BOARD OF DIRECTORS MEETING

MINUTES OF THE CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE (4CS)
BOARD OF DIRECTORS MEETING HELD AT
HYATT REGENCY ORANGE COUNTY AND VIA ZOOM
WEDNESDAY, NOVEMBER 19, 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
☒ 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 8:07 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. *2026-34 Approval of Agenda*

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

Upon motion duly made by Trisha Albertsen, seconded by Deborah Knowles, agenda item 2026-34, Approval of Agenda, was unanimously approved as presented.

b. *2026-35 Approval of Minutes, September 26 & 27, 2025*

Hope Ell presented the minutes from the September 26 & 27, 2025 board of directors meeting for approval.

Upon motion duly made by Greg Harnage, seconded by Karen Peterson, agenda item 2026-35, Approval of Minutes, September 26 & 27, 2025, was approved as presented. Ayana Woods abstained.

V. PUBLIC COMMENT

None.

VI. ONBOARDING

The executive officers conducted onboarding for board members.

VII. EXECUTIVE BOARD REPORTS

a. *President – Amparo Medina*

Amparo Medina thanked those who developed the onboarding presentation. She shared her goals for 4CS, which include advancing 4CS through legislation and ensuring fiscal stability. Amparo plans to set up monthly Zoom drop-in meetings for board members to connect with her.

Amparo emphasized the importance of building relationships with legislators to help move legislation forward. Board members noted a need for clarity on what 4CS can and cannot lobby for. Board members also asked for a plan and timeline for this work.

The RP Group has invited 4CS participation to support the classified professionals' voice. Amparo is unable to serve, so she will ask board members to apply to serve in her place. The selected candidate will be expected to attend monthly RP Group meetings, which are held on Thursday afternoons, and the RP Conference.

Amparo, along with the entire 4CS board, sends its condolences to Laney College after the tragic shooting at their campus last week.

b. *Vice President – Karen Peterson*
Karen Peterson reported that the Gathering of the Senates at Sierra College was well attended, including many participants who had never previously attended a 4CS event. Several colleges—Lake Tahoe, Santa Rosa, Sacramento City, and Reedley—have offered to host future events, and a Gathering of the Senates South is scheduled for February 20 at San Diego Mesa College. A meeting with regional representatives was held in October to share best practices for outreach to classified senates. In addition, Karen met with Barstow College, which appears ready to establish a classified senate, with draft bylaws prepared and support from both the union and the college president.

c. *Treasurer – Trisha Albertsen*
Trisha Albertsen shared the following balances for 4CS accounts:

- Checking: $127,665.46
- Savings: $1,546.49
- 12-month flexible CD: $10,258.74
- 7-month flexible CD: $11,000.00

Trisha noted that the external audit is complete with no findings, yearly taxes were filed on November 12, and the annual registration fee for the organization's 501(c)(3) status has been paid.

4CS currently has 23 memberships – nine (9) at Level III, eight (8) at Level II, and six (6) at Level I – as well as 10 individual donors.

d. *Secretary – Hope Ell*
No report.

e. *Past President – Deborah Knowles*
Deborah Knowles noted that the Gathering of the Senates North was well done and commended those who put the event together.

Deborah shared that of the eight colleges that applied, only four were approved for the Mentor Match/Lift program.

f. *Director, Communications – Diana Martin*
Diana Martin reported that the Raise Right campaign has launched and email reminders will go out every other week. Giving Day is coming up on December 2. Business cards have been reprinted and are available to pick up today. Diana shared that she has created a visual dashboard that will be accessible to all board members.

g. *Director, Government Relations – Carl Banks*

Carl Banks shared the following updates:

- Governor's Actions
  - Signed:
    - AB 323 – Authorization for community colleges to use Strong Workforce funding to support paid work-based learning
    - AB 648 – Local zoning ordinance exemption for community college housing development projects
  - Vetoed
    - AB 1400 – Baccalaureate Degree in Nursing Pilot Program
    - SB 761 – Expansion of Cal Fresh student eligibility and establishment of data sharing between CSAC and CDSS
- Budget
  - The LAO released their latest report on the state's spending plan for the current fiscal year, which focuses on spending under Proposition 98 (K-12 schools and community colleges)
  - The report notes that in the spending plan, the state created $1.9 billion in settle up funding that will need to be paid back in future years.
  - Additionally, it noted that there was a significant deferral implemented for K-14 education.
- 50 Percent Law
  - The Assembly Higher Education pulled together a meeting to explore potential changes to the 50% law.
  - The meeting included representatives from faculty and administrators with the goal of reaching agreement on changes to the law; no agreement was reached.
  - Anticipate that there will still be one or more bills introduced on this issue in the coming year.

The full government relations report can be found here.

h. *Director, Professional Learning – Hope Lane*

Hope Lane thanked everyone for their support of the Peralta District during this difficult time. Hope shared that she has been working on items for CLI.

VIII. <u>REGION REPRESENTATIVE REPORTS</u>

a. *Region 1 – Andrea Walters*

No report.

b. *Region 2 – Terra Lee*

Terra Lee reported that she received an informal invitation to attend a classified senate meeting at Sacramento City College during the Gathering of the Senates North event. She noted that the event provided great opportunities for networking.

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

d. *Region 4 – Jamille Teer*
   Jamille Teer thanked everyone for their condolences to the Peralta District. Jamille met with individuals from West Valley College to talk about how they have been fundraising and funding professional development. She also shared that Peralta was one of the colleges accepted for Mentor Match and she will be the lead classified professional for the program.

e. *Region 5 – Susan Rodriguez*
   Susan Rodriguez reported that she sent an email to her regional senates but is not getting any responses. She was able to connect with some of her regional senates at the Gathering of the Senates North event. A common theme among those Susan spoke to is trying to get people to consistently attend senate meetings.

f. *Region 6 – Linda Resendiz*
   Not present.

g. *Region 7 – LaTonyua Harden*
   LaTonyua Harden shared that the founding member of Long Beach City College's classified senate is retiring after 25 years of service.

h. *Region 8 – Vacant*

i. *Region 9 – John Feist*
   No report.

j. *Region 10 – Ayana Woods*
   Ayana Woods reported that the San Diego Community College District (SDCCD) is looking to implement 9+1 district wide. She also shared that SDCCD is piloting a 36-hour work week next semester.

k. *At-Large North – Greg Harnage*
   Greg Harnage thanked everyone who worked on and attended the Gathering of the Senates North event. Greg had a Zoom call with Mendocino College in October. They were seeking guidance on how to conduct their professional development day. He has not had a chance to follow up and find out how things went. Moving forward, Greg will be focusing on CLI and working on items for spring.

l. *At-Large South – Michelle Crocfer*
   No report.

IX. COMMITTEE REPORTS

a. *Administrative Affairs Committee – Hope Ell*
   No report.

   i. *Strategic Planning Workgroup – Amparo Medina*
      Amparo Medina reported that she sent out a Doodle poll to schedule the first meeting.

   ii. *Elections Task Force – Deborah Knowles*
      Deborah Knowles shared that she also sent out a Doodle poll to set up the first meeting. Deborah has created a document that outlines the positions that will be open and the timeline for elections.

b. *Caring Campus – Trisha Albertsen and Hope Ell*
   Trisha Albertsen and Hope Ell emphasized the need for a clear decision on the future direction of Caring Campus. Feedback on a potential name change was shared with the committee, which is still exploring options. Concerns were raised about how colleges would recognize and connect with a new name if a change occurs. The committee was also asked to rebrand using CCW Theory, but confusion about how CCW aligns with Caring Campus has led to pausing that effort until clarification is provided.

   The rationale for moving away from Caring Campus was questioned, with concerns that IEBC has not fulfilled its agreement, particularly around allowing 4CS to take over institutionalization and sustainability. At the same time, committee members noted that colleges with successful Caring Campus programs are hesitant to abandon the model entirely.

   Trisha and Hope will meet with committee members next week to provide updates, but no further committee meetings will occur until after the board revisits the issue in January.

c. *Financial Operations Committee – Trisha Albertsen*
   Trisha Albertsen shared that internal audits are on schedule. The external auditors suggested the creation of an investment policy, which is on today's agenda for a first reading.

   i. *Resource Development Subcommittee – Karen Jimenez*
      Trisha Albertsen reported on behalf of Karen Jimenez. 4CS giving day raised $525. The next giving day will be December 2. Trisha reminded board members that they should be supporting the organization. The Raise Right gift card fundraiser has launched. Eleven people have noted interested in the Raise Right campaign, but to date, no purchases have been made. It was noted that the pie fundraiser was not supported due to the cost.

The hard copy letters that went out to presidents and chancellors as part of the membership drive were a success. Memberships have more than doubled from last year. The resource development subcommittee will hold a meeting soon to plan spring activities.

d. *Government Relations Committee – Carl Banks*
Carl Banks noted that there have been few volunteers to serve on this committee and asked board members to sign up if they are interested.

e. *Marketing and Communications Committee – Diana Martin*
Diana Martin shared that the committee had their first meeting on November 12. The committee has begun standardizing tools and workflows. Diana has proposed the purchase of Adobe Express Teams licenses for social media creation and scheduling. The committee discussed shifting the Gmail mail merge process away from the listserv and over to Mailmeteor. Mass communication guidelines are being established. All mass communications will go to the Director of Communications for review before sending. The Director will also define which messages will come directly from the director or from committees. Once finalized, the mass communication guidelines will go to board for approval. The committee is prioritizing a 4CS style guide to ensure consistent branding with the new logo. The committee is planning to meet monthly until processes are established. Diana will be sending one final recruitment email for anyone interested in joining the committee.

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

f. *Professional Learning Committee – Hope Lane*
Hope Lane reported that the committee met last week. The VRC moderators also met last week to discuss how the work will be distributed. It was noted that Hope Lane is the only person who currently has access. Hope Ell will need to email the VRC contact to confirm names of the new moderators and remove past moderators.

   i. *Classified Leadership Institute – Virginia Criswell*
   Virginia Criswell reported that the committee continues to meet monthly on the first Tuesday of each month. Virginia shared the following updates from the committee:
      - An email went out to board members to collect travel information for the event. Board members were asked to complete that information as soon as possible. Hotel reservations for board members will be made in January.
      - The registration website is being built and will open in February.
      - Greg from Pro A/V is assisting with finding a DJ in the Riverside area.
      - Contracts for keynote speakers have been sent out.
      - A database has been created of potential sponsors and exhibitors. They will be contacted in early December. Past exhibitors and sponsors have already been contacted.

- National University will return as a sponsor and Alliant University will return as an exhibitor.
- The Amazon Wishlist is now available with suggested opportunity drawing items available for purchase.
- The application for scholarships will go out December 1.

X. CONSENT ITEMS

a. *2026-36 4CS Financial Statements, September & October 2025*
b. *2026-37 Internal Monthly Audits, September & October 2025*
c. *2026-38 Monthly Donations & Memberships Report, Sept. & October 2025*

Amparo Medina presented the items on the consent agenda.

Upon motion duly made by Deborah Knowles, seconded by Greg Harnage, agenda items 2026-36 through 2026-38 were unanimously approved.

XI. OLD BUSINESS

a. *2026-25 4CS Speaker Request Form*
Tabled to next meeting.

b. *2026-26 Press Release Process*
This was brought back as a follow-up from the September meeting because no final decision was made on who would complete this task. Amparo will work with Diana to create a process.

c. *2026-27 Board Meeting Host College Guidelines*
Karen Peterson shared draft guidelines at the September meeting. The only change made since the last meeting was an added bullet specific to making a connection with the local senate during the event. Karen brought the guidelines back for final review and approval. Deborah suggested removing the first bullet under preferences (active member senate colleges).

Upon motion duly made by Deborah Knowles, seconded by Trisha Albertsen, agenda item 2026-27, Board Meeting Host College Guidelines, was approved with the changes discussed above. Greg Harnage opposed.

XII. NEW BUSINESS

a. *2026-39 2024-25 Annual External Audit*
Trisha Albertsen presented the annual external audit for information only.

b. *2026-40 2024-25 Taxes*
Trisha Albertsen presented the 2024-25 taxes for information only.

c. *2026-41 4CS Meeting Dates/Calendar*
Amparo Medina asked for board feedback on the 2025-26 and 2026-27 calendars. In terms of the 2025-26 calendar, Karen Peterson recently suggested scheduling monthly committee chair meetings. This would allow for more information to be shared on a regular basis without having a full board meeting. The board agreed with this suggestion. Karen Peterson will set up monthly chair meetings.

For the 2026-27 calendar, Amparo would like feedback from the board on possible changes to the meeting structure. A suggestion was made to hold monthly board meetings that are shorter duration. Board members shared concerns about the impact on full-time jobs and the impact on the secretary's role with monthly meetings. It was noted that to shorten board meeting times, the board could change the way the agenda is structured and how items are presented, streamlining reporting and discussion to help meetings move more quickly. Another consideration could be to apply time limits to reports and discussion items. At this time, no changes will be made to the 2026-27 calendar. The board will look at how the monthly chair meetings are working at the April or June board meeting and determine if those are beneficial.

d. *2026-42 CD Renewals*
Trisha Albertsen reported that the 7-month CD will be renewed on February 16, 2026 and the 12-month CD will renew on April 2, 2026. The agenda item shows the current balances for each CD as of the end of October. Trisha recommends renewing both CDs at the base rate and moving the interest into savings. Susan Rodriguez motioned to approve the recommendation; Carl Banks seconded the motion.

Greg Harnage moved to amend the motion to increase the 7-month CD to $25,000 and increase the 12-month CD to $20,000 and rollover interest as a whole number into each CD. Deborah Knowles seconded the motion. Motion carried; Trisha Albertsen and Susan Rodriguez opposed the motion.

A roll call vote was conducted on the amended motion.

Trisha Albertsen – No
Carl Banks – Yes
Virginia Criswell – Not present
Michelle Crocfer – Yes
Hope Ell – Yes
John Feist – Yes
LaTonyua Harden – Abstain
Greg Harnage – Yes
Terra Lee – Abstain
Deborah Knowles – Yes
Hope Lane – Abstain
Diana Martin – Yes

Karen Peterson – Abstain
Susan Rodriguez – No
Jamille Teer – Yes
Andrea Walters – Yes
Ayana Woods – Abstain

Motion passed.

e. *2026-43 Travel Reimbursement*
Item tabled to April board meeting.

f. *2026-44 Outside Conference Attendance Request Form*
Item tabled to January board meeting.

g. *2026-45 Outside Conference Sponsorship and/or Exhibitor Request Form*
The Resource Development Committee presented the form, including a rubric and post assessment, for approval.

Upon motion duly made by Deborah Knowles, seconded by Greg Harnage, agenda item 2026-45, Outside Conference Sponsorship and/or Exhibitor Request Form, was unanimously approved.

h. *2026-46 Conference Sponsorship – Association of California Community College Administrators (ACCCA)*
Greg Harnage presented a proposal to sponsor the ACCCA conference. The sponsorship prospectus is attached to the agenda item. Karen Peterson motioned to approve the sponsorship. Deborah Knowles seconded.

A roll call vote was conducted.

Trisha Albertsen – Yes
Carl Banks – Yes
Virginia Criswell – Not present
Michelle Crocfer – Yes
Hope Ell – Yes
John Feist – Yes
LaTonyua Harden – Yes
Greg Harnage – Yes
Terra Lee – Yes
Deborah Knowles – Yes
Hope Lane – Yes
Diana Martin – Yes
Karen Peterson – Yes

Susan Rodriguez – Yes
Jamille Teer – Yes
Andrea Walters – Yes
Ayana Woods – Yes

Motion passed.

i. *2026-47 LIFT Professional Learning*
Trisha Albertsen presented agenda item 2026-47 for discussion. The Lift professional learning series are webinars designed for classified professionals. Dr. Ding-Jo Currie provided three session strands and the potential session titles under each strand and asked the board for feedback. There will be three sessions in spring 2026 and three sessions in fall 2026. The webinars typically include a classified professional as well as an outside expert. The board suggested that the strand "Every Role is a Leadership Role" include two classified members. The board also shared what sessions they felt would be most beneficial to classified professionals. Trisha will take the board's feedback to Dr. Currie.

j. *2026-48 CLI Sponsorship and Exhibitors*
Agenda item 2026-48 was presented for discussion. This item was submitted by Virginia Criswell, who was unable to present the item. Greg Harnage and Trisha Albertsen presented the item on Virginia's behalf.

Greg Harnage shared that as the conference grows, the board will want to reach out to additional sponsors and exhibitors. A suggestion was made to reach out to local tribal nations, but it was unclear if that was something the board would support because the board had not discussed or created guidelines about who is solicited. A concern was raised about reaching out to any tribal nation because the board has not yet built those relationships. The board has a land acknowledgement that insinuates that we will build those relationships, but we have not done so yet. A suggestion was to made to instead possibly include tribal nations in the opening ceremony and offer them a resource table at the conference to share information with attendees.

Trisha Albertsen shared that past practice has been to share the CLI attendee list with exhibitors, however, it was noted that 4CS does not currently ask permission from the participants to do so. Sharing attendee lists with exhibitors is a common practice, but it seems appropriate to give people the option to opt out. The question can be added to the registration form. The board agreed that they would like that question added to registration.

XIII. <u>GOVERNANCE ITEMS</u>

a. *2026-49 Investment Policy*
Trisha Albertsen presented agenda item 2026-49 for discussion. The investment policy was created at the suggestion of the external auditors. Any changes to this draft should be

emailed to Trisha Albertsen. The item will be brought back to the January meeting for second reading and approval.

XIV. ACTION ITEM REVIEW

- Caring Campus follow up – Trisha Albertsen & Hope Ell
- Set up confirmation email when agenda item request is submitted – Trisha Albertsen
- Background on political campaigning and lobbying for non-profits – Trisha Albertsen
- Monthly Zoom meeting – Amparo Medina
- Chair meetings to start in February – Karen Peterson
- Speaker Request, Outside Conference forms, and begin work on building a webinar series – Professional Development Committee
- Timeline of due dates for conference sponsorships – Trisha Albertsen
- Create calendar of meeting dates for internal committees – Hope Ell
- Contact VRC – Hope Ell
- Press Release Process – Amparo Medina & Diana Martin

XV. FUTURE AGENDA ITEMS

Travel Reimbursement (April)
APAHE Conference Sponsorship
Equity in Action Conference Presentation (Hope Lane)

XVI. GOOD OF THE ORDER

The board participated in a team building activity called one question. The question for this meeting – would you rather be Peter Pan or Tinkerbell?

XVII. ADJOURN

Meeting adjourned at 2:58 p.m.

Approved on: April 10, 2026

President's Signature: Amparo Medina ____