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
CRAFTON HILLS COLLEGE AND VIA ZOOM
FRIDAY, MARCH 28 AND SATURDAY, MARCH 29, 2025

Members present (distinguished with an “X”):

☒ Trisha Albertsen
☒ Carl Banks
☐ Krista Collett
☒ Virginia Criswell
☐ Kristal Dela Cruz
☒ Hope Ell
☒ John Feist
☐ LaTonyua Harden
☒ Greg Harnage
☒ Terra Lee
☒ Deborah Knowles
☒ Hope Lane (not present Saturday)
☒ Amparo Medina (joined 9:20am, not present Saturday)
☒ Karen Peterson
☐ Linda Resendiz
☒ Susan Rodriguez
☒ Jamille Teer

Guests: Dr. Keith Wurtz, Vice President of Instruction; ZsaQuita Bender, Crafton Hills College Classified Senate Secretary; Dina Pielaet, Moorpark College; Karen Jimenez, President Emeriti

I. CALL TO ORDER

The meeting was called to order by Deborah Knowles at 9:03 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.

Deborah also read the Crafton Hills College land acknowledgement:

Crafton Hills College acknowledges that the land on which it is built is the ancestral and unceded territory of the Maara'yam, commonly referred to as the Serrano people, and the Cahuilla. The Maara'yam (Serrano) and Cahuilla are inherently tied to the land and continue to maintain a symbiotic relationship to its many cultural and natural resources. Yucaipa began as a village established by Maara'yam (Serrano), who called the valley Yukaipa't. This fertile valley provided, and still provides, important cultural connections between the Maara'yam (Serrano) and the landscape. To this day, the Maara'yam (Serrano) fulfill their Creator-given right and responsibility to steward their ancestral territory, including the Crafton and Yucaipa area, via important partnerships with entities such as Crafton Hills College. Our histories and stories are intertwined in this space, and by sharing them in culturally appropriate ways, Crafton Hills College hopes to honor and celebrate our indigenous neighbors and partners.

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. *2025-55 Approval of Agenda, March 28 & 29, 2025*
   Deborah Knowles presented the meeting agenda for review and/or revision.

   Agenda item 2025-55, Approval of Agenda, March 28 & 29, 2025, was approved as presented by acclamation.

b. *2025-56 Approval of Minutes, January 25, 2025*
   Deborah Knowles presented the January 25, 2025, meeting minutes for review and/or revision.

   Agenda item 2025-56, Approval of Minutes, January 25, 2025, was approved as presented by acclamation.

V. CONSENT ITEMS

a. *2025-57 4CS Financial Statements, January & February 2025*
b. *2025-58 Monthly Donations and Memberships Report*
c. *2025-59 Approved Internal Audits*

   Deborah Knowles presented the items listed on the consent agenda.

   Upon motion duly made by Greg Harnage, seconded by Susan Rodriguez, consent agenda items 2025-57, 4CS Financial Statements, January & February 2025; 2025 58, Monthly Donations and Memberships Report; and 2025-59, Approved Internal Audits were unanimously approved.

VI. GOVERNANCE ITEMS

a. *2025-60 – Board Member Resignation – Region 3*
Agenda item 2025-60, Board Member Resignation, was presented for acceptance. The board accepted the resignation of Michael Snider from the Region 3 Representative position.

b. *2025-61 – Move Region 5 Representative to Region 3*
Agenda item 2025-61, Move Region 5 Representative to Region 3, was presented for approval.

Upon motion duly made by Trisha Albertsen, seconded by Karen Peterson, agenda item 2025-61, Move Region 5 Representative to Region 3, was unanimously approved, moving Virginia Criswell from the Region 5 Representative position to Region 3.

c. *2025-62 – Approve Caring Campus Statewide Region 2 Representative*
Agenda item 2025-62, Approve Caring Campus Statewide Region 2 Representative was presented for approval.

Upon motion duly made by Susan Rodriguez, seconded by Karen Peterson, agenda item 2025-62, Approve Caring Campus Statewide Region 2 Representative was unanimously approved, appointing Darla Hagerman to the Caring Campus Statewide Region 2 Representative position.

d. *2025-63 – Certified Local Senate Approval*
Agenda item 2025-63, Certified Local Senate Approval, was presented for approval.

Upon motion duly made by Karen Peterson, seconded by Greg Harnage, agenda item 2025-63, Certified Local Senate Approval, was unanimously approved, certifying Cypress College as a local senate.

e. *2025-70 – Board Member Resignation*
Agenda item 2025-70, Board Member Resignation, was presented for acceptance. The board accepted the resignation of Dina Pielaet from the Director, Communications position. Karen Jimenez and Karen Petersen volunteered to assist with communications until a permanent replacement is found.

VII. OLD BUSINESS

a. *2025-47 Alliant International University Partnership*
The Alliant partnership was discussed at the last meeting, but no final decision was made on how to move forward. There was discussion about developing a survey to find out what classified professionals would like to see offered through educational partnerships. Deborah Knowles asked Hope Lane, Director, Professional Development, to work with board advisor David Rodriguez to draft a survey. Jamille Teer volunteered to assist with the project. The board was asked to consider what information should be collected and what the board hopes to learn from the survey

results. Greg Harnage noted that while the survey will be helpful overall, it doesn't help the board determine whether to move forward with this partnership specifically. It's important that the board respond to Alliant, as they will be an exhibitor at CLI. It was noted that the board has not reviewed the full agreement, so that step will need to take place before approving a partnership. **Trisha Albertsen motioned to review the Alliant contract (available in Google Drive) and bring any feedback to the June 6 board meeting. Jamille Teer seconded. Motion passed unanimously.**

b. *2025-48 Professional Development Committee Charge-2nd reading*
Hope Ell presented agenda item 2025-48, Professional Development Committee Charge-2nd reading, for review and approval.

Upon motion duly made by Trisha Albertsen, seconded by Karen Peterson, agenda item 2025-48, Professional Development Committee Charge-2nd reading, was unanimously approved.

c. *2025-50 Website Taskforce Update*
Greg Harnage reported that the taskforce has not met since the last board meeting. Given the resignation of the director, communications, the group will need to meet and develop a plan for moving forward. Hope Ell noted that at the previous board meeting, a decision was made to change the taskforce into a subcommittee of the Marketing and Communications Committee. This subcommittee will be listed under reports on future agenda items. The three individuals currently serving on this subcommittee will determine a chair structure.

d. *2025-53 Caring Campus Future Planning*
Trisha Albertsen recently spoke with Ken Sherwood from IEBC. She shared with Ken the board's concerns about the partnership. Ken is supportive of continuing the partnership.

There is a meeting set with IEBC for April 21. Trisha Albertsen, Hope Ell, Amparo Medina, and Deborah Knowles held a meeting last week to prepare. They created an agenda of items that they'd like to focus on during the meeting, which was done to ensure that the needs of 4CS are addressed. Some of the specific concerns that will be discussed are IEBC's continued lack of acknowledgement of 4CS in any materials, the lack of 4CS inclusion in planning the Caring Campus conference, and the lack of resources available to 4CS, despite the early agreement that IEBC would help 4CS find additional resources. IEBC did recently provide 4CS with a list of possible funding sources. It was also noted that IEBC has begun sending invoices to colleges for continued participation in Caring Campus. 4CS receives none of this funding, despite our role in California as the body that takes over institutionalization and sustainability after a college receives initial training. 4CS will inquire about receiving a portion of that funding from California colleges for our work. Hope, Trisha, Amparo, and Deborah will participate in the meeting on April 21 and will report back at the June meeting.

VIII. NEW BUSINESS

a. *2025-64 Gathering of the Senates Registration Fees*

Susan Rodriguez noted that in previous years, all attendees were charged a registration fee for the Gathering of the Senates events, regardless of what services were provided. However, it seems in more recent years, this has not been the case. For example, at the last event at Irvine Valley College, some of the registrations were provided free of charge because the college not only hosted but provided breakfast and lunch. Susan would like to develop criteria and guidelines moving forward so that all colleges know the expectations for hosting. This will provide consistency and ensure that both 4CS and the hosting college know what is expected of them. This item will be brought back to the June meeting.

b. *2025-65 CD Review*

Trisha Albertsen reported that the 12-month CD will mature on April 2. The original amount of the CD was $5,000 and it earned $146.51 in interest. The board needs to decide on what to do with the funds moving forward. The money can be moved into the savings account, or it can be rolled into another CD. There are multiple CD options to choose from if the board opts to roll the money into a new CD. Trisha reviewed the CD options. **Greg Harnage motioned to reinvest a to be determined dollar amount in a CD up to 12 months with the highest interest rate possible. Greg amended the motion to reinvest up to $10,000 in a CD up to 12 months with the highest interest rate possible with flexible withdrawal options. Karen Peterson seconded.** Hope Ell conducted a roll call vote.

Trisha Albertsen – yes
Carl Banks – yes
Virginia Criswell – yes
Hope Ell – yes
John Feist – yes
Greg Harnage – yes
Terra Lee – yes
Hope Lane – yes
Amparo Medina – not present
Karen Peterson – yes
Susan Rodriguez – yes
Jamille Teer – yes

Motion passed.

c. *2025-66 Vision Resource Center Community Moderators*

Hope Ell shared that the Vision Resource Center (VRC) Community started with three moderators. Two of the moderators have stepped down from the board. Hope Ell is the only remaining moderator but does not have the time to keep up with this task. To keep the community, there must be at least two moderators; ideally three. Some of the conversations that have taken place via the listserv could move to the VRC, which would cut down on emails. However, we do not want to direct people to use the VRC if it is not monitored. Board members who are interested in becoming a moderator should reach out to Hope Ell or Trisha Albertsen. Board members noted that this item seems to fit under the purview of the professional development committee.

d. *2025-67 CCCCS Resolution*
Deborah Knowles shared that in November at the CCLC Conference, 4CS was approached by a past president of the statewide ASCCC, who offered to support a resolution to get 4CS into law. The lead author of the resolution is ASCCC past president Julie Bruno from Sierra College. While working on the resolution, Julie Bruno recommended that 4CS reach out to the state student senate as well and ask for their support. 4CS reached out to the student senate and was able to gain support for the resolution there as well. The student senate will vote on the resolution next week. ASCCC will vote on April 26. Board members were asked to meet with both their student and academic senates to talk about the resolution and ask for support.

4CS will also need to vote on the resolution. 4CS voting will take place at the annual business meeting in June. The draft resolution was shared with the board. Minor edits were made. Hope Ell motioned to approve the resolution as amended, Terra Lee seconded. Motion passed unanimously.

e. *2025-68 Committee Charges*
Hope Ell presented committee charges for a second reading. Each charge was reviewed and approved separately.

- Marketing & Communications Committee charge – Trisha Albertsen motioned. Jamille Teer seconded. The second reading of the Marketing & Communications Committee charge was unanimously approved.
- Government Relations Committee charge – Karen Peterson motioned. Trisha Albertsen seconded. The second reading of the Government Relations Committee charge was unanimously approved.
- Classified Leadership Institute Committee charge – Greg Harnage motioned. Trisha Albertsen seconded. The second reading of the Classified Leadership Institute Committee charge was unanimously approved.

In addition to the committee charges, the board reviewed the CLI planning guidelines. Minor edits were made. The document was accepted as amended.

f. *2025-69 Meeting Calendar*
Deborah Knowles and Amparo Medina presented the 2025-2026 and 2026-2027 meeting calendars for review and approval. **Karen Peterson motioned to approve the 2025-2026 and 2026-2027 meeting calendars.** Susan Rodriguez seconded. Upon discussion, the board recommended changing the ending time of Saturday meetings to 1:00pm and extending the January meeting times to 5:00pm. **Karen Peterson**

amended the motion to approve the calendars with the requested changes. Susan Rodriguez seconded. Motion passed unanimously.

IX. DIRECTOR/COMMITTEE REPORTS

a. *Director, Government Relations – Vacant*
No report.

i. *Government Relations Committee – Vacant*
No report.

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

iii. *Elections Task Force – Trisha Albertsen*
Trisha Albertsen reported that nominations opened yesterday. Letters of intent are due by April 25 at 5:00pm. Those elected by acclimation will be notified the following week. If a vote is needed, voting will take place the week of May 18 and elections will be certified the week of May 25. Voting will take place via Election Buddy, if needed. New members will be sworn in at the annual business meeting. The following positions are open for election:

Vice President
Treasurer
Director, Professional Learning
Director, Government Relations
Director, Communications (1 year)
Regions 1, 4, 5 (1 year), 6, 7, 10, At-Large South
Trisha also reminded the board about the resolution information session being held on April 25. Voting delegate forms must be submitted by May 9. Deborah asked the Region and At-Large Representative to follow up with any Senates that have not yet designated a delegate.

b. *Financial Operations Committee – Trisha Albertsen*
Trisha Albertsen reported that audits are up to date.

i. *Resource Development – Karen Jimenez*
Trisha Albertsen shared that the CLI Store is up and running through a site called Bonfire. The site was launched on Monday. The site is currently only offering items that are CLI branded. Bonfire is fully virtual and there is no cost to 4CS for using the site. 4CS does not have to store or ship items; items are produced and sent directly to the customer. There are various styles, colors, and sizes available. 4CS earns $7 per item sold on average. The Bonfire shop will close on June 6. The site will reopen in July or August with 4CS branded items. The See's Candies fundraiser ends next Friday, April 4. There will be a Krispy Kreme Donuts fundraiser starting April 23 that will run through Classified

Appreciation Week in May. There will also be a gift card fundraiser through Raise Right coming soon.

c. *Director, Communications – Vacant*
Dina Pielaet shared that she has stepped down from the director position but will continue to assist with CLI items. She will put all her files related to 4CS on an external drive that can be hand carried to the board. Dina reminded board members that someone needs to monitor and update social media with weekly posts, especially as CLI gets closer.

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

d. *Director, Professional Development – Hope Lane*
Hope Lane shared that she has only been in this position for a short time, but she has started brainstorming things she would like to accomplish in the role. One of those items is to conduct a survey of classified professionals about their last involvement in a professional learning activity. The survey would focus on engagement, relevance, and improvements in professional learning. In addition, she would ask each participant to list two professional learning activities they'd like to see available in the future and what classified professionals would like to see available in terms of educational partnerships. Hope Lane is interested in conducting this survey during CLI. Trisha Albertsen noted that there will be another survey taking place during CLI, so we will need to ensure that the two surveys are differentiated from each other.

   i. *Professional Development Committee – Hope Lane*
   This committee has not met yet, as Hope Lane is still settling into her role. It was noted that LaTonyua Harden is listed as a member of this committee. Jamille Teer also volunteered to become a member.

Meeting adjourned at 4:40pm on Friday, March 28. Meeting resumed Saturday, March 29 at 9:02 a.m. with the following members present: Trisha Albertsen, Carl Banks, Virginia Criswell, Hope Ell, John Feist, Greg Harnage, Deborah Knowles, Terra Lee, Karen Peterson, Susan Rodriguez, Jamille Teer, and president emeriti Karen Jimenez.

   ii. *Classified Leadership Institute Subcommittee – Virgina Criswell*
   Virginia Criswell shared that as of early last week, there were 102 registrations. Early bird registration closed last Friday. Regular registration is open until June 6. Virginia needs volunteers to read the award letters for outstanding classified and for excellence in servant leadership. Karen Jimenez and Carl Banks volunteered to read the letters. All board member hotel rooms have been booked. Board members should have received an email with their balance due. Virginia reminded all board members to be at the spirit event and the president's reception early to greet guests. All board members are expected to attend both

events. Virginia and Trisha are working with CCLC to build the website and reminded everyone that there will not be an app for the event this year.

Karen Peterson reported on awards and scholarships. There were 28 scholarship applications; three winners were selected. Winners have been contacted and have registered for the conference. Those who were not selected were sent an email as well, but it was noted that some of those emails were caught by spam filters. If anyone reaches out about not receiving an email, please contact Karen. There were 15 submissions for the president's award. There are 10 candidates as there were duplicate nominations. Similarly, the outstanding classified award had 15 submissions for a total of 8 candidates. This award is new this year and the hope is that we will be able to award one from the north and one from the south. There are 5 submissions for excellence in servant leadership.

There will be a relaxation room available for attendees this year. The relaxation room will be closed during sessions but will be open at other times during the conference with activities such as coloring and puzzles. The memento exchange will take place but will be moved to spirit night. Moving the exchange to spirit night should make it easier for people to connect and exchange their mementos. Karen will be sending an email out to participants with information about spirit night and the memento exchange.

Greg Harnage provided an update on fundraising, donations, and exhibitors. The number of exhibitors and sponsors has not changed since the last report. Greg sent out a solicitation about types of vendors people might want to see at CLI but only received one response. An email about the opportunity drawing and libations pull will go out after the See's Candies fundraiser closes. There is an Amazon wish list available that people can purchase from for opportunity drawing gifts. The Amazon list can be shared; board members were encouraged to share it with college presidents, faculty, or any other group that supports classified. Greg is interested in setting up a community outreach opportunity during CLI. Several different ideas were discussed. Greg is most interested in holding a blood drive and asked for the board's feedback. The board supports the idea. Greg will look into getting the blood drive set up.

Trisha Albertsen has been working on presentations. All accepted participants were notified on March 11. As of today, there is one open presentation slot. There is a good range of options within the presentations, including five outside presentations. Around the third week of April, presenters will receive an email confirming the date/time of their presentation.

e. *Caring Campus – Trisha Albertsen and Hope Ell*
Trisha Albertsen and Hope Ell reported that group members are active and meeting with their regions. The statewide group will meet again on April 15. We will begin working on adding DEIA and cultural competence to the guidebook. Trisha and Hope

will talk to the group about the issues with IEBC and will solicit ideas for moving forward.

f. *Statewide & Legislative Committee Reports*
Hope Ell reported that the solicitation for committee reports was not sent out for this meeting.

X. EXECUTIVE BOARD REPORTS

a. *President – Deborah Knowles*
Deborah Knowles discussed personal accountability and commitment as a volunteer board member. Being part of the board is a commitment that you make and as such, you are expected to be an active participant. Please remember to check your email daily. Please make sure that you are updating the attendance spreadsheet on a regular basis. Attendance responses are needed for planning purposes. If your plans for attendance change, please remember to update the spreadsheet.

b. *President-Elect – Amparo Medina*
Not present.

c. *Vice President – Susan Rodriguez*
Susan Rodriguez was contacted by San Jose Evergreen College about a speaker for a District event. Susan was able to accommodate the request with support from her District. Susan met with LA Mission College last week. They are looking to start a Senate; however, there are concerns about pushback from their unions. The Gathering of the Senates South went very well. There was good attendance and engagement at the event.

d. *Treasurer – Trisha Albertsen*
No report.

e. *Secretary – Hope Ell*
Hope Ell reported that she received a spam email that appeared to be from Deborah. She spotted that the email was spam and deleted it but wanted to bring to others' attention that these may be going around and to be on the lookout for them.

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

XI. REGION REPRESENTATIVE REPORTS

a. *Region 1 – Krista Collett*
Not present.

b. *Region 2 – Terra Lee*
Terra Lee shared that she was asked to speak at Napa Valley College along with Greg Harnage. She is excited to participate and thanked Greg for including her.

Terra noted that she has been forwarding informational emails to the colleges in her region and has gotten a response.

c. *Region 3 – Vacant*

d. *Region 4 – Kristal Dela Cruz*
Not present.

e. *Region 5 – Virginia Criswell*
Virginia Criswell reported she is still having issues getting in touch with colleges in her area, however, she continues to reach out. She does know that they are receiving emails because she has gotten a response.

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

g. *Region 7 – LaTonyua Harden*
Not present.

h. *Region 8 – Jamille Teer*
Jamille Teer has been sending emails to her region with limited responses.

i. *Region 9 – Karen Peterson*
Karen Peterson has been reaching out to colleges in her District to encourage participation at CLI. Last year, five colleges from Region 9 participated. This year, Karen is hoping to add two more colleges from the region. Karen is also participating in a Region 9 committee for guided pathways. Most meetings take place via Zoom, although the next meeting is being planned in person. All colleges in Region 9 are welcome to attend these meetings. At the last meeting, the group discussed creating a group for Region 9 to house resources, possibly through the Vision Resource Center.

j. *Region 10 – John Feist*
No report.

k. *At-Large North Representative – Greg Harnage*
Greg Harnage will be presenting at Napa Valley with Terra Lee. Greg would like to focus on making sure we have an email list that is as up to date as possible. He would like Senate update forms to ask for the names and email address of all senators at each college. He is also interested in doing letters to college chancellors and presidents requesting that they pay the membership donation on behalf of their classified senate.

l. *At-Large South Representative – Carl Banks*

Carl Banks shared that he is working to recruit a Region 10 representative. Carl will reach out to 4CS board members in the southern area that were unable to attend today's meeting to check-in.

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

Deborah will begin asking each person at the end of board meetings what action items they have committed to.

Trisha reminded the board members that the board dinner on Tuesday night at CLI is a requirement. Trisha also shared that the communications email address needs to be delivered elsewhere due to Dina's resignation. Karen Peterson volunteered to monitor the communications email address until the Director, Communications position is filled.

Hope shared that she is still working on a possible partnership with Arizona State University.

XIII. <u>ADJOURN</u>

Meeting adjourned at 12:22 p.m. on Saturday, March 29, 2025.

Approved on: June 6, 2025

President's Signature: Deborah Knowles