



**Central Services Classified Senate
Wednesday, February 10, 2016
9:30-10:42 a.m.
Foothill College Council Chambers (2018)**

Minutes

Attendance:

Lindsay West, President
Becky Bartindale
Esperanza Contreras
Chris Dubeau
Pam Eberhardt
Araceli Kaliangara
Paula Norsell
Thuy Quach
Ron Rayas
Lindsay West
Chris White

I. Approval of November 18, 2015, and December 2, 2015, Meeting Minutes

Minutes of the November 18, 2015, and December 2, 2015, meeting of the Central Services Classified Senate (CSCS) were unanimously approved.

II. Proposed Regular Meeting Schedule

The senate agreed to meet once per month on a Wednesday at 9:30 a.m. Paula offered to send out calendar invitations.

III. Treasurer's Report

Esperanza distributed a report of the senate accounts for the statement period ending December 31, 2015.

Bank of America Business Checking Account Status

Esperanza reported that Wells Fargo would allow the senate to open an account with a minimum of \$100 and would not charge service fees unless the account balance falls below \$1,000. She indicated that she would need to investigate how to

close the Bank of America account. Lindsay offered to speak with Kathy Nguyen about any other approvals needed. The senate agreed that signers for the new account should be CSCS President Lindsay West, CSCS Treasurer Esperanza Contreras, and CSCS Past President Araceli Kaliangara.

On a motion by Chris Dubeau, seconded by Lindsay West, the Central Services Classified Senate unanimously approved moving the funds from Bank of America business checking account to a new Wells Fargo account.

CSCS Fund, Acceptable Uses

Esperanza advised that the senate needs to make use of the \$5,000 transferred to the CSCS fund for professional development or the district will not provide additional funds next year. Lindsay reported that she has been meeting with the De Anza and Foothill classified senate presidents to plan the professional development day in May and will offer to help with expenses. Esperanza stated that she would verify whether the fund can be used to pay for food.

IV. Recruitment Strategies

Winter Mixer

The senate agreed to hold a mixer at lunchtime on March 25, 2016, in the Toyon Room. Becky suggested that discussion of the objectives for the mixer be added to the next meeting agenda, Lindsay offered to prepare a draft flyer, and Paula indicated that she would reserve the Toyon Room for the event.

PGA Workshop

Becky reported that she followed up with Kris Lestini about the proposed professional growth award (PGA) workshop for Central Services employees but was advised that the PGA committee tri-chairs have not yet come to an agreement regarding timing and location. Araceli noted that general information regarding PGAs will be included in the newly reinstated employee orientations.

The senate agreed that there is a need for both general workshops regarding the PGA process and hands on workshops in which employees could receive help compiling and submitting required documentation. There was discussion that it many employees could be reached through a PGA breakout session at the professional development day in May, but it would also be helpful to hold quarterly workshops in various locations around Central Services to reach those who might not otherwise attend.

Chris White offered to ask for guidance from retiree Lois Jenkins, who previously presented PGA workshops. She also suggested that the Association of Classified Employees (ACE) might be able to provide PGA tracking packets. Becky indicated that she would share the senate's feedback with Kris.

V. Website

It was agreed that Lindsay, Pam, Chris Dubeau, and Paula would be given access to update the senate website.

V. Holiday Party Download

The recent holiday party was discussed and those present agreed that overall the event went very well, the organization of the food in the Cyber Café and desserts in Room 4006 was effective, and donation of leftover food to students studying in the Krause Center for Innovation was much appreciated. Suggestions for the next holiday party include taking photos of the event for the newsletter and doing more outreach to Plant Services employees and recruiting a senator to represent the area for better communication. Chris Dubeau suggested that a student photographer be asked to take photos at the party and other CSCS events.

VI. Subcommittee Reports

Scholarship Committee

Thuy advised that she would soon be asking for volunteers to read scholarship applications. She reported that the Financial Aid offices will release the applications to her in March once they know who is on the selection committee. Paula and Lindsay offered to serve as readers.

Publications

Lindsay asked for input regarding the CSCS newsletter. Suggestions included photos of CSCS events like the holiday party, a recap of past events, announcements of upcoming events, a review of the CSCS purpose and activities, current projects, and an employee recognition feature.

VII. District Committee Reports

District Budget Committee

Paula shared information from the February 2, 2016, District Budget Committee meeting, noting that Kevin McElroy reported that the Governor's proposed 2016-17 budget would provide little in the way of new ongoing funding for the district and that the district is still struggling to figure out how it will fund the multi-year increases in CalSTRS and CalPERS employer contributions, particularly as enrollment is again dropping.

Chancellor's Advisory Council

Lindsay advised that at the January 15, 2016, meeting, the council discussed proposed revisions to the district mission statement and new language for the

baccalaureate portion of the statement. In addition, the Board of Trustees proposed legislative principles for 2016 were reviewed.

Human Resources Advisory Committee

Chris Dubeau advised that the Human Resources Advisory Committee has been meeting jointly with the District Diversity and Equity Advisory Committee and is working on a new diversity question for employee applications.

VIII. Other Business

Lindsay read a resolution prepared by the Foothill College Classified Senate that recommends that the district consider in negotiations ending the practice of using the Veterans Day and Cesar Chavez Day holidays to create extended weekends in order to show respect to those the holidays honor. She indicated that FCCS President Karen Smith has asked for CSCS support of the resolution. There was consensus to support the resolution. Araceli reminded everyone that Karen has invited members of CSCS to attend FCCS meetings.

IX. Adjournment

The meeting adjourned at 10:42 a.m.