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
MONDAY, JULY 21, 2025

Members present (distinguished with an "X"):

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

Guests: Diana Martin, Ventura Community College District

I. CALL TO ORDER

The meeting was called to order by Amparo Medina at 9:03 a.m.

II. LAND ACKNOWLEDGEMENT

Amparo Medina 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

Amparo Medina welcomed everyone to the meeting. Introductions took place.

IV. APPROVAL OF AGENDA AND MINUTES

a. *2026-01 Approval of Agenda, June 6, 2025*

Amparo Medina presented the meeting agenda for review and/or revision.

Upon motion duly made by Deborah Knowles, seconded by Hope Lane, agenda item 2026-01, Approval of Agenda, June 6, 2025, was unanimously approved.

V. CONSENT ITEMS

None.

VI. GOVERNANCE ITEMS

a. *2026-02 – Board Member Appointment, Region 10*

Agenda item 2026-02, Board Member Appointment, Region 10 was presented for approval.

Upon motion duly made by Deborah Knowles, seconded by Carl Banks, agenda item 2026-02, Board Member Appointment, Region 10, was unanimously approved, appointing Ayana Woods to the position.

b. *2026-03 – Board Member Appointment, Director, Communications*

Agenda item 2026-03, Board Member Appointment, Director, Communications, was presented for approval.

Upon motion duly made by Karen Peterson, seconded by Greg Harnage, agenda item 2026-03, Board Member Appointment, Director, Communications, was unanimously approved, appointing Diana Martin to the position.

VII. OLD BUSINESS

a. *2025-53 Caring Campus Future Planning*

Trisha Albertsen reported that at the last Caring Campus state workgroup meeting, she and Hope Ell asked for the workgroup's feedback on presenting at the November conference. The group was split on whether to present, so the topic was brought back to this group to make the final decision. The board decided that 4CS will not present at the Caring Campus conference in November.

Amparo Medina stated that she is interested in severing the partnership with IEBC. She has drafted a press release to that effect. Board members shared that they would like more time to plan and create a timeline before ending the partnership.

NEW BUSINESS

a. *2026-04 Meeting Format*

Amparo Medina would like the full board to discuss meeting format. At a previous meeting, it was decided that the meeting format would be in person preferred, with a remote option available. However, Amparo was not present at that meeting and was unable to vote or share her opinion. Amparo is interested in moving most meetings exclusively to Zoom, with one or two in-person meetings. The in-person meetings would include some retreat activities for the board to engage with each other. Discussion ensued. It was determined that the September meeting at Folsom Lake College will go forward as planned because some board members have already made travel arrangements. The November meeting will also take place in conjunction with the CCLC conference in Garden Grove as originally planned because CCLC has already arranged a meeting space for 4CS. Meetings beyond November will be listed as hybrid and members can attend in person or via Zoom.

b. *2026-05 Conference Funding*
Amparo Medina has an interest in supporting conference funding for board members. She would like to send the Director, Professional Learning, to the Collective Equity Impact Institute in October. Board members shared a concern about the depletion of funds due to a lack of a steady funding stream; however, the board felt this would be an important conference for the professional learning director to attend. The board requested a line item in the adopted budget for conference funding. Further discussion about conference funding will take place at the next meeting.

Deborah Knowles motioned to approve up to $1,500 for the Director, Professional Learning, to attend the Collective Equity Impact Institute. Linda Resendiz seconded the motion. A roll call vote was conducted.

Trisha Albertsen – yes
Carl Banks - yes
Virginia Criswell – yes
Michelle Crocfer – yes
Hope Ell – yes
John Feist – yes
Greg Harnage – yes
Deborah Knowles – yes
Hope Lane – yes
Terra Lee – yes
Diana Martin – yes
Karen Peterson – yes
Linda Resendiz – yes
Susan Rodriguez – yes
Jamille Teer – yes
Andrea Walters – yes

Motion passed unanimously.

c. *2026-06 Sponsorships*

Amparo Medina has an interest in 4CS sponsoring events. Sponsoring would provide the opportunity to get the 4CS name out to a larger audience and could lead to collaboration opportunities. The Colegas annual conference is taking place in November. There are typically around 800 participants, most of whom are classified professionals, and the minimum sponsorship cost is $1,000. Colegas is just one of many events that 4CS could consider sponsoring. Amparo would not support sponsoring a League conference since 4CS is already connected to the League. Karen Peterson noted that another option could be to have exhibitor tables at events. Karen also asked if anyone is aware of the rules for 4CS sponsorship of events as a non-profit organization. Trisha Albertsen shared that she reached out to the CPA firm about this topic. There isn't anything that the CPA firm is aware of that prohibits 4CS from sponsoring another organization's event. However, if a 4CS board member is connected to the sponsored organization, that must be disclosed on both the 4CS external audit and tax returns. Board members asked for a line item specifically for sponsorships in the adopted budget as well as a policy on how 4CS determines which events will be sponsored. A suggestion was also made to determine sponsorship versus an exhibitor table on a case-by-case basis. Further discussion will take place at the next board meeting.

d. *2026-07 Cancel PO Box/Update Mailing Address*

Trisha Albertsen shared that the PO Box is in Fresno and 4CS currently does not have a member in Fresno. There is a past member who has been willing to check the mail regularly, but we need to move away from that. The PO Box is due for renewal in September. Rather than renewing the PO Box, 4CS could use the League address. The League has agreed to send mail to the appropriate party as needed.

Upon motion duly made by Deborah Knowles, seconded by Jamille Teer, agenda item 2026-07, Cancel PO Box/Update Mailing Address, was unanimously approved.

e. *2026-08 Mentor Match Letter of Support*

The board discussed the Mentor Match letter of support. Amparo Medina introduced the item, noting that while the project offers valuable mentoring opportunities, the decision should be made collectively due to concerns about transparency and possible conflicts of interest. Mentor Match, led by Dr. Ding-Jo Currie of Lyft, is a software platform supporting statewide mentorship. Several colleges and the A2MEND program already use the software, and 4CS is working with Dr. Currie to pilot the program with classified professionals. Ten colleges are involved in the pilot, and an EEO grant application is in progress. Colleges would receive funds to support local leads, some of whom are also 4CS board members. Since some board members may receive compensation as college leads, supporting the project could raise questions of conflict of interest or optics.

Deborah Knowles clarified that 4CS is not a formal partner of Mentor Match. She emphasized the importance of transparency and shared Dr. Currie's assurance that support would not create a conflict since no funds go directly to 4CS. The Academic

Senate has already provided a similar letter. Trisha Albertsen confirmed that there is no financial conflict for 4CS. Greg Harnage expressed concern about the lack of transparency in how leads were chosen and recommended that future processes be clearer to avoid issues with optics. The board also noted the urgency of the letter, which must accompany the grant applications by August 1. Consensus was reached that any board members directly involved with Mentor Match should abstain from voting on a letter of support.

A motion to approve issuing the letter of support was made by Carl Banks and seconded by Greg Harnage. A roll call vote was conducted.

Trisha Albertsen – abstain
Carl Banks – yes
Virginia Criswell – not present
Michelle Crocfer – yes
Hope Ell – yes
John Fiest – yes
Greg Harnage – yes
Deborah Knowles – abstain
Hope Lane – yes
Terra Lee – not present
Diana Martin – yes
Karen Peterson – yes
Linda Resendiz – yes
Susan Rodriguez – abstain
Jamille Teer – abstain
Andrea Walters – yes

Motion passed.

f. 2026-09 Committee Planning

i. Administrative Affairs – Hope Ell

Hope Ell shared that this is a new committee established at the June board meeting. This committee will review the internal documents and processes of the organization, including bylaws, policies, and procedures. The strategic plan subcommittee and elections taskforce will also be housed under this committee. The secretary will serve as chair of the committee. A committee charge that will be ready for review at the next board meeting. Linda Resendiz and Deborah Knowles volunteered to participate on the committee. Karen Peterson and Carl Banks volunteered to be part of the Strategic Plan subcommittee.

ii. *Financial Operations – Trisha Albertsen*
Trisha Albertsen shared a timeline for the year for the Resource Development Committee. The timeline includes fundraisers that will take place year-round, as well as specific fundraisers planned for fall and spring. Trisha also shared a list of organizations in which 4CS might be able to seek grant funding. The Resource Development Committee will be reviewing that list to determine if 4CS is eligible to apply. Lastly, Trisha shared a timeline for soliciting college/district memberships.

iii. *Government Relations – Carl Banks*
Carl Banks shared his plans for government relations for the upcoming year, including forming a committee of interested classified professionals.

iv. *Professional Learning – Hope Lane*
Hope Lane has been working with board advisor David Rodriguez to develop a professional development survey for classified professionals. Hope shared a draft of the survey with the board. Hope also shared how this position can support classified professionals moving forward.

v. *Marketing and Communications – Diana Martin*
Diana Martin shared that because she is brand new to the position, she is still working on determining what is needed in marketing and communications for 4CS. She will provide further updates at future meetings.

VIII. <u>GOOD OF THE ORDER</u>

Amparo Medina thanked Trisha Albertsen and Karen Peterson for keeping up with 4CS social media posts during CLI.

Karen Peterson will be scheduling a 4CS onboarding meeting. The meeting lasts about two hours. New board members are expected to attend; existing board members are welcome to attend if they need a refresher. Board members agreed to hold the onboarding meeting on Tuesday, August 12 from 6:00-8:00pm. Karen will send an email with the meeting details.

IX. <u>ADJOURN</u>

Meeting adjourned at 1:39 p.m.

Approved on:

President's Signature: Amparo Medina ______________________________