



**4CS**  
**Post-CLI Meeting**  
Lion Woodlake Conference Center  
Sacramento  
Saturday June 15, 2013  
12:30 am – 4:00 pm



**Approved Minutes**

**1. Changes in Agenda**

*Acceptance of letter of resignation for Angela Mahaney, South Vice President.*

**2. Welcome New Board Members**

*New 4CS President Maureen Chenoweth welcomed new and returning Board member.*

**3. Board Changes/Election Results**

- a. Past President– Russell Hamilton Sr.*
- b. North Vice President – Janet Pedersen*
- c. Bay 2 Area Rep – Debbie Weatherly*
- d. Bay 3 Area Rep – Karen Smith*
- e. Southeast 3 Area Rep - Elaine Eshom, Mt. San Jacinto*
- e. Stepping down: My Loi*
- f. Associate Letters of Intent: Leo Lieber, Jose Hueso, Pat Murray, My Loi*
- g. South Vice President: Vacant*

**4. Review of 2013 CLI (Cherie, Maureen, Monica)**

- a. 2013*

*Cherie provided suggestions to improve the conference process and future changes required by CCLC:*

*Discussion on moving 4CS General Session to include more participants, perhaps hold round tables during the meeting.*

*Discussion on the level of financial support from member senates.*

*Wrap Up.*

*Dinner Seating.*

*Board Attire.*

*Discussion regarding Gina Bottomly, the participant who was injured on the first day of CLI and had to go to the hospital and then return home.*

**Motion to make available a scholarship for Gina Bottomly to attend CLI 2014. Cari/Debbie. Approved.**

*Discussion on administrator/presenter who had problems with his hotel room and ended up going to another hotel. \*4CS is going to reimburse him for the registration. His presentation was very well received. \*His hotel room should be reimbursed by the hotel.*
- b. 2014 Ventura. Discussed earlier by Cherie*
- c. 2015 – Changes. Discussed earlier by Cherie*

**5. The Future of CLI**

- a. What Ideally We Want the Experience of CLI To Be*

Historically CLI has been put on by classified for classified and this year the chairs integrated in workshops offered by other groups of the system: ACCCA, Chancellor's

Office, and Student Association. To move forward Maureen is seeing that we need to offer more of those kinds of workshops.

Poster session was impressive because of the goals and vision senates have of what they are accomplishing.

Maureen asked Board members what they're vision of the CLI is. Do we want to focus on teaching classified staff to be good senate presidents, or do we want to provide some of the same institutional items that we included at this event.

- Maureen interpreted the conversation that Board members are supportive of continuing to have administrators as presenters. Janet suggested that we know what their presentations are about. Monica suggested that our form be clear on what is expected of speakers.
- Discussion on non-classified staff registering for CLI. Maureen clarified that she is not in support of opening the conference to non-classified staff, but asked how the board wanted to respond to others that are interested in learning what classified staff have to offer.
- Jim stated that the board has already discussed this issue and decided that the board can invite any person they feel compelled to invite for such reasons. Suggestion to outline this process in the procedures.
- Suggestion to ask Sam at CCLC if someone can move forward in CLI registration if the "classified" box is not checked.

**b. *Major Factors: Price, Location, Atmosphere, etc.***  
*Discussion.*

**6. 2014 CLI**

**a. *Chair/Co-Chair. Janet/Rocio***

*Discussion on 2014 CLI chair and co-chair and on accuracy of co-chair title with first chair.*

- Agreed accurate title is Chair and **Vice-Chair**.
- It is not necessary to have a chair or vice-chair in the region where the conference is taking place, but it helps.
- Jim reminded the board that it has been suggested that officers not chair the conference. It is important that officers be available.
- At this time only officers have co-chaired the conference.
- Janet Pedersen, Chair. Rocio Sandoval, Vice Chair. Debbie Weatherly Exhibitors Showcase Coordinator.

**b. *Site – Ventura***

Consensus to keep Cherie on at 25% and send a letter of support that we've all agreed that there will only be one contact person for CLI issues with CCLC.

**c. *Theme -***

Brainstorming session on theme for CLI 2014.

Classified Leadership: An AVenturae towards student success

CLaSP

Classified

Leadership

Students

Professional Development

## 7. **Budget**

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### a. **2013-2015 Budget**

Cari outlined the income and expenses process for a non-profit the size of 4CS. At this time it is necessary to have the fixed costs of the office and proposed printer and Internet services in order to provide a 2013-15 budget proposal. Cari suggested that once these figures are known, a proposed budget will be submitted by Norma, Cari, and Maureen.

#### *Budget Development.*

Cari outlined the suggested changes to the 2013-2014 Budget.

- Evaluate income and expense areas to determine expenses for each program.
- Activities will be divided into programs.
- Example: CLI expenses are made, but then reimbursed by CCLC.
- Fixed/operating costs: new section for office expenses
- Bank fees
- Duplicating
- Supplies
- Office
  - Rent
  - Renter's insurance
  - Evoice
  - Office supplies
  - Website (\$200)
  - Online survey tool (\$210)
  - Telephone line (no)
  - Internet (\$55)
  - Printer (one-time cost)
  - Internet equipment (one-time cost)

#### *Laser Printer.*

At Russell's request Cari researched a multi-functional laser printer.

Sehi and Butte College for IT services – runs between \$500-700.

#### *Attorney Fees.*

Bylaws need to be changed since we now have a new address. Jim stated that we now have several changes, so we should update this year.

#### *Projected Budgets.*

Need a base projected income from CLI.

2012 CLI

\$12,171	Total CLI reimbursement
-3744	Expenses
-483	Expenses
7829.85	Profit

Another example of Program Expenses is Speaker's Bureau. It needs to reflect expenses, stipends received, and actual expense for the year.

Cari and Norma will bring the projected budget to the September meeting.

### b. **Strategic Plan. Tabled**

*c. 4CS Corporate Office*

*1. Laser Printer Quotes*

Cari received color laser printer quotes from SEHI and Butte College Enterprise Networks.

*2. Internet*

Jim and Teeje are researching Internet providers so that 4CS can purchase a mobile device to cover Internet at the office and during Board meeting.

**Motion to approve \$1500 for combination one-time laser printer and yearly Internet expenses. Wilson/Weatherly. Approved.**

**8. *Committee Assignments***

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Jim led session on committee assignments for 2013-2014. Results attached to these minutes. Maureen asked each committee to hold at least one virtual meeting during the summer and review the website.

2013-2014 Conference Development Committee: Janet Pedersen, Chair; Rocio Sandoval.

**9. *Conference Development***

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*a. CCLC Workshops*

Monica asked that the Board consider whether the means outweigh the costs of participating in CCLC.

- Last year the 4CS Board submitted 5-6 presentation proposals and 2 workshops were approved.
- Is 4CS still receiving income from CCLC participation?
- Cari remembered historically 4CS received a stipend for the pre-workshops that were attended by classified staff.
- Norma confirmed that we have not received income from CCLC since she's been on the Board.
- Monica suggested a yearly program justification report on the benefits of attending and holding workshops at the CCLC Convention for non-profit records.
- Cari stated that there are different types of non-profits when it comes to income and expenses. One program may provide income to cover other programs that do not generate income.
- Maureen added that most classified employees receive assistance to attend the convention and 4CS provides \$250 travel grants when needed.
- Norma objected to Board members having to register for the entire conference if they only want to attend the Board meeting. Not all colleges can afford the travel for a convention this size.
- Suggestion to hold the Board meeting at another site and send a few people to offer workshops and cover the exhibitor booth.
- Consensus that the exhibitor booth is important to answer questions and provide visibility.
- Jim asked if the breadth of the conference such that it encourages classified participation? It appears that many workshops are moving toward service workshops (attorney's, etc.) or partners who contribute funds to CCLC.
- Question as to whether the July 12 agenda will include removing 4CS from the CCLC Board of Directors. Maureen has not yet received the agenda, but she understood that it would be a topic of discussion but that it would be voted on in the Fall, but does not know when.
- Monica asked for clarification from CCLC whether someone has to register for the conference to attend the meeting.

- Clarification that the CCLC has confirmed that they will continue to support and fund the CLI even if the 4CS is not on the Board.
- Cari suggested the Board consider changing the Board meeting calendar.

**Motion to approve 2 board members to attend Thursday night and Friday exhibitors as exhibitors. Plyley/Wilson. Approved**

**Motion to submit 2 workshop proposals and approve 2 board members to attend the Thursday night and Friday Exhibitor's Showcase for the CCLC Convention, with one paid and one free exhibitors registration and to hold our Board meeting at Foothill College on Thursday, November 21. Plyley/ Weatherly. Approved.**

**b. *Presentation Requests.***

Jim and Maureen proposed two presentations and will input online.

**10. *Policies and Procedures***

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**2013- 5.2.1.2 Assignments – 4CS Committee Chairs Appointments and Responsibilities Tabled**

**11. *Goals 2013-2014***

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- Inventory of Goals.*  
Maureen will ask Board members to submit tentative goals for 2013-2014.
- Moving Forward. Tabled*
- Serving Local Senates. Tabled*

**12. *2013-2014 Calendar of Meetings***

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- CCLC Executive Board Meeting Calendar – July Meeting*
- \*September 13-14, 2013 - 4CS Board Meeting*                      *Butte College*  
**Motion to move the September 2013 Board meeting from Santa Rosa to Butte College to allow open house for the new 4CS office. Also to thank Santa Rosa Classified Senate for offering to hold the September 2013 Board meeting on their campus.**  
**Plyley/Sandoval**
- November 20, 2013 - Winter Meeting*                                      *San Francisco*
- November 21-23 -CCLC Convention*                                      *San Francisco*
- March 14-15, 2014 - 4CS Board Meeting*                                      *TBD*
- June 18, 2014 – 4CS E-Board Meeting & Training*                      *Ventura*
- June 19-21, 2014 – CLI*    *Ventura*

**13. *Good of the Order***

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Board members congratulated Leo Leiber on his retirement from DVC.

**14. *Adjourn***

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Meeting adjourned by President Chenoweth at 5:27 pm.