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
SHERATON GRAND HOTEL SACRAMENTO AND VIA ZOOM
SATURDAY, JANUARY 24, 2026

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
☒ Diana Martin
☒ Amparo Medina
☐ Karen Peterson
☒ Linda Resendiz
☒ Susan Rodriguez
☐ Jamille Teer
☒ Andrea Walters
☒ Ayana Woods

Guests: Karen Jimenez, President Emerita

I. CALL TO ORDER

The meeting was called to order by Amparo Medina at 8:02 a.m.

a. *Roll call*
Hope Ell conducted roll call.

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, & ANNOUNCEMENTS

Amparo Medina welcomed everyone to the meeting.

IV. APPROVAL OF AGENDA AND MINUTES

a. 2026-50 Approval of Agenda

Amparo Medina presented the agenda for review and/or revision. Hope Ell requested to pull agenda item 2026-51, Approval of Minutes, November 19, 2025. Greg Harnage requested to pull agenda item 2026-62, Equity in Action Conference Presentation, in the absence of Hope Lane.

Upon motion duly made by Greg Harnage, seconded by John Feist, agenda item 2026-50, Approval of Agenda, was unanimously approved as amended.

b. 2026-51 Approval of Minutes, November 19, 2025

Item pulled.

V. PUBLIC COMMENT

None.

VI. ONBOARDING

a. 2026-52 Board Member Communications and Responsibilities

Amparo Medina shared that communication amongst board members has been lacking. In order to work towards better communication, an Excel communication spreadsheet will be created to track follow-up and action items. Board members supported the creation of a communication spreadsheet. Region representatives noted that they are still unclear on what they should be following up on. It would be helpful to have a list of what to follow up on and how often.

In addition, Amparo asked board members to check their email accounts regularly. Emails have gone unanswered and that can be easily resolved by regularly checking emails.

VII. EXECUTIVE BOARD REPORTS

a. President – Amparo Medina

Amparo Medina announced she will be stepping away from day-to-day activities of 4CS while she works on her doctoral dissertation. Karen Peterson will be covering presidential duties during this time. This arrangement is expected to last through May.

Amparo also reported that she met with the CSEA representative who sits on Consultation Council. The meeting was arranged to start building relationships and understanding between CSEA and 4CS. The meeting went well and Amparo is planning to meet with CSEA once a month moving forward. Amparo feels that building a relationship with the union is an important step in moving the 4CS resolution forward.

b. Vice President – Karen Peterson

Not present.

c. Treasurer – Trisha Albertsen

No report.

d. *Secretary – Hope Ell*
Hope Ell would like to revise the board agenda item request form. Hope brought this item to the board to clarify if it needs board action. The board agreed that this does not need board action. Hope will work on updating the request form.

e. *Past President – Deborah Knowles*
Deborah Knowles shared that she attended Consultation Council with Amparo Medina. They continue to attend in person when possible to show the active involvement of 4CS.

Deborah also continues to serve on the statewide AI Taskforce. She noted that it is a very active and interesting committee due to how quickly AI is evolving.

f. *Director, Communications – Diana Martin*
Diana Martin reiterated that her primary goal in this role is to create systems that outlast her term so that whoever comes in after her can easily and quickly continue in the role. Diana has continued to work on the visual dashboard. She is also working on a formal press release process, which will be brought to the Marketing and Communications Committee for review before being presented to the board.

g. *Director, Government Relations – Carl Banks*
Carl Banks reported that the legislature reconvened on January 5. Carl shared the following dates from this legislative cycle:

- January 16 was the last day for the policy committees to hear 2-year bills
- January 23 was the last day for fiscal committees to hear and report on 2-year bills
- January 31 is the last day for the house to pass bills to the second house to be considered in the upcoming legislative cycle
- February 20 is the last day for new bills to be introduced

Carl will share the CCLC presentation from the government relations webinar with board members via email. He shared the following highlights:

- Revenues are projected to be $2.9 billion above the budget numbers from the Legislative Analyst's Office (LAO) for last year
- The Governor released his budget with:
    - $15.4 billion for education and increased funding for Prop 98
    - Student Equity and Achievement programs and Strong Workforce not funded
    - Full repayment of budget deferrals
    - COLA at 2.4%
- The LAO's Office projects a larger deficit than the Governor's budget is projecting

After returning from the CCLC Advisory Committee on Legislation, Carl shared that there was discussion about the community college baccalaureate degree program. The CSUs and UCs are vehemently opposed to this. There will be a heavy focus on this over the next year. There was also discussion of possible advocacy around changing the metrics of the Student-Centered Funding Formula (SCFF). In terms of advocacy, there is support for COLA, Strong

Workforce, and growth for community colleges. On the federal side, it was noted that the Department of Education has dropped the appeal on the "Dear Colleague" letter.

h. *Director, Professional Learning – Hope Lane*
Not present.

VIII. REGION REPRESENTATIVE REPORTS

a. *Region 1 – Andrea Walters*
No report.

b. *Region 2 – Terra Lee*
Not present.

c. *Region 3 – Virginia Criswell*
No report.

d. *Region 4 – Jamille Teer*
Not present.

e. *Region 5 – Susan Rodriguez*
No report.

f. *Region 6 – Linda Resendiz*
No report.

g. *Region 7 – LaTonyua Harden*
LaTonyua Harden reported that she continues to reach out to her regional colleges but is not getting any response. She also shared that at Long Beach City College, the administration has told classified employees that they cannot participate in both the union and classified senate, so senate participation has dropped dramatically.

h. *Region 8 – Vacant*

i. *Region 9 – John Feist*
John Feist reported that he is still waiting to hear back from Barstow Community College on the formation of a classified senate at their college.

j. *Region 10 – Ayana Woods*
Ayana Woods reported that the San Diego Community College District is working to get 9+1 into board policy.

k. *At-Large North – Greg Harnage*
Greg Harnage reported that he has been doing a lot of work on CLI, which has led to potential involvement with other conferences.

l. *At-Large South – Michelle Crocfer*
Michelle Crocfer reported that the Gathering of the South is being rescheduled. Michelle shared that she attended her first LGBTQIA2S+ Advisory Committee on behalf of 4CS as a non-voting member. The committee is working on the virtual summit scheduled for April 15 and 16. The committee is also working on an AI directory tool. The directory will allow students to enter a college name and find available resources.

IX. COMMITTEE REPORTS

a. *Administrative Affairs Committee – Hope Ell*
Hope Ell shared that the committee had its first meeting on Thursday, January 22. The committee will review the bylaws, policies, and procedures and look for any inconsistencies and/or changes that need to be made. The group will meet again on February 26 to review their findings. The group proposed a two-year cycle for reviewing governance documents.

Upon discussion, Hope noted that Administrative Affairs should be responsible for reviewing forms within the organization. Board members agreed. She will work on adding that task to the committee charge.

i. *Strategic Planning Workgroup – Amparo Medina*
Amparo Medina shared that the committee has not met. The initial meeting dates did not work for committee members. She will work to find another meeting time.

ii. *Elections Task Force – Deborah Knowles*
Deborah Knowles will lead spring elections. Nominations will open on March 9 and are due by Monday, March 30 at 5pm. The following positions will be open during elections for 2-year terms (unless otherwise noted):

- President-Elect (one year)
- Secretary
- Director, Government Relations
- Director, Communications
- Regions 2, 3, 5, 8, 9, and At-Large North

A discussion ensued about the timing of elections. Amparo Medina suggested moving elections after CLI. Many attendees at CLI have an interest in serving after learning more about the organization, but elections are held before the event. If those things were more closely tied, there may be better election participation. It was noted that the bylaws, policies, and procedures may define dates for elections and/or terms of office, so those documents need to be checked before any commitments to moving the dates are made.

Break 10:00am-12:03pm

Upon return from break, it was noted that neither the bylaws, policies, nor procedures list specific dates for elections. They also do not define specific dates for terms of office. Because no dates are listed, the board can hold elections at a time of their choosing. A new timeline was proposed, with elections opening in June after CLI. The board agreed with moving the timeline to June. The proposed timeline will be submitted through the Elections Taskforce/Administrative Affairs Committee for review and will be shared with board members via email.

b. *Caring Campus – Trisha Albertsen and Hope Ell*
Trisha Albertsen and Hope Ell met with the statewide committee in November. The December and January meetings were canceled so that the committee's feedback could be brought back to the 4CS board. The committee does not want to move to Community Cultural Wealth (CCW) theory. The committee did not see a clear connection between CCW theory and the work of Caring Campus. In addition, they feel that campuses with successful Caring Campus programs will not want to shift focus. A concern was raised that the committee does not fully understand CCW theory and that lack of understanding may be contributing to their decision not to move in that direction. A suggestion was made to provide more information and/or a presentation on CCW theory to ensure the committee fully understands it. However, the board agreed that if the committee chooses not to move forward with CCW, they will support that decision.

c. *Financial Operations Committee – Trisha Albertsen*
Trisha Albertsen asked for another board member to volunteer to help with internal audits. Currently, there is only one person trained to do audits and when that person is unavailable, there is no back up. Andrea Walters volunteered to help with audits.

   i. *Resource Development Subcommittee – Karen Jimenez*
   Karen Jimenez reported that the committee has decided to focus on CLI and the opportunity drawings instead of doing smaller fundraisers this spring. Greg and Trisha will be collecting items for the opportunity drawing. Karen reminded board members that they should be donating to 4CS if they are not already doing so. A question was asked about how much money was raised on giving days. It was shared that the September giving day raised $525. Only $125 was raised on Giving Tuesday in December. Giving Tuesday is often a challenge because so many other organizations are fundraising on that same day.

d. *Government Relations Committee – Carl Banks*
Carl Banks shared that the committee has not met and his goal is to get a meeting set up.

e. *Marketing and Communications Committee – Diana Martin*
Diana Martin shared that the committee has not met since November. The next meeting will take place on Friday, February 6 at 11am. Diana has created a collaborative space in Google Chat and initiated a poll to identify preferred meeting times. No responses have been received, so Diana will be drafting a calendar of proposed meeting dates for the remainder of the year and will share that at the next meeting. Google Chat will be the primary communication channel for this committee. Committee members noted that they never received the meeting dates poll; Diana will work to resolve that. The committee will work on finalizing the press release process and will continue to work on mass communication guidelines.

i. *Website Subcommittee – Greg Harnage*
No report.

f. *Professional Learning Committee – Hope Lane*
Not present.

i. *Classified Leadership Institute – Virginia Criswell*
Virginia Criswell reported the following:

- Exhibitors/Sponsors – National University and Santa Ana College are confirmed sponsors; Alliant University and Schools First Federal Credit Union are confirmed exhibitors. Greg is doing outreach to past exhibitors and sponsors as well as reaching out to new potential partners. Amparo is reaching out to colleges/districts with which she has connections. Outreach for opportunity drawing items will start in February. Board members are encouraged to buy at least one item from the Amazon wish list.
- Activities and Awards – There are currently 16 applicants for scholarships. Board members were asked to volunteer to review the scholarship applications; three or four people to review applications would be ideal. Anyone interested in volunteering can reach out to Karen Peterson. The application period closes on January 31. The goal is to have application review and scoring completed by February 6. Additional award applications will open on February 10. Amparo will review, score, and select the Classified Senate President Award.
- Call for Presentations – There have been 10 proposals submitted to date. The form closes on January 31. The deadline can be extended if more proposals are needed. Board members who plan to present should submit their proposals by the current deadline.
- CCLC Liaison – Registration opens on February 9. The liaison has worked with CCLC to set up and test the registration link. There will be a special code for board member registration; board members will need to contact Trisha Albertsen to receive the code. Board member hotel rooms have been booked. Board members should have received an email with the balance due. The liaison is working with CCLC to research locations for CLI 2027.

X. CONSENT ITEMS

a. *2026-53 4CS Financial Statements, November & December 2025*
b. *2026-54 Internal Monthly Audits, November & December 2025*

Amparo Medina presented the items on the consent agenda.

Upon motion duly made by Deborah Knowles, seconded by Greg Harnage, agenda items 2026-53 and 2026-54 were unanimously approved.

XI. OLD BUSINESS

a. *2026-25 Speaker Request Form*

A draft of the speaker request form was sent via email by Hope Lane on behalf of the Professional Learning Committee. The committee raised a question about whether the expenses are for the organization or the person presenting. This question came up because as a non-profit, the committee wants to ensure 4CS is not violating any rules related to non-profit status. The original intent was that fees charged for an honorarium would go into a designated account and that money would be used to cover costs for colleges who cannot afford to pay for a 4CS speaker. Fees for actual travel would be used to cover the presenter's travel costs. It was noted that if someone is presenting on 4CS topics, it would make sense for the money to come back to 4CS. However, if someone is presenting on their own area of expertise, it seems appropriate to compensate the person. After discussion, it was decided to keep this form to 4CS topics only. The topics should be listed within the form. If 4CS wants to expand beyond 4CS topics, that can be done later. Additional minor changes were requested, including shifting this to a Google Form. The changes will be sent to the Professional Development Committee.

b. *2026-44 Outside Conference Attendance Request Form*

A draft of the outside conference attendance request form was sent via email by Hope Lane on behalf of the Professional Development Committee. Minor changes were suggested. The changes will be sent to the Professional Development Committee.

c. *2026-49 Investment Policy*

Trisha Albertsen presented the Investment Policy for second reading and approval.

Deborah Knowles motioned to approve the second reading of the investment policy. Motion seconded by John Feist. A roll call vote was conducted.

Trisha Albertsen – Yes
Carl Banks – Not present
Virginia Criswell – Yes
Michelle Crocfer – Yes
Hope Ell – Yes
John Feist – Yes
LaTonyua Harden – No
Greg Harnage – No
Deborah Knowles – Yes
Diana Martin – Yes
Linda Resendiz – Yes
Susan Rodriguez – No
Andrea Walters – Yes
Ayana Woods – Yes

Motion passed.

XII. NEW BUSINESS

a. *2026-55 Financial Operations Committee Charges Update*
   Trisha Albertsen presented changes to the Financial Operations Committee charge for first reading.

b. *2026-56 CD Renewals*
   Trisha Albertsen reported that last month, the board approved additional amounts to put into each CD. However, with the new investment policy in place, those amounts are too high as they are over 30% of all financial assets and investments. The board will need to decide how it wants to move forward within the guidelines of the investment policy. Trisha noted that the 7-month CD expires in February and currently has a higher interest rate. The 12-month CD does not mature until April.

   Greg Harnage motioned to renew the 7-month CD with a total of $38,000 and close out the 12-month CD when it matures in April. Deborah Knowles seconded.

   Trisha Albertsen – Abstain
   Carl Banks – Not present
   Virginia Criswell – Yes
   Michelle Crocfer – Yes
   Hope Ell – Yes
   John Feist – Yes
   LaTonyua Harden – Yes
   Greg Harnage – Yes
   Deborah Knowles – Yes
   Diana Martin – Yes
   Linda Resendiz – Yes
   Susan Rodriguez – Abstain
   Andrea Walters – Yes
   Ayana Woods – Yes

   Motion passed.

c. *2026-57 Campaigning versus Lobbying*
   Trisha Albertsen presented information on the differences between political campaigning and lobbying within a non-profit organization. The information can be found here. The board asked for clarification on supporting bills/propositions. Trisha will investigate that and bring the information back to the next board meeting board.

d. *2026-58 Conference Sponsorship & Exhibitor Participation Form*
   Trisha Albertsen presented the conference sponsorship and exhibitor participation form for information only. Trisha has already sent the link to the form out via email. Trisha shared that a request for ACCCA sponsorship has been submitted and approved. The ACCCA sponsorship comes with a conference registration. If anyone is interested and available to attend, please reach out to Greg.

e. *2026-59 Sponsorships & Exhibitor Booths for 26/27 Budget*
Trisha Albertsen reported that sponsorship and exhibitor booth requests must be submitted by May 31, 2026 to be included in the 2026-27 tentative budget.

f. *2026-60 Website Maintenance*
Trisha Albertsen received the renewal notice for website maintenance. The price has increased from $300 per year to $800 per year, but that increase comes with additional services. The renewal is due mid-March. A question was raised about the possibility of switching to another company. While that is a possibility, the price increase is comparable to what other companies charge. A suggestion was made to continue with this vendor for the year and evaluate the benefits before the next renewal.

Greg Harnage motioned to approve the increase in website maintenance costs for one year. Virginia Criswell seconded. A roll call vote was conducted.

Trisha Albertsen – Yes
Carl Banks – Not present
Virginia Criswell – Yes
Michelle Crocfer – Yes
Hope Ell – Yes
John Feist – Yes
LaTonyua Harden – Yes
Greg Harnage – Yes
Deborah Knowles – Yes
Diana Martin – Yes
Linda Resendiz – Yes
Susan Rodriguez – Yes
Andrea Walters – Yes
Ayana Woods – Yes

Motion passed.

g. *2026-61 Adobe Express for Social Media Management & Creation*
Diana Martin proposed purchasing an Adobe Express Teams license for two seats (one for the director of communications and one for a volunteer from the committee). The cost is $4.99 per month per person for the first year; after that, the cost is $7.99 per month. The commitment would be a yearly commitment billed monthly. Diana prefers Adobe to Canva due to cost and accessibility standards. In addition, Diana is already familiar with Adobe Express and can teach other users how to use the software. A question was asked about the availability of a non-profit rate for the software. Diana will investigate that.

Deborah Knowles motioned to approve the purchase of Adobe Express through the non-profit rate if available, or as proposed if a non-profit rate is unavailable, for the first and subsequent years. Linda Resendiz seconded.

Greg Harnage amended the original motion to purchase Adobe Express through the non-profit rate if available, or as proposed if a non-profit rate is unavailable, for the first year and reevaluate the software prior to purchasing subsequent years. Trisha Albertsen seconded. The amendment passed unanimously.

A roll call vote was conducted on the amended motion.

Trisha Albertsen – Yes
Carl Banks – Not present
Virginia Criswell – Yes
Michelle Crocfer – Yes
Hope Ell – Yes
John Feist – Yes
LaTonyua Harden – Abstain
Greg Harnage – Yes
Deborah Knowles – Yes
Diana Martin – Yes
Linda Resendiz – Yes
Susan Rodriguez – Yes
Andrea Walters – Yes
Ayana Woods – Yes

Motion passed.

h. *2026-62 Equity in Action Conference Presentation (Hope Lane)*
Item pulled.

XIII. ACTION ITEM REVIEW

- Communications spreadsheet – Amparo Medina and Hope Ell
- Revise Administrative Affairs Committee Charge and investigate adding a date to terms of office in the policies and/or procedures – Hope Ell
- Set Strategic Planning Committee meeting – Amparo Medina
- Elections Taskforce Timelines – Deborah Knowles and Hope Ell
- Speaker Request form – Hope Lane/Professional Development Committee
- Outside Conference Attendance Request form – Hope Lane/Professional Development Committee
- Clarification on supporting bills – Trisha Albertsen

XIV. FUTURE AGENDA ITEMS

a. *2026-26 Press Release Process*
b. *2026-43 Travel Reimbursement*
c. *Banking Policy*
d. *Travel Guidelines/Policies*

XV. GOOD OF THE ORDER

Greg Harnage made a request that agenda items include supporting documentation and comparisons, if applicable.

The board participated in a team building activity called one question. The question for this meeting – what is your favorite thing on your desk or in your cubicle and why?

XVI. ADJOURN

Meeting adjourned at 3:38 p.m.

Approved on: April 10, 2026

President's Signature: Amparo Medina ____