



**4CS Board Meeting
Minutes
Thursday, November 20, 2014**
Polo Room
CCLC Convention
Westin Mission Hills
71777 Dinah Shore Drive
Rancho Mirage, CA 92270

9:00 am – 11:30 pm
11:30 am – 1:00 pm Lunch/Exhibitor Booth Setup
1:00-2:00 Meeting Reconvened
2:00 Exhibitor Showcase Sneak Peak

*Present (*conference call):* President Maureen Chenoweth, Foothill College; President Elect Debbie Weatherly, Santa Rosa Junior College; North Vice President- Karen Smith, Foothill College; Secretary *Cari Plyley, Butte College; Treasurer *Norma Talley, Butte College. Area Representatives: North 2 – Deborah Knowles, Sacramento City College; Bay 1 – *Shondra West, Los Medanos College; Bay 2- Linda Allen, Skyline College; Bay 3 – Laurel Kinley, West Valley College; Southeast 2 – *Karen Martin, Irvine Valley College; Southeast 3 – Cassandra Thomas, San Bernardino Valley College

Absent: Past President Russell Hamilton Sr., Saddleback College; President Emeritus Jim Wilson, Sierra College Retiree; South Vice President - Rocio Sandoval, San Diego Mesa College. Representatives: Central 2 - Ernie Garcia, Fresno City College; Southwest 2 – Peder Nielsen, Ventura College. Associates: Dennis Gordon, Irvine Valley College; . Jose Hueso, San Diego Community College; My Loi, Mission College; Pat Murray, Grossmont College; Leo Lieber, Diablo Valley College Retiree; Janet Pedersen, San Joaquin Delta College;

1. Meeting Called to Order

President Maureen Chenoweth called the meeting to order at 9:00 am.

2. Welcome and Introductions

President Chenoweth welcomed Board members. Board members attending by conference call were Cari Plyley, Norma Talley, Karen Martin, and Shondra West.

3. Agenda Approval

Agenda was adopted as presented.

4. Consent Agenda

2014-71 Approval of Minutes: September 13-14, 2014
Motion to approve consent agenda. Plyley. Approved.

5. President's Report

- President Chenoweth reported that the next meeting of the CCLC Board of Directors is this Saturday.
- President Chenoweth and President Elect Debbie Weatherly will be attending the CCLC Leadership Roundtable later today.

- Professional Development Summits. Several 4CS Board members attended the various Professional Development Senates held across the state this last week: President Chenoweth, Debbie Weatherly, Karen Smith, Laurel Kinley, Monica Souza, and Casey Thomas.
 - Classified staff was well represented.
 - Common discussions on concern for making sure that classified are involved.
 - Noted that some faculty are still suggesting that professional development is a faculty issue.
 - For minutes, obtain list of classified staff that attended the summits and post with minutes.
 - Underrepresented groups were managers, supervisors, and adjuncts.
 - Would be good to have videos on the sessions that can be accessed.
 - President Chenoweth advocated a section on degree completion program for working adults. Classified maybe working on higher degrees.
 - Examples of brainstorming sessions
 - Show best practices
 - Push importance of leadership training
 - Appoint someone at the local and statewide level responsible for a website clearinghouse that includes a rating system for workshops (vetting process). Discussion on the design of the clearinghouse.
 - Career ladders are important for classified staff.
 - Managers want managerial training rather than leadership training.
 - What are colleges doing already that can tapped into.
 - Flex continues in a sense that faculty will still be able to use Professional Development workshops as part of their contract. Difference as of January 1, 2015 is that flex will apply to all employees.
 - This Fall, changes will be made to Title V and classified staff will be getting rules to access that additional professional development.
 - Paul Steamhousen from the Chancellor's Office has asked 4CS to be on the advisory board. President Chenoweth voiced her consent. Mr. Steamhousen also offered to attend CLI.
 - Question on flex obligation for classified. President Chenoweth said each college has to provide a minimum number of days/hours for providing flex activity release time for classified staff.
 - Discussion on classified staff's willingness to participate. Funding may rely on attendance. Minimum participation may be required.
- Speakers Bureau. Discussion on procedure for requests for the Speaker's Bureau.
 - All request require a Speaker's Bureau form be submitted to the 4CS president.
 - The president will assign speakers and approve travel.
 - All visits to colleges need to be reported for the year end reports.
 - Follow up on requests from Contra Costa and Los Medanos colleges.

6. **Old Business**

2014-64 Proposed Change to Travel Reimbursement Policy

Currently 4CS travel policy does not include reimbursement of meals. President Chenoweth requested that the policy be revised to include meals when requesting travel grants.

- Knowles drafted a policy for discussion.
- Request that this policy be made with discretion. 4CS is a possible 22-member board and the current budget does not support travel for a full board.
- Proposal that as volunteers for a nonprofit members could cover their own meals.
- Discussion of the importance of eliminating any barriers for Board members to attend meetings and events, and document the actual costs of the organization.
- Discussion on encouraging all member senates to support 4CS with a Senate Membership.
- Upon election or appointment to the 4CS Board members are required to sign a statement that each are obligated to find partial financial support from their institutions.
- Reminder that the 4CS President must approve all travel requests and request for reimbursement in advance of events.

- Consensus that meals can be requested for reimbursement upon the approval of the president.
- Discussion on the approved amounts of meal reimbursements.
- Proposal to use a government website that provides meal amounts by zip code.
- President Chenoweth hopes to provide a transparent budget that specified the percentage of the budget that can be allowed for 4CS Board travel.

2014-72 Resolutions Task Force

Update:

- President Chenoweth will be discussing the resolution process at the upcoming South Retreat in January 2015.
- Recommendation to see the Associated Students resolution center because it is not so curriculum centered.
- Challenge to have at least one resolution to introduce at the first plenary session at CLI
- Resolutions Task Force. Laurel Kinley, Karen Martin, Cari Plyley, Casey Thomas

7. New Business

2014-73 Proposal for Union/Senate Summit

President Chenoweth has reached out to CSEA to begin a conversation to include the statewide unions in the discussion on resolutions.

Response from Manuel Payan suggested beginning with the state CSEA Community College Committee (CCC).

Will connect with Payan at the CCLC Convention. Will request information on union representatives.

Positive collaboration with unions is an important step in the process.

Will inform the board if a meeting in January is possible.

Thomas will do research on union representatives

Plyley will send Thomas union/senate relationship information from database.

Plan to approach other unions after initial contact with CSEA. Over thirteen union in the state.

2014-74 2015 Outstanding Leadership Award

- President Chenoweth opened the discussion on the nominations for the 2015 Outstanding Leadership Award.
- Karen Smith is the chair of the Awards Committee and will solicit for nominees.
- Karen Martin will develop an online nomination form and flier for this award and forward the materials to Karen Smith, along with a hyperlink to the nomination form.
- January 2015 distribution.

8. Executive Board Reports

A. North Vice President – Karen Smith

Karen Smith outlined the responsibilities of area representatives to provide reports to the appropriate vice president two weeks prior to each meeting.

Karen received brief reports from Shondra West and Linda Allen.

B. South Vice President – Rocio Sandoval. Absent

Rocio Sandoval was unable to attend due to a last minute need at work. Her report was not available.

C. Secretary – Cari Plyley

Plyley reported that due to a broken leg she has been unable to work in the 4CS office and as a result of the injury she was unable to attend the CCLC Convention as exhibitor.

Plyley thanked Deborah Knowles for filling in as exhibitor for the convention.

Plyley thanked Janet Pedersen who came to Chico and assisted Plyley in packaging the materials in the 4CS office to go to the convention.

Prior to her accident, Plyley was able to mail out approximately one-third of the certificates for member senates, president, and for CLI 2014 participants. The remaining certificates will be mailed out after her recovery.

D. Treasurer – Norma Talley

Treasurer's Report was posted on the NING. Balances as of October 30, 2014:

Opening Balance: \$14,747.12

Deposits: \$152.80

Disbursements: \$1470.36

Bank Balance: \$13,429.56

Saving Balance: 2,000.10

PayPal Balance: 966.67

Grand Total: \$16,396.33

9. Representative Reports

Linda Allen, Bay 2 Area Representative

Report received from City College of San Francisco Classified Senate President James Rogers. (Attached)

10. Committee Reports

A. Audit Committee

2014-75 Closed Session to Consider Proposal to Resolve Audit Discrepancies

B. Awards and Recognition – Karen Smith

a. **2014-76 Scholarship Criteria**

Karen Smith reported that the Scholarship Evaluation Committee has been established.

Would like to remove question on the application as to whether the applicant has attended CLI before.

Motion to remove first question regarding previous attendance at CLI. Plyley. Approved.

b. **2014-77 Outstanding service Award**

- At CLI 2014, 4CS awarded the first Outstanding Service Award to Trisha Albertsen, Classified Senate President at Chaffey College, as part of the 4CS President's Awards. This was an award given in response to Ms. Albertsen continuous years as senate president. The criteria for the award that was read at the awards ceremony:

This award has been established to recognize elected classified senate presidents for outstanding service.

- ❖ *A successful classified senate president is one who earns the confidence and respect of their classified colleagues and the college community.*
- ❖ *One who leads by example and recognizes the leadership and talent in others.*
- ❖ *One whose persistent vision of excellence helps their senate and colleagues shine in the governance process.*
- ❖ *One who actively promotes involvement by classified staff at the local and state level to further their leadership education and contributions to student success.*

- **Motion to institutionalize this award that is to be submitted to the college communities for nomination. Smith. Approved**
- Awards Chair will set the deadlines and update forms.
- Karen Martin will design the application and call for nominees.
- Awards Committee will write policies and procedures.
- Consensus that award could be given to current or past senate presidents.

- C. Budget Committee –Norma Talley
Norma Talley reported that she continues to work with Chenoweth and Plyley on expanding the chart of accounts to provide program reports.
- D. Bylaws Committee – Debbie Weatherly
No activity since last meeting.
- E. Conference Development Committee Committee
1. Classified Leadership Institute – report and discussion:
 - Keynote Speaker Thomas Brown. Contract is in place for Thursday Keynote and Friday workshops.
 - Strands
 - Marketing – all Board members
 - Volunteers - Knowles
 - Event sponsors
 - Posters -
 - Teeshirts - Sandoval
 - Freebies - Plyley
 - Nametags - Plyley
 - Music
 - Stickers/exchange game - Plyley
- F. Fundraising Committee – Laurel Kinley
- Kinley attended a fundraising webinar.
 - Plyley reported on sponsorships.
 - Plyley reported on Sponsor Competition to raise funds for 4CS and a 2015 CLI scholarship.
 - Karen Martin produced the sponsor competition flier that is in the newsletter.
 - Plyley will update the sponsor competition application and have all posted to the web.
- G. Legislative Awareness Committee – Linda Allen
- Allen has been emailing out legislative announcements.
 - Allen attended the ACL Committee meeting which included an orientation session and ACL 2013-2014 evaluation.
 - Emailed update bills from the Governor to the 4CS Board and Senate Officer’s Listserv. Followed up with updated list of bills the Governor actually signed.
 - Allen will be attending the Legislative Conference with Debbie Weatherly and President Chenoweth in January 2014.
 - Souza provided Allen with legislative information related to classified staff and community college.
 - Souza reported that Brice Harris has asked for letters to government committees thanking them for their support of AB2558.
 - Allen will draft a letter with President Chenoweth from 4CS.
- H. Library Committee. Tabled
- I. Membership Committee. Tabled
- J. Nominations and Elections Committee. Tabled
- K. Public Relations Committee. Tabled
- L. Policies and Procedures Committee. Tabled
- M. Technology Committee. Tabled
- N. Resolutions Task Force. Tabled

Board adjourned for lunch at 11:30 and returned at 1:00 pm.

11. Good of the Order

Deborah Knowles outlined the CCLC Exhibitor's booth schedule. Karen Smith and Debbie Weatherly are responsible for closing the booth down and packing materials for return to the 4CS office.

12. Adjournment

President Chenoweth adjourned the meeting at 2:00 pm.

Next 4CS Meeting: March 13-14, 2015, San Bernardino College

Annual Legislative Conference: January 25-26, 2015

November 20, 2014
Secretary Cari Plyley

Attachments: Reports

REPORTS

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CLOSED SESSION

A. Audit Committee

2014-66 Closed Session to Consider Proposal to Resolve Audit Discrepancies

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November 20, 2014

Fundraising Report – Karen Martin

Sponsor Database Coordinator, Cari Plyley

California Community Colleges Classified Senate

Executive Board Meeting November 20, 2014

2014 Sponsor Report

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Current Level	Contributor	Current Amount Received	Current Sponsor Yr	Academic Yr Rec'd
4CS	Teeje Jamison	\$10	2014	
4CS	William Miller	\$10	2014	
4CS	Stephanie Moya	\$10	2014	
4CS	Lissa A. Napoli	\$10	2014	
4CS	Alice Soto	\$10	2014	
4CS	Corrie Verhagen	\$20	2014	
Classified	Cari Plyley	\$50	2014	
Classified	Trisha Albertsen	\$50	2014	
Classified	Laurel Kinley	\$50	2014	
Classified	Debbie Weatherly	\$50	2014	
Classified	Jim Wilson	\$70	2014	
Gold	Foundation for California Community Colleges	\$500	2014	
Governance	Maureen Chenoweth	\$100	2014	
Governance	Dennis Gordon	\$100	2014	
Governance	Monica Souza	\$100	2014	
Platinum	Inviting Light Photography	\$1000	2014	
Platinum	Keenan & Associates	\$1000	2014	
Platinum Event	Sehi Computer Products, Inc		2014	
District	Chaffey College CC District	\$500	2014	2013-2014
Senate	Butte College Classified Senate	*\$100	2014	2013-2014
Senate	Chaffey College Classified Senate	\$100.00	2014	2013-2014
Senate	Copper Mountain College Classified Senate	\$100	2014	2013-2014
Senate	Irvine Valley College Classified Senate	\$100	2014	2013-2014

Senate	MiraCosta College Classified Senate	*\$100	2014	2013-2014
Senate	Mt. San Jacinto Classified Senate	*\$100	2014	2013-2014
Senate	Sacramento City College Classified Senate	\$100	2014	2013-2014
Senate	West Valley College Classified Senate	\$100.00	2014	2013-2014
		<u>\$4,440.00</u>		
*amount received in Fall 2013				



California Community Colleges Classified
 Senate
 Unaudited
 10/31/14 12:00 AM

Opening Balance Bank of America 14,747.12

Deposits

			D Knowles Sept Lodging	
10/3/14	The Square	152.80		
Total				152.80

Disbursements

10/6/14	Virgin Mobile	55.00	WiFi	
10/15/14	Alaska Air	200.20	CCLC Travel L Allen	
10/21/14	Survey Monkey	204.00	Yearly Fee	
10/29/14	The Nest	375.00	Rent	
10/3/14	PDF Filler	59.88	Software	
10/14/14	Office Depot	41.89	Supplies	
10/14/14	Positive Promotions	188.45	Advertising	
10/22/14	Amazon Mktplace	45.94	Supplies	
10/7/14	The Nest	300.00	Rent	
				1,470.36
	Bank Balance			13,429.56
	Savings Account Balance			2,000.10
10/31/14	PayPal Balance			966.67
	Grand Total			<u>16,396.33</u>



City College Classified Senate Report

Date: 11/19/2014

Submitted by: James Rogers

4CS Position: Classified Senate President

College communications since last meeting:

- City College of San Francisco is hosting the first ever restoration team this week. Team visitors have been very engaged and thorough.
- Classified Senate elections in the spring will bring in fresh leadership (looking forward to that J)...we are working to have online voting in place.
- A great deal has been done to address accreditation and we put together a self- evaluation report in a record 12 weeks...(pretty sure it's a record) ...it's the time we were given.
- The San Francisco passed a parcel tax in Nov. 2012 effective 2013-2014...helping with funding and the legislature passed SB-965 community colleges ...to assist with short term stabilization.
- Media does not calm nerves or strengthen enrollment. We've had a 30% reduction in classified staff in the last few years.
- Spring 2015 flex we focus on a classified workshop relating to student equity.
- We are feeling guardedly optimistic and with Classified Senate input and program review we are adding a professional development classified training position and audio visual technician to assist (among other items) in support of the additional 75 smart classrooms to be installed.

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Ernie, Garcia, Central 2 Area Representative
Joint Classified Senate Report
November 4, 2014 Board Meeting

FCC & DO Classified Senate Report by Susi Nitzel

- The Fresno City College & District Office Classified Senate is celebrating its 30-year anniversary. We are the second oldest Classified Senate in the state. (Chaffey College was founded in 1982). The Classified Council was established in 1984 after the accreditation process to represent classified staff in matters affecting the college.
- We are honored to be asked to host the California Community Colleges Classified Senate (4CS) Executive Board Meeting on March 13-14. We will have 22 board members from all over the state on our beautiful campus and we cannot wait to show it off.
- Past President Ernie Garcia has been appointed the Central 2 Area Rep for 4CS, the first time in ages the Central Valley has had representation at the State level.
- We look forward to once again donating to Hope for the Holidays, which provides holiday gift cards to students in need. The program is almost entirely supported by donations and last year 183 students were awarded a holiday gift card.
- Next Tuesday is not only Veterans' Day, it is also our annual Classified Senate Staff Development Day and in honor of our 30-year anniversary, our theme is Remembering, Celebrating, Building. Our day starts with breakfast in the FCC Cafeteria at 8:00 a.m. and the entire day is filled with professional and personal development opportunities for classified staff. Nina has kindly placed brochures in all your packets. Chancellor Stewart will be joining us for lunch and the Board is not only invited, you are all encouraged to join us. We would love to have you!

Clovis Community College Center Classified Senate Report

- Clovis Community College Center's Classified Senate just held two very successful fundraisers in October. They sold candied apples from Rocky Mountain Chocolate Factory, which was a huge hit. They

also sold “Boo-Bags” full of candy for Halloween and the positive response was overwhelming. With the proceeds, they will be able to sponsor two families with Thanksgiving meals.

- Some of their classified staff will be attending staff development activities at FCC on Veteran’s Day. Many thanks for FCC’s Classified Senate for including them in their activities.
- Clovis is also working on their accreditation report in preparation for the team visit in March.

Reedley College Classified Senate Report

- Reedley College Classified Senate will be providing “Flex Day” activities on Tuesday, November 11 for Classified Staff. They are holding an AM and PM schedule to allow everyone on campus the opportunity to attend (with the support of President Caldwell). They are also having a motivational speaker Jennifer Alcorn during lunch for all staff to enjoy.
- Their “Coats for Kids” drive is in full swing. They are getting departments and clubs involved as well. They are once again teaming up with one of the local churches to hand out the coats collected to distribute during their food distribution to the local community before Thanksgiving.
- They are also planning to adopt a family in need from the surrounding community again this year to help with the holidays.

Approved March 14, 2015
Secretary, Cari Plyley