

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
VIA ZOOM VIDEO CONFERENCE ON
FRIDAY, JUNE 23, 2023**

Members present (distinguished with an “X”):

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

Others present: Kelli Torpey, CPA, Ling & Bouman, LLC.

I. CALL TO ORDER

The meeting was called to order by Trisha Albertsen at 9:15 a.m. on Friday, June 23, 2023.

II. LAND ACKNOWLEDGEMENT

Deborah Knowles read the 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.

III. **WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS**

Trisha Albertsen welcomed everyone to the meeting.

a. Special Guest – Kelli Torpey, CPA, Ling & Bouman, LLC.

Trisha Albertsen introduced guest Kelli Torpey from Ling & Bouman, LLC. Kelli shared information on the final audit report. One material weakness was found with internal controls, however, this can be easily corrected moving forward. In terms of financial reporting, 4CS received a clean opinion.

IV. **APPROVAL OF AGENDA AND MINUTES**

a. *2023-61 Approval of Agenda*

Trisha Albertsen presented the meeting agenda for review and approval. Trisha pulled item 2023-62, Approval of Minutes – March 24-25, 2023. The March minutes will be placed on the September meeting agenda.

Upon motion duly made by David Rodriguez and seconded by Kathy Matthies, agenda item 2023-61, Approval of Agenda, was unanimously approved with an amendment to pull item 2023-62, Approval of Minutes – March 24-25, 2023.

b. *2023-62 Approval of Minutes for January 28, 2023 Board of Directors Meeting* Item pulled.

V. **CONSENT ITEMS**

a. *2023-63 Treasurer's Report*

b. *2023-64 Membership & Sponsorship Report*

c. *2023-65 Final Audit Report*

Trisha Albertsen presented the items listed in the consent agenda.

Upon motion duly made by Deborah Knowles and seconded by Susan Rodriguez, the board unanimously approved consent agenda items 2023-63, Treasurer's Report, 2023-64, Membership and Sponsorship Report, and 2023-65, Final Audit Report.

VI. **GOVERNANCE ITEMS**

None.

VII. **OLD BUSINESS**

a. *2022-62 Strategic Plan Update*

Deborah Knowles provided an overview and update of the Strategic Plan goals.

b. *2023-50 2023-2024 Tentative Budget*

This item was brought back with more detail as requested by the Board at the March Board of Directors meeting.

Upon motion duly made by Therese Grande, seconded by Deborah Knowles, agenda item 2023-50, 2023-2024 Tentative Budget was unanimously approved.

c. 2023-53 Treasurer Requirements and Duties

Trisha Albertsen presented the Treasurer Requirements and Duties for second reading and approval.

Upon motion duly made by David Rodriguez, seconded by Dina Pielaet, agenda item 2023-53, Treasurer Requirements and Duties was unanimously approved.

d. 2023-54 Secretary Requirements and Duties

Trisha Albertsen presented the Secretary Requirements and Duties for second reading and approval.

Upon motion duly made by Dina Pielaet, seconded by Susan Rodriguez, agenda item 2023-54, Secretary Requirements and Duties was approved, with seven approvals and one opposed.

e. 2023-56 Vision Resource Center Community

Trisha Albertsen provided an update on the Vision Resource Center Community.

VIII. NEW BUSINESS

a. 2023-66 Communications Update

Dina Pielaet provided a communications update.

b. 2023-67 New needs for Marketing and Website

Dina Pielaet provided information on needs for marketing and website. Dina will be showcasing photos, videos, etc. of the June CLI event to start building interest for next year's event. In addition, she will be working to increase marketing to further promote 4CS overall.

c. 2023-68 3-Year Audit Contract

Trisha Albertsen presented the 3-year audit contract from Ling & Bouman, LLC.

Upon motion duly made by Karen Jimenez, seconded by Therese Grande, agenda item 2023-68, 3-Year Audit Contract was unanimously approved.

d. 2023-69 2024-2025 Meetings and Events Calendar

Trisha Albertsen presented the 2024-2025 meetings and events calendar.

Upon motion duly made by Virginia Creswell, seconded by David Rodriguez, agenda item 2023-69, 2024-2025 Meetings and Events Calendar was unanimously approved.

IX. **COMMITTEE REPORTS**

a. Board Governance

Deborah Knowles shared that once she becomes President, a past president or vice president will need to take over chair duties for the Board Governance Committee.

i. Elections Task Force

Karen Jimenez reported on the election process from the June CLI meeting.

ii. Government Relations Task Force

No report.

iii. Internal Review Task Force

No report.

b. Financial Operations

No report.

i. Audit Task Force

On behalf of Kim Duong, Trisha Albertsen shared that the audits are in the process of being completed and will be ready for the new treasurer.

c. Resource Development

No report.

d. Marketing/Public Relations

i. Technology Task Force

Reported in agenda item 2023-67.

ii. Communications Task Force

Reported in agenda item 2023-66.

e. CLI Task Force

Trisha Albertsen provided an update on the June CLI event. The amount of profit has not yet been received. This amount should be available in early July.

f. Speaker's Bureau Task Force

Susan Rodriguez reported that the task force would like to change the name of the Speaker's Bureau. They also plan to streamline the Speaker's Bureau webpage on the 4CS site.

g. Statewide & Legislative Reports

Trisha Albertsen shared that in July, each representative will be asked if they would like to continue on the committee to which they are assigned. If they cannot continue, 4CS will put out a call for a replacement.

X. CARING CAMPUS

Trisha Albertsen, Deborah Knowles, and Karen Jimenez shared an update on Caring Campus. The current grant includes a Caring Campus Institute, which will start this fall. The institute will take place online and will be project based, culminating in the creation of a Caring Campus guidebook that will give guidance to any campus on how to institutionalize and sustain Caring Campus.

XI. EXECUTIVE BOARD REPORTS

a. President – T. Albertsen

Trisha Albertsen noted that this is her last meeting as President. She thanked the board for their hard work and support over the last two years.

b. President Elect - D. Knowles

Deborah Knowles thanked Trisha Albertsen for her service as President over the last two years. Deborah will assume the role of President effective July 1, 2023.

c. Region 1 Vice President – Vacant

No report.

d. Region 2 Vice President – S. Rodriguez

No report.

e. Region 3 Vice President – F. Mitchell

No report.

f. Secretary – H. A. Ell

No report.

g. Treasurer – K. Duong

No report.

h. Communications Officer – Vacant

No report.

i. Past President – K. Jimenez

No report.

XII. AREA REPRESENTATIVE REPORTS

a. Area A- Vacant

b. Area B – Kathleen Matthies

No report.

c. Area C – Vacant

- d. Area D– V. Criswell*
No report.
- 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*
Not present.
- j. Area J – A. Medina*
Not present.
- k. Area K – Vacant*
- l. Area L – L. Harden*
Provided update.
- m. Area M – Vacant*
- n. Area N – Vacant*
- o. Area O – T. Grande*
Provided update.
- p. Area P – Vacant*
- q. Area Q – Vacant*
- r. Area R – Vacant*

XIII. GOOD OF THE ORDER

Dina Pielat shared that Moorpark College will be bringing Caring Campus to their college.

XIV. ADJOURN

Meeting adjourned at 1:40 p.m.

Approved on: September 22, 2023

President's Signature: Trisha Albertsen