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 AT THE
HYATT REGENCY SAN FRANCISCO AIRPORT, HARBOUR ROOM A,
AND VIA ZOOM
WEDNESDAY, NOVEMBER 20, 2024

Members present (distinguished with an "X"):

☒ Trisha Albertsen
☒ Carl Banks
☒ Krista Collett
☒ Virginia Criswell
☒ Kristal Dela Cruz
☒ Hope Ell
☒ John Feist (joined at 9:00am)
☒ LaTonyua Harden
☒ Greg Harnage
☒ Terra Lee
☒ Deborah Knowles
☒ Amparo Medina
☒ Karen Peterson
☒ Dina Pielaet (joined at 9:09am)
☒ Susan Rodriguez
☐ Michael Snider
☒ Jamille Teer

Guests:

I. CALL TO ORDER

The meeting was called to order by Deborah Knowles at 8:00 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. Hope Ell conducted a roll call.

IV. APPROVAL OF AGENDA AND MINUTES

a. *2025-22 Approval of Agenda, November 20, 2024*
   Deborah Knowles presented the meeting agenda for review and/or revision.

   Upon motion duly made by Amparo Medina, seconded by Susan Rodriguez, agenda item 2025-22, Approval of Agenda, November 20, 2024, was unanimously approved.

b. *2025-23 Approval of Minutes, September 27-28, 2024*
   Deborah Knowles presented the September 27-28, 2024 meeting minutes for review and/or revision. Kristal Dela Cruz requested changes to her report via email.

   Upon motion duly made by Greg Harnage, seconded by Trisha Albertsen, agenda item 2025-23, Approval of Minutes, September 27-28, 2024, was unanimously approved as amended.

V. CONSENT ITEMS

a. *2025-24 2024-2025 Monthly 4CS Financials*
b. *2025-25 2024-2025 Monthly Donations and Membership Report*
c. *2025-26 September-October Approved Internal Audits*
d. *2025-27 2023-2024 Taxes*

Deborah Knowles presented the items listed on the consent agenda. Greg Harnage requested to move item 2025-24, 2024-2025 Monthly 4CS Financials, to new business for further discussion.

Upon motion duly made by Greg Harnage, seconded by Karen Peterson, consent agenda items 2025-25, 2024-2025 Monthly Donations and Membership Report; 2025-26, September-October Approved Internal Audits; and 2025-27, 2023-2024 Taxes were unanimously approved.

VI. GOVERNANCE ITEMS

a. *2025-28 Board Member Resignation*
   Agenda item 2025-28, Board Member Resignation, was presented for acceptance.

Upon motion duly made by Trisha Albertsen, seconded by Amparo Medina, the board accepted agenda item 2025-28, Board Member Resignation, accepting the resignation of Angela Parris from the position of Director, Professional Development.

VII. OLD BUSINESS

a. *2025-21 Governance versus Government Relations*
Deborah Knowles brought this item back for further discussion. In the past, there was a Board Governance Committee. When the board reorganized, that committee was eliminated and replaced with the Government Relations Committee. Upon discussion, it was determined that board governance is the responsibility of the entire board and is not a subcommittee. Government Relations is separate and should have its own subcommittee.

VIII. NEW BUSINESS

a. *2025-24 2024-2025 Monthly 4CS Financials*
Greg Harnage pulled this item from the consent agenda for further discussion. Greg noted that on page two of the document, there are two different CD's listed. Greg asked for the reasoning for having two CD's. Deborah Knowles shared that this was done to allow for more flexibility in the ability to withdraw funds if needed. Also, the 7-month CD was a short-term CD with a higher interest rate, so the board opted to put more money into that CD for a greater return.

Upon motion duly made by Greg Harnage, seconded by Karen Peterson, agenda item 2025-24, 2024-2025 Monthly 4CS Financial Statements, was unanimously approved.

b. *2025-29 Revised June 2024 Financial Statements*
Trisha Albertsen reported that the external auditors found some journal entries that needed adjusting. Trisha has made those adjustments and brought those changes for approval. **Karen Peterson motioned to approve agenda item 2025-29 Revised June 2024 Financial Statements; Jamille Teer seconded. A roll call vote was conducted.**

Trisha Albertsen – yes
Carl Banks – yes
Krista Collett – yes
Virginia Criswell – yes
Kristal Dela Cruz – yes
Hope Ell – yes
John Feist – not present
LaTonyua Harden – yes
Greg Harnage – yes
Terra Lee – not present

Amparo Medina – yes
Karen Peterson – yes
Dina Pielaet – not present
Susan Rodriguez – yes
Jamille Teer – yes

Motion to approve agenda item 2025-29 Revised June 2024 Financial Statements, passed unanimously.

c. *2025-30 Yearly External Audit, 2023-2024 Fiscal Year*
Trisha Albertsen presented the external audit report. The report was clean with no concerns. The journal entries that were corrected in agenda item 2025-29, above, were part of the external audit process.

d. *2025-31 Investment of Funds*
Trisha Albertsen reported that the 7-month CD matured on November 4 and rolled into the savings account. The initial investment was $10,000. The investment earned $275.85 in interest. The board will need to decide if it wants to reinvest the funds and, if so, how much and how those funds will be reinvested. The current rate for a 7-month CD is 4.12% interest with a 4.2% APY and for a 12-month CD is 3.9% interest with a 3.75% APY. There are no fees on either CD. **Greg Harnage motioned to invest $11,000 in a 7-month CD. Jamille Teer seconded. A roll call vote was conducted.**

Trisha Albertsen – yes
Carl Banks – yes
Krista Collett – abstain
Virginia Criswell – yes
Kristal Dela Cruz – not present
Hope Ell – yes
John Feist – not present
LaTonyua Harden – yes
Greg Harnage – yes
Terra Lee – yes
Amparo Medina – yes
Karen Peterson – yes
Dina Pielaet – not present
Susan Rodriguez – yes
Jamille Teer – yes

Motion to invest $11,000 in a 7-month CD passed.

e. *2025-32 Annual Report 2023-2024*
Trisha Albertsen presented the 2023-2024 annual report. A suggestion was made to further highlight the 4CS scholarships with National University and University of La Verne.

f. *2025-33 Newsletter Publication*
Trisha Albertsen shared that in working on the annual report, she noted items were being duplicated between the annual report and the newsletter. She suggested that the timing of the newsletter be adjusted to avoid duplication. She would like to move the November newsletter to January and use that newsletter to highlight fall activities. The second newsletter will continue to be produced in June, in time for the CLI conference, and will cover spring activities. The board agreed with those adjustments. A timeline will be produced to ensure that the newsletters are released on time. Due to time constraints, the January 2025 newsletter will be released in early February. Amparo Medina suggested moving the newsletter to an online platform. The board supports that idea but recognizes that there is not enough time to do this for the upcoming newsletter. This discussion will be brought to a future meeting.

g. *2025-34 Correction to 4CS Land Acknowledgement Resolution*
It was brought to the attention of the board that the land acknowledgement resolution was missing information in the last line of the last paragraph. Approval of this agenda item will correct that omission.

Upon motion duly made by Carl Banks, seconded by Karen Peterson, agenda item 2025-34, Correction to 4CS Land Acknowledgement Resolution, was unanimously approved.

h. *2025-35 Committee Charges*
Hope Ell presented the committee charges for the Financial Operations, Resource Development, and Professional Development Committees. The Board requested that the 'meetings' information be updated to at least one meeting per quarter for each committee. Additional changes were also made to the Professional Development Committee Charge.

Susan Rodriguez motioned to approve the Financial Operations and Resource Development committee charges as amended and to approve the Professional Development committee charge as a first reading. LaTonyua Harden seconded. The Financial Operations and Resource Development committee charges were approved as amended. The Professional Development committee charge was approved for first reading.

i. *2025-36 Website Taskforce*
Greg Harnage and Carl Banks are interested in reestablishing the website taskforce. They have reviewed the website and noted several areas that need updating. Greg and Carl discussed making the website taskforce part of the role of the at-large representatives.

Amparo Medina motioned to create the website taskforce with the at-large representatives leading, in consultation with the Director, Communications. The taskforce should include the Treasurer as a member. Karen Peterson seconded. Agenda item 2025-36, Website Taskforce, was unanimously approved.

j. *2025-37 Gathering of the Senates Subcommittee*
Deborah Knowles requested the creation of this subcommittee to help with the planning of the Gathering of the Senates events. Amparo Medina shared a concern that the board is creating too many subcommittees, and this should be the responsibility of the professional development committee. Jamille Teer suggested that there be a co-chair structure with the vice president and the director, professional development. There was also a suggestion to include the at-large representatives as part of the planning process. The board indicated a preference not to form another subcommittee, but rather to use this document as a planning document for Gathering of the Senates events.

Susan Rodriguez motioned to approve the Gathering of the Senates subcommittee document as a living document for planning, rather than creating a new subcommittee. Carl Banks seconded. Motion passed unanimously.

k. *2028-38 Listserv Maintenance*
Deborah Knowles noted that the listserv needs regular maintenance. The last email that was sent generated 200 rejected messages, which fill up the president's email inbox. A suggestion was made to filter the rejected messages into a folder, sort them by region, and then have the region representatives follow up. The Board agreed with this suggestion.

l. *2025-39 Monterey Peninsula Senate Assistance*
Deborah Knowles shared that Monterey Peninsula has a new Senate, just over a year old. They have reached out for help in moving their Senate forward. Deborah asked for volunteers who can visit the campus and help them progress. Kristal Dela Cruz will take the lead; if anyone else would like to participate, please contact Kristal.

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

a. *Director, Government Relations – Vacant*
Amparo Medina provided an update in the absence of a director. Amparo has been attending advisory meetings but noted that it has been difficult to take a stance or

vote on items because 4CS is not in legislation. 4CS should capitalize as much as possible on opportunities to participate and be involved.

i. *Government Relations Committee – Vacant*

ii. *Strategic Planning Workgroup – Deborah Knowles*
No report.

iii. *Elections Task Force – Trisha Albertsen*
Trisha Albertsen reported that nominations will open in March and letters of intent will be due by April 25. Positions that will be up for election are Vice President; Treasurer; Director, Professional Development; Director, Government Relations (one-year); and Region Reps 1, 4, 6, 7, 10 and at-large south. Those interested in continuing in a current position must submit a letter of intent.

b. *Financial Operations Committee – Trisha Albertsen*
Trisha Albertsen shared that the external audit is done, taxes are complete, and there are no major concerns or upcoming items.

i. *Audit Task Force – LaTonyua Harden*
LaTonyua Harden reported that audits are up to date.

ii. *Resource Development – Karen Jimenez*
Trisha Albertsen reported on behalf of Karen Jimenez. The Charleston Wrap fundraiser ends on November 30. A See's Candies fundraiser will be held in spring.

c. *Director, Communications – Dina Pielaet*
Dina Pielaet shared that CLI promotion is the current focus. The first rounds of communication about CLI have gone out. Dina will wait for active registration links before posting on social media. The board expressed a preference to post a save the date flyer to social media now rather than waiting for active registration links. The Charleston Wrap fundraiser has been posted and Dina will post again before the sale ends.

i. *Marketing and Communications Committee – Dina Pielaet*
No report.

d. *Director, Professional Development – Vacant*
No report.

i. *Professional Development Committee – Vacant*

Trisha Albertsen provided an update on the LIFT/Mentor Match program. The Mentor Match program began through the A2MEND program and was very successful. 4CS is now working with the Mentor Match leads to create a platform for classified staff. There are 10 pilot colleges, each with a classified lead. The Technology Innovation grant is targeted to assist with the costs of the program. The grant will provide $50,000 over two years. ($25,000 each year). Each of the pilot colleges has a template for the RFA. Colleges that are part of the pilot program and receive the grant will allocate $20,000 to LIFT to create/support the Mentor Match program. The remaining $5,000 stays with the college. The pilot will run for two years. After those two years, if the program is successful, LIFT would like to expand the program to more colleges, but there may not be grant money available so colleges may have to cover their own costs.

Susan Rodriguez shared that Gathering of the Senates south will take place at Irvine Valley College. The tentative date is Friday, February 21. Karen Jimenez was able to confirm the February 21 date.

ii. *Conference Development Subcommittee*

1. *CCLC Annual Conference – Trisha Albertsen*

   Trisha Albertsen reported that she, Hope Ell, Greg Harnage, and Karen Peterson will work at the exhibitor table at the CCLC conference. There will be a new 4CS banner displayed, folders for exhibitors, and Caring Campus guidebooks for distribution.

2. Classified Leadership Institute – Virginia Criswell

   Virginia Criswell provided an update on CLI planning. There have been a couple of names suggested for opening session speaker. The committee is following up on those suggestions. Virginia gave kudos to Greg Harnage for his work on the exhibitors and sponsorships. There are currently two exhibitors confirmed. There are also three sponsors confirmed. Board members were reminded to complete the travel spreadsheet with their travel and lodging details. A save the date has gone out to the listserv. On December 2, the scholarship applications and the call for presentations will go out. Trisha Albertsen reported that Chancellor Sonya Christian is confirmed as the closing keynote speaker. She also noted that registration opens on February 24. Trisha also reported that there will not be an app used for this year's event. Event information will be available through the CCLC website.

e. *Caring Campus – Trisha Albertsen and Hope Ell*

Trisha Albertsen and Hope Ell reported that they are continuing to work on the statewide Caring Campus committee. A meeting was held on November 14 with approximately 40 attendees to share the committee's scope and purpose and to explain the first tasks that are planned. Participants were asked to reply by this Friday, November 22 if they are interested in being a Caring Campus Region Representative.

f. *Statewide & Legislative Committee Reports*
A link to any statewide and legislative committee reports that were submitted is available on the agenda. Dina Pielaet noted that she is unable to continue serving on the CCCCO Assessment Advisory Committee. Deborah Knowles will reach out to find a new representative.

X. <u>EXECUTIVE BOARD REPORTS</u>

a. *President – Deborah Knowles*
Deborah Knowles shared that college CEO's have expressed interest in the Caring Campus Guidebook. To that end, Deborah sent an email to the CEO's reminding them that the guidebook will be presented at this week's conference.

b. *President-Elect – Amparo Medina*
Amparo Medina is encouraged to see 4CS being brought up more often in committees and other activities. She looks forward to continued advocacy on behalf of the 4CS.

c. *Vice President – Susan Rodriguez*
Susan Rodriguez shared that the north Gathering of the Senates was held on November 8 at Laney College. There were a few glitches, but overall, the event went well. As previously mentioned, the south Gathering of the Senates will be hosted at Irvine Valley College on Friday, February 21, 2025.

d. *Treasurer – Trisha Albertsen*
Trisha Albertsen reminded the board to submit travel requests and reimbursements in a timely manner.

e. *Secretary – Hope Ell*
Hope Ell thanked the board members for getting updated information into their Google drive folders. Hope asked for follow up on the senate annual update forms. The database is current, with all the information submitted to date, but there is still missing information. It was unclear if the region representatives or the at-large representatives were expected to follow up with colleges that are missing information. After discussion, it was determined that the region representatives will conduct follow-up.

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

XI. REGION REPRESENTATIVE REPORTS

a. *Region 1 – Krista Collett*
   No report.

b. *Region 2 – Terra Lee*
   No report.

c. *Region 3 – Michael Snider*
   Not present.

d. *Region 4 – Kristal Dela Cruz*
   Kristal Dela Cruz was not able to meet with her region in November, but she will be setting up a region meeting for December. The district at Mission College is moving forward with a district senate, despite the concerns of administrative involvement in its creation. The plan is to start the new senate in January.

e. *Region 5 – Virginia Criswell*
   No report.

f. *Region 6 – Vacant*

g. *Region 7 – LaTonyua Harden*
   LaTonyua Harden reported that she is still struggling to make connections with colleges in her region. Long Beach City College has focused on building community which has helped to build morale and get employees more involved.

h. *Region 8 – Jamille Teer*
   Jamille Teer shared that she is also struggling to make connections within her region. She has emailed and has started trying to call contacts at other colleges.

i. *Region 9 – Karen Peterson*
   Karen Peterson has been on jury duty since October and has been unable to reach out during that time. Within Region 9, the Chaffey College Academic Senate passed a vote of no confidence against three administrators.

j. *Region 10 – John Feist*
   John Feist has been working to find a replacement for his position as region 10 representative. He is outside of the region, and he is not planning to run again. He plans to reach out to the at-large south representative to help in the search.

k. *At-Large North Representative – Greg Harnage*
   No report.

l. At-Large South Representative – Carl Banks

Carl Banks is working to understand the role of an at-large region representative. He will try to meet individually with the region representatives for about 30 minutes before the next board meeting.

XII. GOOD OF THE ORDER

Deborah Knowles again reminded board members to complete the travel spreadsheet on Google drive.

Trisha Albertsen reminded board members that there is a community on the Vision Resource Center. The moderators are Hope, Dina, and Trisha, but anyone can post to the community. A suggestion was made to set up region folders so that the region representatives can follow up on posts from their regions.

Trisha will be placing an order for 4CS sweaters, shirts, and polos). 4CS will pay for one item; the board member pays for any additional items. Trisha will send an email and asks that board members respond by the end of December.

Dina Pielaet reminded everyone to pay attention to your mental health and to the mental health of those around you (family, co-workers, students, etc.).

XIII. ADJOURN

Meeting adjourned at 3:12 p.m. on Wednesday, November 20, 2024.

Approved on: January 25, 2025

President's Signature: Deborah Knowles