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
FRIDAY, JUNE 6, 2025

Members present (distinguished with an "X"):

☒ Trisha Albertsen
☒ Carl Banks
☒ Virginia Criswell
☐ Kristal Dela Cruz
☒ Hope Ell
☐ John Feist
☐ LaTonyua Harden
☒ Greg Harnage
☒ Terra Lee
☒ Deborah Knowles
☒ Hope Lane
☒ Amparo Medina
☒ Karen Peterson
☒ Linda Resendiz
☒ Susan Rodriguez
☒ Jamille Teer

Guests:

I. CALL TO ORDER

The meeting was called to order by Deborah Knowles at 9:00 a.m. Meeting recessed until quorum was met. Meeting call back to order at 9:03 a.m.

II. LAND ACKNOWLEDGEMENT

Deborah Knowles read the 4CS 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

Deborah Knowles welcomed everyone to the meeting.

IV. APPROVAL OF AGENDA AND MINUTES

a. *2025-71 Approval of Agenda, June 6, 2025*
   Deborah Knowles presented the meeting agenda for review and/or revision.

   Hope Ell motioned to revise the agenda, moving item 2025-76, Tentative Budget, from Consent Items to New Business. Motion seconded by Trisha Albertsen. The revised agenda was approved unanimously.

b. *2025-72 Approval of Minutes, March 28 & 29, 2025*
   Deborah Knowles presented the March 28 & 29, 2025, meeting minutes for review and/or revision.

   Upon motion duly made by Greg Harnage, seconded by Virginia Criswell, agenda item 2025-72, Approval of Minutes, March 28 & 29, 2025, was approved unanimously.

V. CONSENT ITEMS

a. *2025-73 4CS Financial Statements, March-May 2025*
b. *2025-74 Monthly Donations and Memberships Report*
c. *2025-75 Approved Internal Audits*

   Deborah Knowles presented the items listed on the consent agenda.

   Upon motion duly made by Trisha Albertsen, seconded by Susan Rodriguez, consent agenda items 2025-73, 4CS Financial Statements, March-May 2025; 2025-74, Monthly Donations and Memberships Report; and 2025-75, Approved Internal Audits were approved unanimously.

VI. GOVERNANCE ITEMS

a. *2025-77 – Board Member Resignation*
   Agenda item 2025-77, Board Member Resignation, was presented for acceptance. The board accepted the resignation of Krista Collet from the Region 1 Representative position.

b. *2025-78 – Board Member Appointment, Region 1, July 1, 2025*
   Agenda item 2025-78, Board Member Appointment, Region 1, July 1, 2025, was presented for approval.

c. *2025-79 – Board Member Appointment, Region 4, July 1, 2025*
   Agenda item 2025-79, Board Member Appointment, Region 4, July1, 2025, was presented for approval.

d. 2025-80 – Board Member Appointment, Region 9, July 1, 2025
Agenda item 2025-80, Board Member Appointment, Region 9, July1, 2025, was presented for approval.

e. 2025-81 – Board Member Appointment, At-Large South, July 1, 2025
Agenda item 2025-81, Board Member Appointment At-Large South, July1, 2025, was presented for approval.

A motion was made by Terra Lee to approve items 2025-78, 2025-79, 2025-80, and 2025-81 as group. Motion seconded by Greg Harnage. Agenda items 2025-78, 2025-79, 2025-80, and 2025-81 were approved unanimously, approving the appointment of the following individuals:

- **2025-78 –Andrea Walters to Region 1 Representative position**
- **2025-79 – Move Jamille Teer to Region 4 Representative position**
- **2025-80 – Move John Feist to Region 9 Representative position**
- **2025-81 – Michelle Crocfer to the At-Large South Representative position**

VII. OLD BUSINESS

a. 2025-47 Alliant International University Partnership
Deborah Knowles presented the Alliant International University Partnership for review. At the last meeting, it was noted that 4CS would conduct a survey to find out what educational opportunities classified professionals are interested in. That survey is being drafted; however, this partnership needs to be decided upon before the survey is complete as Alliant is an exhibitor at CLI.

Upon motion duly made by Virginia Criswell, seconded by Trisha Albertsen, agenda item 2025-47, Alliant International University Partnership, was approved unanimously.

b. 2025-53 Caring Campus Future Planning
Deborah Knowles, Amparo Medina, Trisha Albertsen, and Hope Ell met with representatives from IEBC on April 21 to discuss concerns about the partnership. After that meeting, those in attendance are interested in moving away from a partnership with IEBC. IEBC did not show interest in collaborating with 4CS in the way that 4CS wants or needs. In addition, IEBC will not provide any financial support from the yearly dues they are now collecting. IEBC has given 4CS the opportunity to hold a session at the conference in November. Trisha and Hope would like the Caring Campus statewide committee to have a voice in that decision, and they will take this to the next meeting for discussion. The board agrees with the decision to move away from this partnership, but the timing and exactly how to do this is still in question. This discussion will continue at the next board meeting.

c. *2025-64 Gathering of the Senates Guidelines*
Hope Ell presented a draft of the guidelines. The board reviewed and made changes to the document.

Upon motion duly made by Amparo Medina, seconded by Greg Harnage, agenda item 2025-64, Gathering of the Senates Guidelines, was approved unanimously with recommended changes.

NEW BUSINESS

a. *2025-76 Tentative Budget 2025-26*
Trisha Albertsen presented the tentative budget for the 2025-26 fiscal year for review and approval. Greg Harnage suggested having a future conversation about the amount of travel reimbursement for board members.

Greg Harnage motioned to approve agenda item 2025-76, Tentative Budget. Motion seconded by Karen Peterson. Hope Ell conducted a roll call vote.

Trisha Albertsen – yes
Carl Banks - yes
Virginia Criswell – not present
Hope Ell – yes
Greg Harnage – yes
Terra Lee – yes
Hope Lane – yes
Amparo Medina – yes
Karen Peterson – yes
Linda Resendiz – yes
Susan Rodriguez – yes
Jamille Teer – yes

Motion passed unanimously.

b. *2025-82 Creation of New Committee*
Hope Ell proposed the creation of a new committee that will focus on internal functions of 4CS, including reviewing the bylaws, strategic planning, and elections. The secretary will be the chair of the committee and will be responsible for creating a committee charge.

Upon motion duly made by Amparo Medina, seconded by Trisha Albertsen, agenda item 2025-82, Creation of New Committee, was approved unanimously and the board agreed to name the committee Administrative Affairs.

c. *2025-83 Resource Development Committee Charge Revision*
Hope Ell noticed that the Resource Development Committee charge as written does not follow current practice. The Treasurer is not currently the chair of the committee. They have appointed another member of the Financial Operations

Committee to chair the Resource Development Committee. To ensure written practice matches actual practice, Hope is proposing that the committee charge be updated to reflect that the treasurer, *or their designee*, can serve as the chair of the Resource Development Committee.

Motion to approve agenda item 2025-83 was made by Trisha Albertsen and seconded by Karen Peterson.

Amparo Medina asked that this committee charge include a clear statement that CLI sponsorship is the responsibility of the CLI fundraising coordinator. The following sentence was proposed for addition to the Resource Development Committee charge: “Per the CLI Committee Charge, the coordinator of fundraising is responsible for seeking sponsorships for CLI.”

Motion amended to approve agenda item 2025-83 with the additional sentence noted above made by Trisha Albertsen. Motion seconded by Karen Peterson Agenda item 2025-83, Resource Development Committee Charge Revision, was unanimously approved with the amendment to include the following sentence, “Per the CLI Committee Charge, the coordinator of fundraising is responsible for seeking sponsorships for CLI.”

d. *2025-84 Update Letter of Intent (LOI)*
During the last elections cycle, it was noted that the letter of intent (LOI) needs updating. The current LOI is vague and doesn’t get to the intent of why someone wants to be a board member. It is also lacking a question on DEIA. Trisha used ChatGPT to create a first draft of new/updated questions, which she shared with the board. A request was made to form a small work group to finish reviewing the questions and bring the draft back to the July meeting. The following board members volunteered to be on the work group:

Trisha Albertsen
Hope Ell
Karen Peterson
Linda Resendiz

VIII. <u>DIRECTOR/COMMITTEE REPORTS</u>

a. *Director, Government Relations – Vacant*
No report.

i. *Government Relations Committee – Vacant*
No report.

ii. *Strategic Planning Workgroup – Deborah Knowles*
Deborah Knowles will give an overview of the strategic plan at the July meeting. A full review and update will take place in January 2026.

iii. *Elections Task Force – Trisha Albertsen*
    No report.

b. *Financial Operations Committee – Trisha Albertsen*
   Trisha Albertsen reported that 4CS is current on audits. There will be no financial statements presented in July; the next statement will be presented in September. In September, the board will be preparing for the yearly external audit. Trisha noted that there were very few memberships this year. She is hoping the board can make a push to get more memberships. She also noted that most board members are not currently contributing and asked that all board members consider giving.

   i. *Resource Development – Karen Jimenez*
      Trisha Albertsen reported on behalf of Karen Jimenez. The Krispy Kreme donut fundraiser is ongoing, as those are prepaid. The board paid $7 for each gift card and is charging $14, so the board is earning $7 per sale. There will be flyers advertising this fundraiser at CLI.

c. *Director, Communications – Vacant*
   No report.

   i. *Marketing and Communications Committee – Vacant*
      No report.

      1. *Website Subcommittee – Greg Harnage*
         Greg Harnage reported that the subcommittee met in April to start phase 2 of updates to the website. They will meet in summer or early fall to discuss additional updates. Greg made a request that all emails going out on behalf of 4CS come from a ccccs.org email address.

d. *Director, Professional Development – Hope Lane*
   Hope Lane was not present. Hope Ell shared that the moderators of the Vision Resource Center are Hope Lane and John Feist. Carl Banks also agreed to be a moderator. Hope Ell will work with Trisha Albertsen to get training set up for the new moderators. Greg Harnage reported that October 17 or 24 is available for Gathering of the Senates at Sierra College. The board recommended October 24.

   i. *Professional Development Committee – Hope Lane*
      Not present.

   ii. *Classified Leadership Institute Subcommittee – Virgina Criswell*
       Virginia Criswell reported that registration closes today. As of today, there are 248 registrants. Ace Caguioa from Irvine Valley College will be the photographer for the event. Ace will be taking headshots of all board members during CLI. Trisha Albertsen will update the board when a date/time is selected. Virginia shared that the board meets on Tuesday morning at 9am, with breakfast beginning at 8am. Board members will have lunch at the President's Retreat and

there is a board dinner planned for Tuesday evening. Board members were asked to bring/wear 4CS gear (polos, sweaters, etc.). Board members were also reminded to be present at all events.

Greg Harnage reported that there are three bottle donations for the libations pull. There are about 10 items for the opportunity drawing. The Amazon wish list is still available if anyone would like to buy additional items for the opportunity drawing. There will be a flyer in attendee packets advertising the Bonfire store. To date, there have been about 35 items sold through Bonfire. The shop will be open through the end of June.

Trisha Albertsen reported that there are 26 concurrent sessions confirmed. There is a good variety of sessions this year.

Trisha Albertsen reported on behalf of Karen Peterson. Trisha reported that awardees have been selected and notified. Each winner can give up to a three-minute speech if they would like. Scholarship winners will be called up but will not speak.

e. *Caring Campus – Trisha Albertsen and Hope Ell*
Trisha Albertsen and Hope Ell are working with the group on a new chapter for DEIA.

f. *Statewide & Legislative Committee Reports*
Hope Ell reported that the solicitation for committee reports was not sent out for this meeting.

IX. EXECUTIVE BOARD REPORTS

a. *President – Deborah Knowles*
Deborah Knowles spoke to the resolution. It has been the goal of this organization for over 30 years+ to be put into law. This is the most support 4CS has had to do so, with resolutions passed by both the state Student and Academic Senates.

b. *President-Elect – Amparo Medina*
Amparo shared that she is excited to take on the role of president. She noted that she is back in school and will need the board's support as she navigates her time between these two obligations.

c. *Vice President – Susan Rodriguez*
Susan Rodriguez reached out to San Jose Evergreen College, and they cannot commit to hosting the 4CS September board meeting. The board will need to find an alternate meeting location.

d. *Treasurer – Trisha Albertsen*
Trisha Albertsen reported that business cards have been ordered and should be ready to distribute at CLI. She also reported that the board now has a subscription to

Higher Education Publications (HEP), which gives the board access to email addresses for CEO’s and other community college managers.

e. *Secretary – Hope Ell*
   No report.

f. *Past President – Trisha Albertsen*
   No report.

X. REGION REPRESENTATIVE REPORTS

a. *Region 1 – Vacant*

b. *Region 2 – Terra Lee*
   Terra Lee has been communicating with the region about CLI, fundraisers, and promoting any opportunities that are shared. College of the Siskiyous reached out because they have a new president and vice president for their senate and need guidance. Terra and Virginia plan to meet with them. Terra and Greg went to Napa Valley College to present at their classified week. Terra shared a concern about sending out too many emails to the regions. The board will discuss this concern at the July planning meeting.

c. *Region 3 – Virgina Criswell*
   Virginia Criswell has reintroduced herself as the Region 3 representative. She is still communicating with Region 5 until a new representative is elected.

d. *Region 4 – Kristal Dela Cruz*
   Not present.

e. *Region 5 – Vacant*

f. *Region 6 – Linda Resendiz*
   Linda Resendiz shared that she had a slow start in her position, but she has sent out an email to her region. She noted that when she used the 4CS gmail account to send communication, the email went to spam folder.

g. *Region 7 – LaTonyua Harden*
   Not present.

h. *Region 8 – Jamille Teer*
   Jamille Teer reported that her region has been quiet. She has shared reminders about CLI deadlines.

i. *Region 9 – Karen Peterson*
   Not present.

j. Region 10 – John Feist

Not present.

k. At-Large North Representative – Greg Harnage

Greg Harnage and Terra Lee presented at Napa Valley College's classified retreat. He is considering ways to mitigate duplication in emails. Greg would like to collecting email addresses of all senators at each college so that communications can go out to full senates.

l. At-Large South Representative – Carl Banks

Carl Banks shared that he is preparing for his CLI presentation and is recruiting for two open positions.

XI. GOOD OF THE ORDER

Trisha Albertsen shared that she is working with the technology person to get emails ready for new and moving members.

XII. ADJOURN

Meeting adjourned at 3:35 p.m. on Friday, June 6, 2025.

Approved on:

President's Signature: Deborah Knowles ____