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 THE
SHERATON GRAND SACRAMENTO HOTEL, FALOR ROOM,
AND VIA ZOOM
SATURDAY, JANUARY 25, 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
☒ Amparo Medina
☐ Karen Peterson
☒ Dina Pielaet
☒ Susan Rodriguez
☐ Michael Snider
☒ Jamille Teer

Guests: Alec Sarkissian, Student, Sacramento City College, Secretary of Legislative Affairs; and Student Senate of California Community College, Region II Legislative Affairs Director

I. CALL TO ORDER

The meeting was called to order by Deborah Knowles at 8:00 a.m. Recessed until quorum was reached. Called back to order at 8:07 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 Sacramento City College land acknowledgement:

We acknowledge the land currently occupied by Sacramento City College as the traditional home of the Maidu, Miwok and Nisenan people. These sovereign people have been caretakers of the area since time immemorial. Despite centuries of genocide and occupation, the Maidu, Miwok and Nisenan people continue as vibrant and resilient federally recognized and unrecognized tribes, bands, and rancherias. Today, we honor and recognize our Maidu, Miwok and Nisenan tribal neighbors for their contributions as the caretakers of the Sacramento Valley and honor their sustained existence. It is with their blessing and continued guidance that Sacramento City College seeks to provide an accessible, equitable, and supportive institution of learning and experience.

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. *2025-40 Approval of Agenda, January 25, 2025*

Deborah Knowles presented the meeting agenda for review and/or revision.

Agenda item 2025-40, Approval of Agenda, January 25, 2025, was approved by acclimation.

b. *2025-41 Approval of Minutes, November 20, 2024*

Deborah Knowles presented the November 20, 2024, meeting minutes for review and/or revision.

Agenda item 2025-41, Approval of Minutes, November 20, 2024, was approved by acclimation.

V. CONSENT ITEMS

a. *2025-42 4CS Financial Statements, November & December 2024*
b. *2025-43 Monthly Donations and Memberships Reports, November & December 2024*
c. *2025-44 Approved Internal Audits*

Deborah Knowles presented the items listed on the consent agenda.

Consent agenda items 2025-42, 4CS Financial Statements, November & December 2024; 2025-43, Monthly Donations and Memberships Reports, November & December 2024; and 2025-44, Approved Internal Audits were approved by acclimation.

VI. GOVERNANCE ITEMS

a. 2025-45 Board Member Appointment (Director, Professional Development)
Agenda item 2025-45, Board Member Appointment (Director, Professional Development) was presented for approval.

Upon motion duly made by Jamille Teer, seconded by Trisha Albertsen, agenda item 2025-45, Board Member Appointment (Director, Professional Development) was unanimously approved, appointing Hope Lane to the position.

b. *2025-46 Board Member Appointment (Region 6 Representative)*

Upon motion duly made by Dina Pielaet, seconded by Amparo Medina, agenda item 2025-46, Board Member Appointment (Region 6 Representative) was unanimously approved, appointing Linda Resendiz to the position.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

a. 2025-47 Alliant International University Partnership
Deborah Knowles presented the Alliant International University Partnership for discussion. The full partnership agreement was attached to the agenda item for review. The partnership stemmed from a discussion about sponsorship for the Classified Leadership Institute. Deborah Knowles, Trisha Albertsen, and Greg Harnage attended a meeting with the university to discuss partnership. Alliant has physical campuses in several locations and offers programs that our other partners do not. However, there were concerns raised about some negative online reviews. After discussion, it was determined that a survey of classified professionals' educational needs would be helpful in determining whether to move forward. This item will be brought back to the March meeting.

b. 2025-48 Professional Development Committee Charge-2nd reading
Hope Ell presented the second reading of the Professional Development Committee Charge. After discussion, it was decided to table this item to the March board meeting.

c. 2025-49 Committee Charges, 1st reading – Government Relations and Marketing and Communications Committees, and Classified Leadership Institute (CLI) Subcommittee
Hope Ell presented the first reading of the following committee charges: Government Relations, Marketing and Communications, and Classified Leadership Institute (CLI) Subcommittee. The committee charges will be posted in Google Drive with any changes recommended today. Senators were asked to review the

documents and make any additional suggested changes through track changes. These will be brought to the March meeting for a second reading.

Upon motion duly made by Greg Harnage, seconded by Trisha Albertsen, agenda item 2025-49, Committee Charges, 1st reading – Government Relations and Marketing and Communications Committees, and Classified Leadership Institute (CLI) Subcommittee, was unanimously approved.

d. *2025-50 Website Taskforce Update*
Greg Harnage provided an update on the Website Taskforce. The taskforce continues to work on updates to the website to consolidate and streamline menus and pages. The taskforce will continue this work and bring additional updates to the March meetings.

e. *2025-51 Storage Facility*
Trisha Albertsen provided information on changes to the rate for the 4CS storage facility. 4CS currently has a 10x10 temperature-controlled unit in a storage facility in Fresno, which costs approximately $165 per month. The rate will increase to $205 per month effective April. Based on what is in the storage unit, we can downsize to a 10x5 temperature-controlled unit, which will save approximately $700 a year. If approved, Trisha and Hope Ell will move items to the smaller unit in March.

A motion was made by Virginia Criswell, seconded by Carl Banks, to approve agenda item 2025-51, Storage Facility.

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
Amparo Medina – abstain
Dina Pielaet – abstain
Linda Resendiz – yes
Susan Rodriguez – yes
Jamille Teer – yes

Motion passed.

f. *2025-52 Academic Senate Resolution*
Deborah Knowles provided an update on a possible resolution from the Academic Senate in support of the inclusion of 4CS in law. To move the process forward, 4CS

will offer to draft the resolution for the Academic Senate. In addition, Deborah has reached out to the state Student Senate to gauge their interest in developing a similar resolution.

g. *2025-53 Caring Campus Future Planning*
Deborah Knowles led a discussion on the future of 4CS involvement in Caring Campus. There have been concerns voiced that 4CS is doing the work but is not being acknowledged. In addition, is this a priority for 4CS? The political landscape has changed and there are other issues that 4CS could focus on. Does 4CS want to continue to put time and effort into Caring Campus, particularly if there is a feeling that the work 4CS is doing is going unrecognized. Upon discussion, 4CS does not want to take away any work that campuses have already done with their own Caring Campus programs. However, 4CS has an interest in moving away from the connection with IEBC and creating our own culture of caring program. In relation to this discussion, it was noted that board members would like training on what it means to be a non-profit organization. There has never been training for board members on non-profit status, and that may become important as we continue to discuss moving away from the partnership with IEBC.

h. *2025-54 Online Newsletter*
This will be forwarded to the Marketing and Communications Committee for further discussion.

IX. <u>DIRECTOR/COMMITTEE REPORTS</u>

a. *Director, Government Relations – Vacant*
In the absence of a director, Carl Banks will be attending the statewide legislative conference tomorrow.

i. *Government Relations Committee – Vacant*

ii. *Strategic Planning Workgroup – Deborah Knowles*
Deborah Knowles reported that there is a refresh cycle of the strategic plan due in 2026.

iii. *Elections Task Force – Trisha Albertsen*
Trisha Albertsen shared that there have been no changes in the timelines since the last report in November. The notification of elections opening will go out March 31. Letters of intent will be due by April 25. Board members who are up for reelection will need to submit a letter of intent if they would like to continue in their position.

b. *Financial Operations Committee – Trisha Albertsen*
Trisha Albertsen reported that the committee was not able to hold their quarterly meeting. In April, legal bonding for the board will be due. This has already been built

into the budget and is usually a three-year contract. Trisha will bring that information to the board at the March meeting.

i. *Resource Development – Karen Jimenez*
   Trisha Albertsen reported on behalf of Karen Jimenez. Trisha reported that the Charleston Wrap fundraiser only brought in $112, so the committee may look at other options for next year. For the spring, the committee is considering a See's Candies or a restaurant fundraiser.

c. *Director, Communications – Dina Pielaet*
   Dina Pielaet thanked the Website Taskforce for their work in updating the website. Based on feedback from today's meeting, Dina has created a list of tasks that need to be completed.

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

d. *Director, Professional Development – Vacant*

   i. *Professional Development Committee – Vacant*

   ii. *Classified Leadership Institute Subcommittee – Virgina Criswell*
       Virginia Criswell shared that the keynote speakers have been confirmed. The DJ has also been confirmed. The emails for scholarship applications and call for presentations went out. Both close on February 7. Virginia will be requesting scholarship readers after the application period closes in February. Trisha thanked the board members for updating the travel spreadsheet. The goal is to make the board member hotel reservations this month. Greg reported that there are three confirmed exhibitors and three sponsors. Greg has been looking into the possibility of opening an online store through a site called Bonfire. Purchases, shipping, etc. are all handled by Bonfire and items are shipped directly to the purchaser, so it's minimal time and effort on the part of 4CS. Bonfire sells apparel as well as other items.

e. *Caring Campus – Trisha Albertsen and Hope Ell*
   Trisha Albertsen reported that the statewide committee is now set. Region 5 is the only one that does not currently have a representative. Trisha and Hope met with the committee members before the winter break. The representatives' first goal is to reach out to all campuses in their regions to confirm Caring Campus contact information. An assessment form is being generated to gather more information about where each campus is in their program. The group is discussing the work on incorporating cultural competence and DEIA into the guidebook. That will be a focus for the committee over the next year.

f. *Statewide & Legislative Committee Reports*
A spreadsheet with the submitted committee reports was shared with the board members.

X. EXECUTIVE BOARD REPORTS

a. *President – Deborah Knowles*
Deborah Knowles shared that she continues to participate on the CCLC board and continues to attend Consultation Council meetings. Deborah also shared that she will be participating in the Asilomar Leadership Skills Seminar in February.

b. *President-Elect – Amparo Medina*
Amparo Medina reported that she is participating on her first PRT team. Training was held in Sacramento yesterday.

c. *Vice President – Susan Rodriguez*
Susan Rodriguez reported that the South Gathering of the Senates is scheduled for February 21 at Irvine Valley College. Initial meeting with IVC; went through ideas for the agenda. Susan has drafted an agenda and will review the items with Irvine Valley and the at-large south representative. Registration is open until January 31, with payment due by February 10.

d. *Treasurer – Trisha Albertsen*
Trisha Albertsen will bring the tentative budget for first reading in March.

e. *Secretary – Hope Ell*
Hope Ell is participating on her third PRT team. Hope shared that she will be vacation for two weeks in February. The call for March agenda items will be sent out by Trisha Albertsen on Hope's behalf.

f. *Past President – Trisha Albertsen*
Trisha Albertsen presented at Monterey Peninsula's classified flex week event. The event was last Friday, and the response was very positive. The presentation is available on Google Drive.

XI. REGION REPRESENTATIVE REPORTS

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

b. *Region 2 – Terra Lee*
Virginia Criswell reported on behalf of Terra Lee. Terra has reached out to her regional senates but has not heard back from any of the colleges yet.

c. *Region 3 – Michael Snider*
Not present.

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

e. *Region 5 – Virginia Criswell*
   Virginia Criswell shared that it has been difficult to get in contact with the senates in her region. Some of the emails were blocked by spam filters. Virginia is now going to websites to try to find contacts at her region colleges.

f. *Region 6 – Vacant*

g. *Region 7 – LaTonyua Harden*
   Carl Banks shared an update on behalf of LaTonyua Harden. He and LaTonyua met, and they are brainstorming ideas of how to contact local senates.

h. *Region 8 – Jamille Teer*
   Jamille Teer sent an email last week to those in her region, but several of them bounced back. She is trying to call those colleges to get updated information. She has an email planned to send out to her regions soon.

i. *Region 9 – Karen Peterson*
   Not present.

j. *Region 10 – John Feist*
   John Feist shared that his home college is in Region 9, but he is currently serving as the Region 10 representative. John is hoping to contact some of the Region 10 CLI attendees, with the goal of getting someone from Region 10 to take over the region representative position.

k. *At-Large North Representative – Greg Harnage*
   Greg Harnage met with a few of the north region representatives in December. He plans to meet with them again in February. One of his goals is to expand the senate database and keep it updated.

l. *At-Large South Representative – Carl Banks*
   Carl Banks plans to meet with the region representatives in the south individually to brainstorm ideas on how to make better connections with local senates. He also shared an idea of creating summary email templates that can be emailed out to the senates by the region representatives.

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

Trisha Albertsen shared that she and Hope Ell were on the Region 9 Classified Professionals Alliance. They have both stepped down from that group and are being replaced by Karen Peterson and John Feist.

Trisha Albertsen reported that the Mentor Match/LIFT program is on hold as we wait for the funding application to be posted.

XIII. ADJOURN

Meeting adjourned at 4:25 p.m. on Saturday, January 25, 2025.

Approved: March 28, 2025

President's Signature: Deborah Knowles ____