



**Central Services Classified Senate
Wednesday, April 6, 2016
9:30-10:20 a.m.
District Conference Room (5971)**

Minutes

Attendance:

Lindsay West, President
Becky Bartindale
Lena Nguyen
Paula Norsell

I. Approval of March 2, 2016, Meeting Minutes

Approval of the March 2, 2016, meeting minutes was postponed to a future meeting when a quorum is present.

II. Treasurer's Report

Lindsay reported that Esperanza had opened the new business checking account at Wells Fargo.

III. Professional Development Day Update

Lindsay advised that the May 13 classified professional development day will build upon the service excellence theme to help employees find ways to better engage with one another and encourage camaraderie. She noted that the keynote speaker from last year's event has been invited to return this year and that the day will open with a classified staff appreciation breakfast served by managers. Lindsay indicated that she has suggested to the planning team that a professional growth award workshop be included as a breakout session and that she offered funds from Central Services Classified Senate to help pay for the speaker.

Paula promised to send Lindsay an email list of Central Services administrators and supervisors as well as an example of a prior year email message to managers encouraging staff participation at the event. Lindsay offered to inquire at the next planning meeting about the need for volunteers and to try to tap the enthusiasm of employees who indicated at the mixer that they would be willing to help with such events.

IV. Recruitment Strategies

Mixer Download

Lindsay reported that six employees who attended the recent mixer submitted payroll deduction forms to donate to Central Services Classified Senate and/or the senate scholarship.

Becky suggested that the senate follow up with all the employees who attended and find ways to get them involved based upon their self-reported interests. Lena offered to help identify the attendee who expressed interest in a vacant senate position but whose signature was difficult to decipher.

PGA Workshop

Becky reported that mixer attendees were interested both in an overview of professional growth awards and in a hands-on workshop. The senate agreed to wait until after professional development day to pursue a commitment for further workshops from the Professional Growth Award Committee.

V. Website

Lindsay advised that she, Pam, and Chris were given access to the website and would get it updated as time allows.

VI. Subcommittee Reports

Scholarship Committee

Lindsay reported that \$500 scholarships were awarded to a student from De Anza College and a student from Foothill College. Lindsay agreed to save any thank you letters received from the scholarship recipients as well as their personal essays to use in a future newsletter request for scholarship donations.

Publications

The senate agreed to try and produce a newsletter this summer in advance of the barbecue and to include the date of the holiday party if possible.

VII. District Committee Reports

District Budget Committee

Paula shared information provided by Kevin McElroy at the most recent District Budget Committee meeting. She noted that enrollment has continued to decline and will likely impact the district's base funding next year and that about half of the

one-time funds received from the state in the current year budget have been committed to the Flint Parking Garage renovation project.

Educational Technology Advisory Committee

Lindsay advised that the Educational Technology Advisory Committee discussed the failure of Ellucian's mobile registration application as well as progress in upgrading accessibility in computer labs and on the district website.

VIII. Adjournment

The meeting adjourned at 10:20 a.m.