



## California Community Colleges Classified Senate

### Board of Directors

#### MINUTES OF THE BOARD OF DIRECTORS MEETING HELD VIA ZOOM VIDEO CONFERENCE ON FRIDAY, JUNE 24, 2022 AT 9:00 A.M.

A meeting (the “Meeting”) of the Board of Directors for the California Community Colleges Classified Senate (“Board of Directors”) was held at 9:05 A.M. PST on Friday, June 24, 2022 via Zoom conference call. The following Board of Directors were present (distinguished with a ☒) constituting a quorum:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Trisha Albertsen | <input checked="" type="checkbox"/> Deborah Knowles   |
| <input checked="" type="checkbox"/> Kimberly Duong   | <input checked="" type="checkbox"/> Kathleen Matthies |
| <input type="checkbox"/> Hope Ell                    | <input checked="" type="checkbox"/> Amparo Medina     |
| <input checked="" type="checkbox"/> Therese Grande   | <input checked="" type="checkbox"/> Felisia Mitchell  |
| <input checked="" type="checkbox"/> Karen Hunter     | <input checked="" type="checkbox"/> David Rodriguez   |
| <input checked="" type="checkbox"/> Karen Jimenez    | <input checked="" type="checkbox"/> Susan Rodriguez   |

Others present: Monica Souza and Debbie Weatherly, President Emeriti, Associate Olga Prizhbilov, and future executive board member and area representatives (terms begin July 1<sup>st</sup>, 2022): Virginia Criswell, Kristal Dela Cruz, Claudia Montoya-Andrews, Monique Reyna, and Nicole Williams.

### **III. APPROVAL OF AGENDA AND MINUTES**

#### *2022-52 Approval of Agenda*

Trisha Albertsen presented meeting agenda for review and revision.

**Upon motion duly made by Amparo Medina and seconded by David Rodriguez to approve the agenda that was unanimously approved.**

#### *2022-53 Approval of Minutes*

Trisha Albertsen presented March 25-26, 2022 meeting minutes for review and revision.

**Upon motion duly made by Susan Rodriguez and seconded by Karen Jimenez, the board approved of the March 25-26, 2022 meeting minutes with an abstention by Amparo Medina.**

2022-54 Trisha Albertsen presented 2022 Annual Business meeting minutes for review and revision.

**Upon motion duly made by David Rodriguez and seconded by Karen Jimenez, the board approved of the March 25-26, 2022 meeting minutes.**

#### **IV. CONSENT AGENDA**

2022-55 *Treasurer's Financial Report*

2022-56 *Membership and Sponsorship Report*

Trisha Albertsen presented the items listed in the consent agenda.

**Upon motion duly made by Karen Jimenez and seconded by Kathleen Mathies the board unanimously approved of the consent agenda items consisting of Treasurer's Financial Report and Membership and Sponsorship Report.**

#### **V. GOVERNANCE PROCESS**

2022-57 *Resignation-Tyler Wykoff*

Trisha Albertsen presented resignation.

**Upon motion duly made by Amparo Medina and seconded by David Rodriguez, the board unanimously approved of resignation.**

2022-58 *Resignation-Donney Cummins*

Trisha Albertsen presented resignation.

**Upon motion duly made by Karen Jimenez and seconded by David Rodriguez, the board unanimously approved of resignation.**

2022-59 *Area Representative-Nicole Williams*

Trisha Albertsen explained the need to move Nicole Williams from the area she had submitted in her letter of intent (Area P) to the area vacated by Tyler Wykoff's resignation (Area C) which is in her service area.

**Upon motion duly made by Karen Jimenez and seconded by David Rodriguez, the board unanimously approved of the move of Nicole Williams from Area P to Area C.**

2022-60 *Letters of Intent and Oaths of Office*

Trisha Albertsen introduced the letters of intent for Therese Grande (Area O) and Kristal Delacruz (Area H) to appoint them to their selected areas.

**Upon motion duly made by Karen Jimenez and seconded by David Rodriguez, the board unanimously approved of the appointments of Therese Grande and Kristal Delacruz.**

## **VI. OLD BUSINESS**

### *2021-46 Strategic Plan – Basis for Direction*

Deborah Knowles led a conversation about the strategic plan that was developed by a small working group after approval of at the September 2021 board meeting. Trisha Albertsen and Karen Jimenez provided a history of the organization’s activity and advocacy that were considered in the development of the strategic plan.

## **VII. NEW BUSINESS**

### *2022-61 Update Meeting Calendar 2022-2024*

Trisha Albertsen presented meeting calendar and deadlines for agenda item submission items for the 2022-2024 fiscal years.

**Upon motion duly made by Karen Jimenez and seconded by Deborah Knowles, the board unanimously approved of the updated 4CS calendar and agenda submission dates.**

### *2022-62 Strategic Plan – Goals & Planning*

Deborah Knowles led a conversation on the strategic plan and the need to assign tasks to board members to begin implementing aspects of the current plan. In addition, she informed the board that the strategic plan will be reviewed in six months to assess progress and adjust if needed. Based on the discussion of the board, Deborah Knowles will provide a document that shows the strategic plan tasks that various board members agreed to lead.

**Upon motion duly made by Deborah Knowles and seconded by Therese Grande, the board unanimously approved of the action plan of assigning tasks for the 2022-2023 fiscal year from the select strategic plan goals approved in September 2021.**

### *2022-63 Proposed Adopted Budget 2022-2023*

Kimberly Duong led a conversation about the budget for the 2022-2023 fiscal year.

**Upon motion duly made by Karen Jimenez and seconded by Therese Grande, the board unanimously approved to adopt the proposed budget for the 2022-2023 fiscal year.**

### *2022-64 New Projections*

Trisha Albertsen led a conversation on the recommendation and information provided for the purchase of new projectors for events.

### *2022-65 Meeting OWL*

Trisha Albertsen led a conversation on purchasing an OWL to support hybrid meetings and events.

### *2022-66 Conference Charges Update*

Trisha Albertsen led a conversation about updating the charges in order to streamline the taskforce.

**Upon motion duly made by Karen Jimenez and seconded by Kimberly Duong, the board unanimously approved of the update to conference charges.**

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

- a. *Board Governance*  
Karen Jimenez updated on the 2022 election process.
- b. *Financial Operations*  
Kimberly Duong provided a report about the Squares purchased for CLI and updating PayPal links.
- c. *Marketing/Public Relations*  
No report
- d. *Resource Development*  
Karen Jimenez will work with committee to review fundraising for 2021-2022 and develop a fundraising strategy for 2022-2023.
- e. *CLI Task Force*  
Karen Hunter led a discussion with the board in a post-mortem of the 2022 Classified Leadership Institute.
- f. *Speaker's Bureau Task Force*  
Olga Prizhbilov (associate) will be working on developing a plan for this task force.
- g. *Statewide Committees Reports*  
No reports
- h. *Gathering of the Senates*  
Susan Rodriguez and Felisia Mitchell (VPs) will send a poll to the senates to gather information for these events for the fall and spring.

### **EXECUTIVE BOARD REPORTS**

- a. *President – T. Albertsen*  
Reviewed her activities of 2021-2022 and asked board members to sign up for committee/taskforce assignments: [2022-2023 Committee List](#)
- b. *Region 1 Vice President – Felisia Mitchell*  
Will be moving to Region 3 Vice President as of July 1, 2022.
- c. *Region 2 Vice President – S. Rodriguez*  
Planning onboarding process
- d. *Region 3 Vice President – D. Knowles*  
Will be moving into President-Elect position as of July 1, 2022.

- e. *Secretary -K. Hunter*  
Said goodbye to board.
- f. *Treasurer – K. Duong*  
Made report previously.
- g. *Communications Officer – Vacant*  
Claudia Montoya-Andrews will become the Communications Officer as of July 1, 2022.
- h. *Past President – K. Jimenez*  
Continuing to support when and where needed.

### **AREA REPRESENTATIVES REPORTS**

- a. Area A- Vacant
- b. Area B – Kathleen Matthies  
Continuing to learn her role on the board and provide help when needed.
- c. Area C – Vacant (Nicole Williams as of July 1, 2022)
- d. Area D– Vacant (Virginia Criswell as of July 1, 2022)
- e. Area E– Vacant
- f. Area F– D. Rodriguez  
David reported on the sessions he presented don during CLI.
- g. Area G– Vacant
- h. Area H– Vacant (Kristal Dela Cruz as of July 2, 2022)
- i. Area I – Vacant (Monique Reyna as of July 1, 2022)
- j. Area J – A. Medina  
No report.
- k. Area K – Vacant
- l. Area L – Vacant
- m. Area M – Vacant
- n. Area N – H.A. Ell  
Not present.
- o. Area O – T. Grande  
Updated on Saddleback College senate is trying to rebuild. Thanked Karen Hunter and Susan Rodriguez for stepping in to take on her CLI presentations since she was unable to attend.
- p. Area P – Vacant
- q. Area Q – Vacant
- r. Area R – Vacant

### **GOOD OF THE ORDER**

Trisha Albertsen and Karen Jimenez provided a short orientation for incoming board members. A more in-depth orientation will be organized by the VPs for July 2022.

### **ADJOURN**

Meeting adjourned at 3:37 P.M. PST.

***Approved on 09/23/2022 Trisha Albertsen, 4CS President***