



**MINUTES OF THE EXECUTIVE BOARD  
HELD VIA ZOOM VIDEO CONFERENCE AND IN PERSON  
ON FRIDAY, MARCH 25, 2022, AT 9:00 AM**

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, March 25, 2022 via Zoom conference call and in person. The following Board of Governors members were present (distinguished with a ☒) constituting a quorum:

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

Others Present: Kathleen Matties, Guest, and Virginia Criswell, Guest.

**I. Call to Order**

Meeting called to order at 9:08 AM PST

**II. Welcome and Introductions**

T. Albertsen welcomed Kathleen (Kathy) Matties

**III. APPROVAL OF AGENDA AND MINUTES**

**a. 2202-37 Agenda**

Trisha Albertsen presented meeting agenda for review and revision.

Added two additional agenda items:

2022-49 Associate Approval

2022-50 Open v Closed sessions items.

**Upon motion duly with the addition of the two items made by K. Jimenez and seconded by D. Knowles board approved of the March 25 and 26, 2022 meeting agenda with addition to agenda.**

b. 2022- 38 Minutes

Trisha Albertsen presented January 29, 2022, meeting minutes for review and revision.

**Upon motion duly made by D. Knowles and seconded by T. Grande the board approved of the January 29, 2022, meeting minutes.**

**IV. CONSENT AGENDA**

Trisha Albertsen presented the items listed in the consent agenda.

- a. **2022-39 Quarterly Financials – Treasurer’s Report**
- b. **2022-40 Quarterly Membership and Sponsorship Report**

**Upon motion duly made by T. Grande and seconded by D. Rodriguez the board approved the consent agenda items.**

**V. GOVERNANCE PROCESS**

- a. 2022-41 Resignation (Heiden)

T. Albertsen presented the resignation of Scott Heiden from Area D. Discussion on how to improve recruiting and the experience. Move resignations to the consent calendar.

**Upon motion duly made by K. Jimenez and seconded by T. Grande the board approved the resignation of Area Representative Scott Heiden.**

- b. 2022-42 Resignation (Szczebiot)

T. Albertsen presented the resignation of Sebastian Szczebiot from Area J.

**Upon motion duly made by K. Hunter and seconded by T. Grande the board approved the resignation of Area Representative Sebastian Szczebiot.**

- c. 2022-43 Area Representative

T. Albertsen presented Amparo Medina’s requested move to represent Area J, which is now vacated with the resignation of S. Szczebiot. Area J is A. Medina’s home area. Area L will now be vacant.

**Upon motion duly made by D. Rodriguez and seconded by T. Grande the board approved the move in Area representation.**

- d. 2022-44 Letter of Intent

T. Albertsen presented the letter of intent for Kathleen Matties to represent Area B by appointment through June, and intends to run for the position in the election.

**Upon motion duly made by K. Jimenez and seconded by D. Knowles the board approved the appointment of Kathleen Matties.**

e. [2022-45](#) Elections: Revision of Election Procedures

K. Jimenez explained the proposed changes (presented in the documentation with the agenda item). Goal is to make the process consistent. Discussion on switching the timing of the votes, to allow those running for a board position can then run for an Area position if not chosen as a board member.

**Upon motion duly made by K. Hunter and seconded by D. Knowles the board approved the revision of the Election Procedures.**

**Amended motion duly made by D. Knowles and seconded by D. Rodriguez the board approved the amended motion to revise the Election Procedures with the addition of the communication officer in a separate section and to switch the vote for the board before the area representative.**

**VI. OLD BUSINESS**

a. [2022-33](#) 4CS Procedures – Second and Final Read

Discussion reviewing and updating procedures and once this is approved. There will be continued discussions on procedures on Saturday, March 26, 2022. There are additions to accounting guidelines.

**Upon motion duly made by K. Jimenez and seconded by K. Hunter the board approved the 4CS Procedures.**

b. [2022-34](#) Communications Office Position – Second and Final Read

**Upon motion duly made D. Rodriguez and seconded T. Grande the board approved the Communications Office Position.**

**VII. NEW BUSINESS**

a. [2022-46](#) Square card readers and docks

Updating to contactless form of payments. The squares and docks can be very helpful at CLI.

**Upon motion duly made K. Jimenez and seconded K. Hunter the board approved purchase of the square card reader and docks.**

b. [2022-47](#) Tentative 2022-2023 Budget

General fundraising is now separate from the CLI budget.

Added Revenue from CLI

Changed Expenses related to CLI, Office, storage unit, P.O. Box, new computers, and meeting owl.

**Upon motion duly made K. Jimenez and seconded T. Grande the board approved tentative 2022-2023 Budget.**

c. [2022-48](#) Caring Campus

Grant request due in April. We will be working on Saturday, March 26, 2022, to finalize our proposal to IEBC for the grant request for our cost to develop and implement our participation in the next training of cohorts of caring campus. The IEBC goal is for 4CS to lead the caring campus charge in the future. IEBC will be participating in the 2022 CLI with a general session and a concurrent session

d. 2022-49 Associate Approval

**Upon motion duly made by K. Jimenez and seconded by D. Knowles the board approved the appointment of Olga Prizhbilov as an Associate.**

e. 2022-50 Open v Closed sessions items.

Discussion: closed session for legal and private matters. Insert an agenda item for public comments. Bring back for the June meeting.

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

a. Board Governance

D. Knowles reported no new meetings since the January 29, 2022 board meeting. The board has been working on policies and procedures, elections, and being transparent.

i. Internal Review Task Force

Nothing to report

T. Albertsen invited K. Matties to join committees.

b. Financial Operations

K. Duong reported the committee is working on the accounting guidelines, including signature requirements and basic language on use of the debit card. QuickBooks going well. Had a good conversation on the budget review.

i. Audit Task Force

The audit is caught up through December.

c. Marketing/Public Relations

T. Albertsen reported the new website is live. She made some corrections and ProWeaver made some and sent instructions to help us. T. Albertsen encourage all of us to review the website for any needed updates.

K. Jimenez reported she has learned to send the 4CS Connect, there is an agreement it looks good.

D. Rodriguez work on the News Letter, much work to be done.

i. Communications

No report

**d. Resource Development**

K. Jimenez reported:

Board needs to work on the 4CS Basket for the grand prize at CLI, please do not go crazy with the theme, as we need to have useful items; we will be selling separate tickets.

Update policies for opportunity drawing.

Charleston Wrap for Mother/Father's day fundraising.

Some additional ideas, popcorn or something different.

**e. CLI Task Force**

K. Hunter reported that there were 81 registered for the 2022 CLI conference as of March 25, 2022. The committee is on track for the conference and a group will be meeting at the convention center on Monday, March 28, 2022, to review the venue. We have met with J. Britto and the Keynote is going well. We will need everyone to volunteer to help setup and at registration.

T. Albertsen reported the 4CS Board members need to register, however, need to contact her before to get the code to get the \$325 conference price.

K. Jimenez reported that we will be doing the opportunity drawing as we have in the past, with participants dropping tickets in the desired items, and random drawings for the winner. We will give a prize to the person/senate who provides the most popular opportunity item. Looking into doing pop-up shops, such as Kendra Scott Jewelry, we receive a portion of the sales. Or a beer/libation pool fundraiser. Need to call for workshop sponsors.

K. Jimenez updated on communications, concentration on presentation of workshops, then registration.

D. Knowles reported we need the 4CS board to sign up for workshops. April 1<sup>st</sup> is the deadline. We need to encourage our personal colleagues to present. We can have 33 overall workshops. One session dedicated to equity.

Update on marketing video, videographer can provide headshot photo opportunity.

S. Rodriguez updated on awards dinner, confirmed decorations are on track, and will be talking to Sam (program designer) to complete awards program. She will create the awards dinner PowerPoint to display the senate activities and classified awards from around the state.

T. Albertsen reported we have two exhibitors

**f. Gathering of the Senates Report**

S. Rodriguez reported the attendance for the Gathering of the Senates (February 25, 2022). Attendees participated in great dialogue and participation. Information in the Google drive.

D. Knowles the event flowed well and provided productive feedback and people were engaged.

**g. Speaker's Bureau Task Force**

T. Albertsen reported O. Prizhbilov has chosen the Speaker's Bureau as her Associate project. She plans to roll out a plan at CLI.

**h. Technology Work Group**

T. Albertsen and K. Jimenez reported the 4CS website is up and running, we are receiving emails from the website.

**i. [State-wide Committee Reports](#)**

All the information is located with the agenda. – No reports

**ii. ACCCA**

With the resignation of S. Szczebiot from the 4CS Board, A. Medina will be representing 4CS on this committee.

**iii. CCC Curriculum Committee**

**iv. CCCO Assessment Advisory Committee**

**v. Ethnic Studies Taskforce**

**IX. EXECUTIVE BOARD REPORTS**

- a. President – T. Albertsen reported attending the Consultation Council Meeting on January 20, 2022, CCLC Board meeting January 30, 2022. Attended the Legislative Conference with K. Jimenez on January 30 and 31, 2022. Met with staff members for Assemblyman Medina and talked about what 4CS. Met with IEPI to get more information on the Caring Campus partnership. Attended a special board meeting of CCLC in February. The CLI committee met with Joe Britto in March to go over his keynote presentation, and will be meeting with him for a follow-up. Presented at the Evergreen Valley's first ever Classified Professional Retreat via Zoom in March.

- b. Region 1 Vice President – F. Mitchell – Sent emails to Senate President of colleges to introduce herself.
- c. Region 2 Vice President – S. Rodriguez – Reached out to her senates.
- d. Region 3 Vice President – D. Knowles - 3 openings in the region for area reps. Working on the L.A. Community Colleges area, as they need a voice and representation.
- e. Secretary -K. Hunter – working on the organization and mapping of the Google Drive. Discussion of paying for a Google Drive, as we are currently using a personal member of the boards.
- f. Treasurer – K. Duong  
Reported no new members or Donors.  
Financials through February 2022  
Revenue \$26,866.77  
Expenditures \$16,121.83
- g. Communications Officer –  
No Report
- h. Past President – K. Jimenez  
Reported she is helping T. Albertsen and filling in where she can. Working on the Presidents Retreat – Joe Britto (CLI keynote) gave a good foundation.

### **AREA REPRESENTATIVES REPORTS**

- a. Area A- Vacant
- b. Area B – Kathleen Matties reported her campus is still suffering sadness from the fires, COVID, and many taking the early retirement incentive. Lots of grief when coming back together.
- c. Area C – T. Wyckoff – not present
- d. Area D– Vacant
- e. Area E– Vacant
- f. Area F– D. Rodriguez reported he is navigating the tricky union/senate arena with 9+1, and having conversations on preparing senate leaders for many situations. Senates are experiencing a challenge with participation and morale.
- g. Area G– Vacant
- h. Area H– Vacant
- i. Area I – Vacant

- j. Area J – Vacant
- k. Area K – Vacant
- l. Area L – A. Medina – not present
- m. Area M – Vacant
- n. Area N – H.A. Ell – not present
- o. Area O – T. Grande reported that morale seems a bit better in the senate area. The classified professionals are back on campus and seeing better attendance at senate meetings. On a whole morale is worse, as people were used to the freedom, flexibility, and autonomy of the past few years.

- p. Area P – Vacant
- q. Area Q – D. Cummins – not present
- r. Area R – Vacant

### **GOOD OF THE ORDER**

Nothing to report

### **ADJOURN**

Meeting adjourned at 3:49 PM PST.



Saturday, March 26, 2022  
Work Meeting

**9:00 – 10:00am Procedures**

Worked on areas that needed to be updating in the approved procedures. These areas are Recall, Past President, Record Retention, Elections, and Website. These updates will come to the September 2022 meeting as a first read.

**10:00 – 11:00am Marketing Campaign/social media**

Discussed target markets, marketing strategies, and how/when the distribution of information should be done. Some items were memberships, donations, events, and other items. Once a communications officer is in place a plan will be developed.

**11:00 am – 12:30pm President's Retreat Agenda**

Discussed the agenda for the retreat and came up with an outline.

**12:30 – 1:30pm Lunch**

**1:30 – 2:30pm Website Maintenance**

Discussed who should be a responsible board member for maintenance, at this time it will be the President, Past President, and Secretary until a Communications Officer is in place. We also talked about what we felt should be updated by 4CS and what should be processed by ProWeaver. Basically, if we don't feel comfortable or the skill set, it will be sent to ProWeaver to update. We also discussed the timeline for updates, it was determined that monthly for small items and in July would be the large yearly update for the change of the BOD's.

**2:30 – 5:00: Caring Campus**

Developed the grant proposal as requested by IEBC.