



**MINUTES OF THE 4CS BOARD OF DIRECTORS MEETING HELD AT
SACRAMENTO CITY COLLEGE AND VIA ZOOM VIDEO CONFERENCE ON
FRIDAY, SEPTEMBER 23, 2022 AND SATURDAY, SEPTEMBER 24, 2022 AT 9:30 A.M.**

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

- | | |
|---------------------|---------------------|
| ☒ Trisha Albertsen | ☒ Deborah Knowles |
| ☒ Virginia Criswell | ☒ Kathleen Matthies |
| ☒ Kristal Dela Cruz | ☒ Amparo Medina |
| ☒ Kimberly Duong | Felisia Mitchell |
| ☒ Hope Ell | ☒ Monique Reyna |
| ☒ Therese Grande | ☒ David Rodriguez |
| La Tonyua Harden | ☒ Susan Rodriguez |
| ☒ Karen Jimenez | Nicole Williams |

Others present: Monica Souza, President Emerita,

Guests: Action Chancellor Daisy Gonzales and Student Senate Vice President of Regional Affairs Jessica Dominguez.

III. APPROVAL OF AGENDA AND MINUTES

a. 2023-03 Approval of Agenda

Trisha Albertsen presented the meeting agenda for review and revision.

Upon motion duly made by Amparo Medina and seconded by Deborah Knowles, Trisha Albertsen proposed adjustment to committees and added agenda item 2023-22.

Upon amended motion duly made by Susan Rodrigues and seconded by Deborah Knowles, the board approved of the amended agenda.

b. 2023-04 Approval of Minutes for June 24, 2022 Board of Directors Meeting

Trisha Albertsen presented June 24, 2022 meeting minutes for review and revision.

Upon motion duly made by Amparo Medina and seconded by David Rodriguez, the board approved of the June 24, 2022 meeting minutes.

c. 2023-05 Approval of Minutes for August 2, 2022 Special Board of Directors Meeting

Trisha Albertsen presented August 2, 2022 Special Board of Directors meeting minutes for review and revision.

Upon motion duly made by Susan Rodriguez and seconded by Amparo Medina, the board approved of the August 2, 2022 meeting minutes with abstentions from Monique Reyna and Kristal Delacruz.

IV. CONSENT AGENDA

- a. 2023-06 Treasurer's Financial Report*
- b. 2023-07 Membership and Sponsorship Report*
- c. 2023-08 State-wide Committee Appointments*
- d. 2023-09 4CS Committee and Taskforce Appointments*

Trisha Albertsen presented the items listed in the consent agenda.

Upon motion duly made by Amparo Medina and seconded by Monique Reyna, David Rodriguez requested to pull item 2023-07 for further discussion.

Upon motion duly made by Amparo Medina and seconded by Deborah Knowles, the board unanimously approved of consent agenda items 2023-06, 2023-08, and 2023-09.

Kimberly Duong led a discussion on the Membership and Sponsorship report and made a note to distinguish individual colleges from a multi-college district when their district pays for multiple memberships.

Upon motion duly made by David Rodriguez and seconded by Kathy Matthias, the board unanimously approved of consent agenda items 2023-07 with the modifications discussed.

GOVERNANCE PROCESS

- a. 2023-10 Resignation-Claudia Montoya-Andrews*

Trisha Albertsen presented resignation.

Upon motion duly made by Amparo Medina and seconded by Karen Jimenez, the board unanimously approved of resignation.

VI. OLD BUSINESS

a. 2022-62 Strategic Plan

Deborah Knowles provided a review of the strategic plan including the associated action plan. In the future, this will be a standing topic covered by the Governance Committee report.

b. 2022-64 New Projectors

Trisha Albertsen presented the projectors recommended by A/V Pro.

Upon motion duly made by Amparo Medina and seconded by Kathy Matthias, the board unanimously approved of the recommended projectors.

VII. NEW BUSINESS

a. 2023-11 4CS Annual Report 2021-2022

Karen Jimenez led a discussion about the organization's first annual report to distribute at the 2022 CCLC Annual Convention in November.

b. 2023-12 Procedures Update-First read

[Trisha Albertsen](#) led a discussion on the updates and requested recommendations for changes. In addition, the Governance Committee will review area layout and bring recommendations to the November meeting.

c. 2023-13 Board of Directors Exit Interview Form-First Read

Trisha Albertsen led a discussion about developing an exit interview.

d. 2023-14 9+1 Update

David Rodriguez presented what the taskforce has been working on including comparisons with existing 9+1, facilities and DEI components, and needing to have documents prepared to support colleges who will have challenges. The taskforce will present the first read of the 4CS 9+1 in November 2022.

e. 2023-15 CLI 2022 Financial Recap

[Kimberly Duong](#) led a discussion about the finances for CLI 2022.

f. 2023-16 4CS Representative Minimum Qualifications

Trisha Albertsen led a discussion on the wording "must have been a member of a local classified senate". The board discussed the idea of having a person who has not participated or does not have a senate serving as an area representative. Support for this included the idea of tapping into new talent and energy. Non-support included working with the person to establish a senate before joining the board and the concern of the motivation and experience when serving other senates. Discussed ideas of "based upon circumstance". Governance Committee will review and bring suggestions to November 2022 meeting.

g. 2023-17 Google Voice

[Kimberly Duong](#) led a discussion about utilizing Google Voice as the organization phone number and voicemail at the cost of \$10 month.

Upon motion duly made by Karen Jimenez and seconded by Amparo Medina, the board unanimously approved of the cost of using Google Voice as the organization's phone and voicemail system for the 2022-2023 fiscal year.

h. 2023-18 CLI Video

[Deborah Knowles](#) led a conversation of the draft of the editing video from footage filmed at 2022 CLI. She asked for recommendations for other versions the board would like to have as well as some sound bites they would like to address various aspects of 4CS.

i. 2023-19 IEBC & 4CS Grant (Caring Campus)

[Deborah Knowles](#), Trisha Albertsen, and Karen Jimenez presented on the funding the organization will be receiving from IEBC to development a transition of the Caring Campus program to the organization. They led a conversation about what that transition and growth might look like for the organization as well as the ongoing support from IEBC.

j. 2023-20 Memberships (rename/restructure)

Karen Jimenez presented a draft of the new naming structure including the introduction of subscriptions and donation levels. Discussion included requiring a membership fee. Resource Committee will bring back recommendations in January 2023 and work on develop a final approach to implement in the 2023-2024 fiscal year.

k. 2023-21 CCLC Annual Convention Exhibitor Booth

Trisha Albertsen led a discussion about this year's booth, the raffle item for our organization, and requested a few board members to work the booth.

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

a. Board Governance

- i. Deborah Knowles reviewed strategic plan and action items to prepare for the next board meeting.
- ii. Karen Jimenez solicited for board members to be a part of the taskforce for the 2023 election process which will include the process for passing resolutions.

b. Financial Operations

- i. Kimberly Duong provided a report.

c. Marketing/Public Relations

[Trisha Albertsen](#) led a conversation about this committee. Karen Jimenez volunteered to help coordinate the next newsletter.

d. Resource Development

Karen Jimenez will work with the committee to review fundraising for 2021-2022 and develop a fundraising strategy for 2022-2023.

e. CLI Task Force

Amparo Medina and Trisha Albertsen led a discussion about CLI 2023.

f. Speaker's Bureau Task Force

No report

g. State-wide & Legislative Reports

Reports were attached to the September meeting agenda.

EXECUTIVE BOARD REPORTS

a. President – T. Albertsen

Reviewed her activities since the last meeting

b. President Elect - D. Knowles

Reviewed her activities since the last meeting

c. Region 1 Vice President – Vacant

No report

d. Region 2 Vice President – S. Rodriguez

Susan Rodriguez discussed the fall of the Gathering of the Senates for Tuesday, October 25th. Will poll attendees about preference for Spring 2023 Gathering of the Senates.

e. Region 3 Vice President – F. Mitchell

Not present

f. Secretary - VACANT

g. Treasurer – K. Duong

Made report previously

h. Communications Officer – Vacant

i. Past President – K. Jimenez

Reviewed her activities since the last meeting

AREA REPRESENTATIVES REPORTS

a. Area A- Vacant

b. Area B – Kathleen Matthies

Not present for report

c. Area C – N. Williams

Not present

d. Area D– V. Criswell

Provided report

e. Area E– Vacant

f. Area F– D. Rodriguez

Provided report

g. Area G– Vacant

h. Area H– K. Dela Cruz

Provided report

i. Area I – M. Reyna

Provided report

j. Area J – A. Medina

Provided report

k. Area K – Vacant

l. Area L – L. Harden

Not present

m. Area M – Vacant

n. Area N – H.A. Ell

Not present

o. Area O – T. Grande

Not present

p. P – Vacant

q. Area Q – Vacant

r. Area R – Vacant

GOOD OF THE ORDER

Kimberly Duong and [Trisha Albertsen](#) conducted a training session on Google Suite, travel and conference support forms, and accounting procedures.

ADJOURN

Meeting adjourned at 4:30 P.M. PST on Saturday, Sep 24, 2022.

Approved on November 17, 2022

_____***Signed***