events. It was announced that Trisha and Hope will co-chair the project moving forward.

Trisha also shared the current progress of the sustainability and institutionalization project.

XI. EXECUTIVE BOARD REPORTS

a. President – D. Knowles

Deborah Knowles reminded the board that Chancellor Sonya Christian will attend the November board meeting in Indian Wells and asked that board members attend in person, if possible.

Deborah also shared that there have been no updates on the status of 4CS being granted a seat at Consultation Council.

b. Region 1 Vice President – Vacant

c. Region 2 Vice President – S. Rodriguez

Susan Rodriguez reported that the North Gathering of the Senates will be hosted at Las Positas College. The proposed meeting date is October 13, but that will likely be changed to early November.

Modesto Junior College has reached out about starting a Senate. Susan will continue to update the board on their progress.

Susan will be attending the California Guided Pathways Institute in Oakland next week. Classified professionals were specifically included in this conference as it is geared toward classified involvement in Guided Pathways.

d. Region 3 Vice President – F. Mitchell

e. Treasurer – T. Albertsen

Trisha Albertsen reported that the profit from CLI was just under \$18,000. The next north conference will not be held in Visalia. She and other board members are currently exploring venues in Sacramento.

f. Secretary – H. A. Ell

No report.

g. Communications Officer – D. Pielat

No report.

h. Past President – T. Albertsen

Trisha Albertsen attended the Chancellor’s Welcome Reception along with Deborah Knowles on August 9.

XII. AREA REPRESENTATIVE REPORTS

a. Area A – Vacant

- b. *Area B – K. Matthies*
Not present.
- c. *Area C – Vacant*
- d. *Area D – V. Criswell*
Virginia Criswell shared that she will take the role of CLI Chair next year.
- e. *Area E – Vacant*
- f. *Area F – D. Rodriguez*
Not present.
- g. *Area G – Vacant*
- h. *Area H – K. Dela Cruz*
Kristal Dela Cruz shared that the Mission College Senate is working on a Classified Equity Certification program. The program is led by classified, for classified. Participants will be eligible for a growth incentive and will earn a certificate.

Kristal will lead a workshop at CCLC with David Rodriguez.

West Valley College is working towards developing a 9+1 on their campus.
- i. *Area I – M. Reyna*
Not present.
- j. *Area J – A. Medina*
Not present.
- k. *Area K – Vacant*
- l. *Area L – L. Harden*
LaTonyua Harden shared that Long Beach City College is working to increase participation in Senate activities. Recent activities include attending a concert and a dinner/game night.
- m. *Area M – Vacant*
- n. *Area N – Vacant*
- o. *Area O – T. Grande*
Not present.

p. Area P – Vacant

q. Area Q – Vacant

r. Area R – Vacant

XIII. GOOD OF THE ORDER

Deborah Knowles thanked the board for their hard work over the last several months in updating the Bylaws, Policies, and Procedures.

XIV. ADJOURN

Meeting adjourned at 2:01 p.m.

Approved on: January 27, 2024

President's Signature: Deborah Knowles

4CS Sept 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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