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
SAN DIEGO MESA COLLEGE
FRIDAY, APRIL 10, 2026,
COURTYARD MARRIOTT SAN DIEGO CENTRAL
SATURDAY, APRIL 11, 2026,
AND VIA ZOOM

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: Dr. Ashanti T. Hands, President, San Diego Mesa College

I. CALL TO ORDER

The meeting was called to order by Karen Peterson at 9:09 a.m.

a. *Roll call*

Hope Ell conducted roll call.

II. LAND ACKNOWLEDGEMENT

Karen Peterson 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.

Ayana Woods read the San Diego Mesa College land acknowledgement.

We, at San Diego Mesa College, acknowledge that the land we occupy is unceded territory of the Kumeyaay people, indigenous to this region from time immemorial.

The Kumeyaay people continue to demonstrate strength in their ability to surmount generational trauma, which started with the injustices of colonization and continues to this day.

The relationship of the Kumeyaay people with the land underlies their strong commitment to protect the land, preserve their heritage, and work for balance and harmony.

This land acknowledgment is our commitment to honor the Kumeyaay people and to establish a relationship with them based on truth and mutual respect.

III. <u>WELCOME, INTRODUCTIONS, & ANNOUNCEMENTS</u>

Karen Peterson welcomed everyone to the meeting. Karen previewed the ‘one question’ for tomorrow’s good of the order – when you were in school, what was your favorite class and why.

Deborah Knowles introduced San Diego Mesa College President Dr. Ashanti T. Hands. Dr. Hands welcomed 4CS to the campus. Dr. Hands stated how much she values the work of classified professionals and appreciates everything that classified professionals do on their campuses.

IV. <u>APPROVAL OF AGENDA AND MINUTES</u>

a. *2026-63 Approval of Agenda*
Karen Peterson presented the agenda for review and/or revision.

Upon motion duly made by Andrea Walters, seconded by Deborah Knowles, agenda item 2026-63, Approval of Agenda, was unanimously approved as presented.

b. *2026-64 Approval of Minutes, November 19, 2025*
Hope Ell presented the minutes from the November 19, 2025 board of directors meeting for approval.

Upon motion duly made by Greg Harnage, seconded by Trisha Albertsen, agenda item 2026-64, Approval of Minutes, November 19, 2025, was unanimously approved as presented.

c. *2026-65 Approval of Minutes, January 24, 2026*
Hope Ell presented the minutes from the January 24, 2026 board of directors meeting for approval.

Upon motion duly made by Ayana Woods, seconded by Andrea Walters, agenda item 2026-65, Approval of Minutes, January 24, 2026, was approved as presented. Hope Lane abstained.

V. PUBLIC COMMENT

None.

VI. ONBOARDING

a. *CLI Committee (CLI Logistics folder)*

Virginia Criswell provided information about the CLI Coordinator positions. The following positions will be open next year: Concurrent Sessions & Keynote Speakers Coordinator; Awards, Recognition, and Activities Coordinator; and the Fundraiser, Sponsors, and Exhibitors Coordinator. Each of the current coordinators provided an overview of the duties of each position. In addition, Viriginia noted that a detailed list of duties for each position can be found in the CLI folder on Google Drive (Committees, Classified Leadership Institute, CLI Subcommittee Planning Guidelines). If anyone is interested in serving in any of the coordinator roles, please contact Karen Peterson by the end of this month.

VII. EXECUTIVE BOARD REPORTS

a. *President – Amparo Medina*

Not present.

b. *Vice President – Karen Peterson*

Karen Peterson shared that Amparo Medina is working on her dissertation and has stepped away from some of the 4CS President duties at this time. Karen is covering the day-to-day duties of the president during Amparo's absence. Karen shared that she virtually attended her first consultation council meeting in March. She also shared that the first meeting of the 4CS committee chairs took place in March. There are plans to continue the committee chair meetings moving forward.

c. *Treasurer – Trisha Albertsen*

Trisha Albertsen shared the following balances for 4CS accounts:

- Checking: $79,702.68
- Savings: $1,546.54
- 7-month CD: $48,570.48

The 7-month CD matured on February 17 and was rolled into a new 7-month CD. The CD will continue to be renewed per the investment policy. The 12-month CD matured on April 2 and was closed as agreed upon at the January board meeting. The funds were placed into the checking account.

Trisha provided the following overview of income from January-March:

- $600 in membership dues
- $745 in regular donations
- $16,250 in CLI income
- $250 from Gathering of the Senates
- $250 from interest

Expenses during that time included regular monthly expenses; external sponsorships for conferences; and CLI board travel, scholarships, and contracts.

Trisha thanked Andrea Walters for helping with internal audits. Andrea has completed all internal audits and found no issues or errors.

If anyone is interested in sponsoring, attending, or setting up an exhibitor booth at an outside conference in 2026-27, please get that information to Trisha by May 31 so that it can be considered for the tentative budget.

d. *Secretary – Hope Ell*
No report.

e. *Past President – Deborah Knowles*
Deborah Knowles shared that she also attended the March Consultation Council meeting. She noted that Chancellor Sonya Christensen attended the meeting and shared information on the large amount of legislation expected to be put forth in the next cycle.

Deborah shared that she and Amparo Medina have met with The RP Group. The RP Group has expressed interest in partnering with 4CS to establish professional learning opportunities. The RP Group has invited members of 4CS to attend their board meetings, and in turn, 4CS has invited The RP Group to attend our meetings.

Deborah shared an update from the statewide AI council. The council has created guidelines based on the principle that AI is a tool but there must be human interaction in its use. The Chancellor's Office is trying to determine the best way to release the information because they are trying to make it clear that these are guidelines and not requirements. The Chancellor's Office is considering sending the guidelines out via CCLC. Professional development is ongoing for faculty on AI topics, and there is interest in creating professional development opportunities for classified professionals to learn more about AI. One of the ideas is to hold workshops for classified to use AI hands on and learn how it works and what it can do. There is a group called the AI Fellows working on professional development opportunities. A larger discussion ensued about how AI might be used in various classified jobs and concerns around how it will affect jobs. A suggestion was made to partner with the unions to discuss how AI will impact classified jobs.

f. *Director, Communications – Diana Martin*
No report.

g. *Director, Government Relations – Carl Banks*
Carl Banks shared that he has been attending the Advisory Committee on Legislation meetings on a regular basis. The committee has been actively discussing pending legislation and making recommendations to CCLC on whether to support or oppose it.

Carl noted that the legislature was reconvened on April 6. The policy committee has until April 24 to hear and report on bills. May 15 is the last day for fiscal committees to hear and report on bills. There is an initiative going forth that would continue Prop 55 taxes to 2031. It is currently in the signature gathering phase and must have 874,000 signatures before May 4 to move forward. The reason this is important is that 11% of Prop 55 revenue goes to community colleges. Carl will be watching and reporting on this initiative as it goes through the process. There are six bills going forward related to baccalaureate degrees – three statewide and three district specific. CCLC supports the baccalaureate measures. There are also several AI bills being introduced; more information about those will be forthcoming.

Carl spoke about SB 148, which has been signed by the Governor. SB 148 includes a provision that requires community colleges to provide classified employees with access to food pantry services at Basic Needs Centers during the 2026–27 and 2027–28 fiscal years and report data and information related to that access to the chancellor's office. Carl noted that his college is actively looking at times that classified can have access to the pantry without interfering with students.

In terms of state budget, tax revenue is coming in higher than expected for this year; however, the Legislative Analyst's office is concerned about the next two years because that tax revenue increase may not be maintained. The League has shared the following budget priorities: COLA, enrollment growth, continued support of the student service block grant, Strong Workforce reinvestment, deferred compensation, modernizing the split on Prop 98 between K-12 and community colleges, and the 50% law.

h. *Director, Professional Learning – Hope Lane*
Hope Lane shared that the Professional Learning Committee is exploring new methods, other than surveys and assessments, to gather data related to professional learning. Hope will share more details during the Professional Learning Committee report.

As a follow up to Carl's report, Hope shared that her district will be starting classified food pantry access in the fall.

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

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*
No report.

e. *Region 5 – Susan Rodriguez*
Susan Rodriguez shared that Delta College held their 33rd annual classified retreat in March. Classified learning day at Delta College is scheduled for May 18 as part of Classified Appreciation Week. Susan shared that Bakersfield College is interested in starting a senate.

Amparo Medina met with them recently and will share more information at a future meeting.

f. *Region 6 – Linda Resendiz*
Linda Resendiz shared updates from campuses within her district. Oxnard College Classified Senate recently approved updates to their constitution and bylaws, consolidating the treasurer into a director of fundraising position. They also added a director of professional development. Oxnard has begun their nominations process for open seats on their senate.

Oxnard College is undergoing a leadership transition. The college currently has an acting president. There are also two vacant VP positions, academic affairs and student support. The associate vice chancellor of economic development has been appointed to oversee those areas. There is also a vice chancellor acting as VP of business services while that person is out on leave.

Ventura College is in the process of creating a participatory governance handbook and are also discussing updates to their classified prioritization process. Ventura will be sending some executive board members to the south Gathering of the Senates. The senate is discussing holding a mid-summer retreat. Linda shared that Ventura College is in the process of hiring a president. Forums were held earlier this week. They also have some vacant VP positions.

Moorpark College held their annual classified retreat last week. They are holding elections for a new board. Nominations closed last week.

g. *Region 7 – LaTonyua Harden*
No report.

h. *Region 8 – Vacant*

i. *Region 9 – John Feist*
John Feist reported that Barstow College has been working towards creating a senate. Barstow thanked 4CS for their follow-up, guidance, and support throughout the process. They currently have a volunteer executive board and the board met with the president last week. The president is supportive of their efforts and hopes that the classified senate can officially begin next academic year. The board is preparing for presentations with their governance council and board of trustees. They are hoping for formal board recognition at the June 17 board meeting. They will keep 4CS updated on their progress and they will invite 4CS members to those meetings if they'd like to be involved in the process. John shared that Barstow has one attendee registered to attend CLI this year.

John also shared that he is serving on a PRT team at College of the Canyons.

j. *Region 10 – Ayana Woods*

Ayana Woods shared that all four San Diego colleges will have attendees at CLI. They were excited to receive district support to attend. Ayana also noted that her district is continuing to work on getting 9+1 into board policy.

k. *At-Large North – Greg Harnage*
Greg Harnage thanked Karen Peterson and Ayana Woods for helping with the Gathering of the Senates South, which takes place on April 24. On Monday, Greg will be attending the APAHE Conference in Anaheim on behalf of 4CS. Greg will also attend next week's RP Conference, along with Karen Peterson. Greg noted that while preparing for the APAHE Conference, he found that 4CS videos are out of date and need to be updated. Greg worked with Trisha Albertsen and Diana Martin to create a new banner for use at conferences.

l. *At-Large South – Michelle Crocfer*
Not present.

IX. COMMITTEE REPORTS

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

  i. *Strategic Planning Workgroup – Amparo Medina*
  Not present.

  ii. *Elections Task Force – Deborah Knowles*
  Deborah Knowles emailed the timeline and information about upcoming elections. She shared that information again via a link in the Zoom chat. Deborah reminded board members that if their position ends this year and they would like to continue, they will need to submit a letter of intent.

b. *Caring Campus – Trisha Albertsen and Hope Ell*
Hope Ell reported that the committee had one final discussion about CCW theory. The committee reiterated that they do not have an interest in moving to CCW. The committee will continue to operate under the Caring Campus program as originally designed.

Trisha Albertsen reported that the committee has developed a new logo. They also updated documents related to their purpose and mission and created a service request form.

c. *Financial Operations Committee – Trisha Albertsen*
Trisha Albertsen reported that the committee met on March 12. She also shared that Andrea Walters is now trained to do internal audits.

  i. *Resource Development Subcommittee – Karen Jimenez*
  Greg Harnage reported on behalf of Karen Jimenez. The committee decided not to do any fundraising this spring and instead focus on CLI. There will be a giving day in fall, but it will be separate from the nationwide giving day. Raise Right will continue to be promoted, especially around the holidays. The committee will look at creating an additional giving day in the spring.

d. *Government Relations Committee – Carl Banks*
Carl Banks shared that he is brainstorming the purpose of the committee and is hoping to launch in June. Carl is considering whether the focus of the committee will be updates and discussion on legislation or if it will focus more on advocacy.

e. *Marketing and Communications Committee – Diana Martin*
Diana Martin shared that the next meeting is scheduled for Monday, April 27 from 1:00-2:00 p.m. If any board members would like to attend the meeting, please let Diana know.

   i. *Website Subcommittee – Greg Harnage*
   No report. Ayana Woods noted that the CLI page should be reviewed for accessibility as some of the print is hard to see. Ayana volunteered to become part of the website committee.

f. *Professional Learning Committee – Hope Lane*
Hope Lane shared objectives created by the Professional Learning Committee, which include establishing and sustaining a comprehensive professional learning plan; assessing and responding to member learning needs; and delivering high-quality, aligned professional learning opportunities. It was requested that the objectives be put forth for first read at the next board meeting.

The committee also discussed ways to reestablish the speaker's series. The committee would like to start by reaching out to CLI presenters to see if they would be interested in presenting again in fall for those unable to attend CLI.

The committee members are also interested in attending the Professional Learning Conference in October. They were asked to submit that request to the treasurer for consideration in the 2026-27 budget.

   i. *Classified Leadership Institute – Virginia Criswell*
   Virginia Criswell reported that during the most recent meeting, the committee approved decorations and decided on giveaways. The committee reviewed the conference program and reviewed the email schedule for registration, opportunity drawings, etc.

   Greg Harnage shared that sponsorships/exhibitors close on April 15. There are ten exhibitor tables this year. Greg will be making a final push for opportunity drawing items. He shared that administrators and trustees have donated to the opportunity drawing his year.

   Karen Peterson reported that there will be a scavenger hunt this year. The awards notifications have gone out, and all three award winners are invited to attend dinner on Thursday night. The scholarship recipients were awarded. There were two awardees from the north and two from the south. All scholarship recipients have been notified and have accepted their awards.

Hope Lane shared that Dr. John Hernandez from Irvine Valley College is the opening keynote speaker and Dr. Tracey Coleman from Chabot College will be the closing keynote speaker. Andy Martinez from CCLC will provide a budget presentation on Thursday morning. All 30 concurrent sessions are filled.

Trisha Albertsen shared that there are 159 registered attendees as of last Tuesday. Registration closes on May 8. Trisha is working with CCLC to build the CLI website. There will be a printed conference program this year, which was a request made during last year's event. Trisha worked with David Rodriguez to revamp the conference assessment survey. The food menu for Thursday night's dinner is set. The main food option will be beef, but chicken will be an available option for those that do not eat beef. The vegetarian option is both vegan and gluten free. There will be a pre-CLI meeting for board members on Tuesday. Trisha noted that a detailed sign-up sheet will be shared with the board via email so that board members can sign up for various duties during the event.

X. CONSENT ITEMS

a. *2026-66 4CS Financial Statements, January-March 2026*
b. *2026-67 Monthly Donations and Memberships Report, January-March 2026*
c. *2026-68 Internal Monthly Audits*

Karen Peterson presented the items on the consent agenda.

Upon motion duly made by Deborah Knowles, seconded by Ayana Woods, agenda items 2026-66 through 2026-68 were unanimously approved.

XI. OLD BUSINESS

a. *2026-25 Speaker Request Form*

Hope Lane shared an updated draft of the speaker request form. The form is now set up as a Google Form. This form is intended for colleges/organizations to use when asking a board member to speak at an event. Completed requests will go to the professional learning director for review. The board reviewed the draft form and made some minor changes. It was noted that the website will need to be updated to include the new form and to streamline the language on the webpage. The Professional Learning Committee will work on streamlining the webpage language and adding a link for the form. The committee will bring the changes and updates back to the June meeting.

b. *2026-26 Press Release Process*

Diana Martin shared a draft press release process for a first reading. The policy outlines when a press release is appropriate, the structure of the press release, and the process for creation, approval, and distribution. The board shared a concern that the approval process may need more reviewers, specifically because the organization needs to ensure that any items released do not violate the non-profit status. This item will be brought back to the board for a second reading in June.

c. *2026-43 Travel Reimbursement*
This item was brought forward by Greg Harnage earlier this year and was tabled to allow additional time to review expenses. Trisha Albertsen provided an analysis of travel over the last four years. The analysis does not include any CLI costs. Raising the travel reimbursement to $500 for each of the four in-person meetings could raise costs as high as $42,000 depending on how many members transitioned to in-person meetings. While this scenario is unlikely, it is something to consider if the board chooses to make this change. Another option is to give a flat rate for the year, for example, $1,500, that could be used at each board member's discretion. To stay fiscally responsible, any change should be made with clear spending limits and approval guidelines. The board chose to move forward with a flat rate and agreed to $1,500. Trisha will bring this item back for approval at the June board meeting, along with updated travel guidelines.

d. *2026-44 Outside Conference Attendance Request Form*
Hope Lane shared an updated draft of the outside conference attendance request form. The form is now set up as a Google Form. Hope reviewed the form and showed what the completed form looks like when submitted. A question was asked about where the submitted form goes for approval. A suggestion was made by Trisha Albertsen to create a rubric and submit requests to the Financial Operations Committee, who will apply the rubric and make a recommendation to the president or whoever is deemed to make the final decision. This form and the rubric will be brought back to the June meeting for final review and approval, and a decision about the approval process will be finalized at that time.

e. *2026-55 Financial Operations Committee Charges Update*
Trisha Albertsen presented the second reading of the Financial Operation Committee charge for review and approval.

Upon motion duly made by Greg Harnage, seconded by John Feist, agenda item 2026-55, Financial Operations Committee Charges Update, was unanimously approved.

f. *2026-57 Campaigning versus Lobbying*
As requested, Trisha Albertsen shared additional information on campaigning versus lobbying for non-profit organizations. Trisha was specifically asked what is or is not allowable by a 501(c)(3) organization in terms of bills and propositions, which she reviewed as part of her update.

II. <u>NEW BUSINESS</u>

a. *2026-69 Equity in Action Conference Presentation (Hope Lane)*
Hope Lane provided an overview of the Collective Equity Impact Institute that she attended in October. She highlighted the various keynote speakers as well as an artist that created sign boards highlighting key points of each speech.

Meeting recessed on Friday, April 10 at 3:18 p.m. Meeting resumed Saturday, April 11, at 9:02 a.m. with the following members present: Trisha Albertsen, Carl Banks, Virginia Criswell, Hope Ell, John Feist, Greg Harnage, Deborah Knowles, Hope Lane, Diana Martin, Karen Peterson, Susan Rodriguez, Andrea Walters, and Ayana Woods.

b. 2026-70 ACCCA Sponsorship Post Assessment
Trisha Albertsen shared the ACCCA sponsorship post assessment for information only.

c. 2026-71 Resource Development Subcommittee Charges Update
Trisha Albertsen presented the first reading of the Resource Development Subcommittee charges. Any changes should be sent to Trisha Albertsen. Changes will be incorporated and brought back to the June meeting for second read and approval.

d. 2026-72 CLI Location Proposals
Trisha Albertsen presented proposals for possible locations for CLI 2027, which will be held in the north. The Sacramento Marriott Rancho Cordova was removed from consideration because they do not have enough session rooms for CLI. The four remaining options, DoubleTree Berkeley, DoubleTree Sacramento, Hyatt Regency Sonoma Wine Country, and Fremont Marriott Silicon Valley, were reviewed and discussed.

Upon motion duly made by Deborah Knowles, seconded by Ayana Woods, agenda item 2026-72, CLI Location Proposals, was unanimously approved, with the Hyatt Regency Sonoma Wine Country as the first choice, and the DoubleTree Berkeley as the backup choice, should the Hyatt Regency not be able to meet the conference needs.

A roll call vote was conducted.

Trisha Albertsen – No
Carl Banks – Yes
Virginia Criswell – Abstain
Hope Ell – Yes
John Feist – Yes
Greg Harnage – Yes
Deborah Knowles – Yes
Hope Lane – Abstain
Diana Martin – Yes
Karen Peterson – Yes
Susan Rodriguez – Yes
Andrea Walters – Yes
Ayana Woods – Yes

Motion passed.

e. 2026-73 Gathering of the Senates Location Fall 2026 (North & South)
Karen Peterson shared that having a gathering in the spring has been a challenge both because spring is a busy time and because attendees cannot always get approval to attend

both the gathering and CLI. To that end, the planning committee would like to hold both the north and south Gathering of the Senates in the fall term. Karen has received several volunteers from the north for both the September board meeting as well as the Gathering of the Senates. They are:

Board Meeting, September 25-26

- DeAnza College
- Delta College
- Santa Rosa Junior College
- Peralta District (four colleges plus the District office)

Gathering North, Date TBD

- DeAnza College
- Shasta College
- Santa Rosa Junior College
- Chabot College
- Peralta District (four colleges plus the District office)

While no vote is necessary, the planning committee would like board member feedback on these locations. The board suggested Delta College for the board meeting. No specific suggestion was given for the location of the gathering. If anyone has feedback on any of these locations, please contact Greg Harnage and/or Karen Peterson.

Though there are currently no volunteers for south locations, the board suggested the following campuses: Chaffey College, Fullerton College, and Cypress College.

f. *2026-74 4CS Climate Survey*
Greg Harnage proposed creating a climate survey to gather feedback from classified senates across the state about what they want from 4CS. Greg suggested possibly forming a subcommittee to create a survey that would go out over the summer. Trisha Albertsen suggested reaching out to David Rodriguez, a former board member and researcher, to help craft the survey. Andrea Walters noted that her classified senate president is also a researcher and would be willing to participate. Carl Banks suggested that this be an ongoing process, not just a single survey. Karen Peterson asked that Greg and Hope Lane work on this item along with David Rodriguez. If needed, a special meeting will be held to approve the survey if the survey is ready prior to CLI.

III. <u>ACTION ITEM REVIEW</u>

- Board members interested in serving as a CLI coordinator, please reach out to Karen Peterson by the end of this month.
- Board members interested in sponsoring, attending, or setting up an exhibitor booth at an outside conference in 2026-27 should get that information to Trisha Albertsen by May 31 for consideration in the tentative budget.

- Hope Lane to bring back the Speaker Request Form for second read/approval.
- Diana Martin to bring back the Press Release Process for second read/approval.
- Hope Lane to bring the Outside Conference Attendance rubric and approval process for approval.
- Any feedback on locations for Gathering of the Senates should contact Greg Harnage and/or Karen Peterson.
- Greg Harnage and Hope Lane will work with David Rodriguez and Alan Burwell to draft a climate survey.

IV. <u>FUTURE AGENDA ITEMS</u>

a. Committee Appointments
b. GOS Name Change
c. Retreat/Onboarding
d. Marketing/Communications Processes and Guidelines (listserv)

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

The board participated in a team building activity called one question. The question for this meeting – when you were in school, what was your favorite class and why.

Carl Banks noted that the organization has gone through a period of transition which has been beneficial, but a lack of communication and structure has hindered progress. Discussion ensued and several ideas were shared about how to improve communication and provide more structure.

VI. <u>ADJOURN</u>

Meeting adjourned at 11:45 p.m.

Approved on:

Acting President's Signature: Karen Peterson ____