



**MINUTES OF THE 4CS BOARD OF DIRECTORS MEETING HELD AT  
HYATT REGENCY SFO (HARBOR B) AND VIA ZOOM VIDEO CONFERENCE ON  
THURSDAY, NOVEMBER 17, 2022.**

A meeting (the “Meeting”) of the Board of Directors for the California Community Colleges Classified Senate (“Board of Directors”) began at 9:07 A.M. PST on Thursday, November 17, 2022 at Hyatt Regency SFO in Harbor B 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:

**III. APPROVAL OF AGENDA AND MINUTES**

*a. 2023-23 Approval of Agenda*

Trisha Albertsen presented the meeting agenda for review and revision.

**Upon motion duly made by Monique Reyna and seconded by Susan Rodriguez, Trisha Albertsen proposed adding Oath of Office to item V. Governance Process in which the board approved of the revised agenda.**

*b. 2023-24 Approval of Minutes for September 23-24, 2022 Board of Directors Meeting*

Trisha Albertsen presented the September 2022 meeting minutes for review and revision.

**Upon motion duly made by David Rodriguez and seconded by Virginia Criswell, the board approved of the September 23-24, 2022 meeting minutes.**

**IV. CONSENT AGENDA**

*a. 2023-25 Treasurer’s Financial Report*

*b. 2023-26 Membership and Sponsorship Report*

Trisha Albertsen presented the items listed in the consent agenda.

**Upon motion duly made by LaTonyua Harden and seconded by David Rodriguez, the board unanimously approved of consent agenda items 2023-25 and 2023-26.**

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

*a. 2023-27 Appointment: Communications Officer: Dina Pielat*

Trisha Albertsen presented Dina Pielat who provided background information on experience.

**Upon motion duly made by Karen Jimenez and seconded by Nicole Williams, the board unanimously approved of Dina Pielat as Communications Officer. Oath of office was performed after appointment.**

#### **VI. OLD BUSINESS**

*a. 2022-62 Strategic Plan-Updates*

Trisha Albertsen and Karen Jimenez provided updates about partnership with IEBC and Caring Campus and upcoming strategic planning for the program.

*b. 2023-12 Procedures Update - Second Read/Vote*

Trisha Albertsen led a conversation about the organization's annual review and update of procedures. A discussion was had about the need to comply with Brown Act. A recommendation was also made to remove "via Zoom" and replace with "as determined".

**Upon motion duly made by David Rodriguez and seconded by Karen Jimenez, the board unanimously approved of the procedures update with recommended changes.**

*c. 2023-13 Board of Directors Exit Interview Form - Second Read/Vote*

Trisha Albertsen led a conversation about the board exit interview form. Suggestions were made to include a 5-point scale and ask directly "why are you leaving?"

**Upon motion duly made by Therese Grande and seconded by Monique Reyna, the board unanimously approved of the form with recommended changes.**

#### **VII. NEW BUSINESS**

*a. 2023-28 4CS 9+1 First Reading*

David Rodriguez, Amparo Medina, and Therese Grande led a discussion of the proposed 9+1 to bring as a resolution for the membership to vote on in June. The taskforce will be taking the suggestions made and bringing them back to the board in January for a Second Reading.

*b. 2023-29 4CS Tax Return (2021)*

Kimberly Duong reviewed the 2021 tax return.

*c. 2023-30 Advocacy Committee or Position*

Trisha Albertsen led a discussion about developing an advocacy position or a committee. There was conversation about various approaches to take. The Governance Committee was asked to discuss this and

bring recommendations to the January board meeting.

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

##### *a. Board Governance*

- ii. Karen Jimenez provided updates on the election process. She will meet with the Election Committee to review the process for resolutions and bring recommendations to the January board meeting.

##### *b. Financial Operations*

- i. Kimberly Duong provided a report on updated processes and forms.

##### *c. Marketing/Public Relations*

Felisia Mitchell provided an update on this committee.

##### *d. Resource Development*

Karen Jimenez discussed the Winter 2022 fundraiser and meeting with the committee for Spring 2023 plans.

##### *e. CLI Task Force*

Amparo Medina and Trisha Albertsen provided an update about CLI 2023 planning.

##### *f. Speaker's Bureau Task Force*

No report

##### *g. State-wide & Legislative Reports*

Reports were attached to the November 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 idea of in-person Gathering of the Senates for Spring 2023

##### *e. Region 3 Vice President – F. Mitchell*

No report

##### *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
- c. Area C – N. Williams  
No report
- d. Area D– V. Criswell  
No update
- e. Area E– Vacant
- f. Area F– D. Rodriguez  
Provided update
- g. Area G– Vacant
- h. Area H– K. Dela Cruz  
Provided update
- i. Area I – M. Reyna  
Provided update
- j. Area J – A. Medina  
Provided update
- k. Area K – Vacant
- l. Area L – L. Harden  
Not present
- m. Area M – Vacant
- n. Area N – H. Ell  
Not present
- o. Area O – T. Grande  
Not present
- p. Area P – Vacant
- q. Area Q – Vacant
- r. Area R – Vacant

#### **GOOD OF THE ORDER**

None

#### **ADJOURN**

Meeting adjourned at 3:42 P.M. PST on Thursday, November 17.

***Approved on March 28, 2023:*** \_\_\_\_\_