



**Central Services Classified Senate**  
**Tuesday, September 25, 2018**  
**10:00 a.m.**  
**ETS Training Room and Zoom**

**Minutes**

**Attendance:**

Monica Garcia, President  
Pam Eberhardt  
Marty Kahn  
Kevin Metcalf  
Paula Norsell  
Lindsay West  
Jeannette Garcia

**I. Approval of Sept 5, 2018, Minutes**

Minutes of the September 5, 2018, meeting were approved by consensus.

**II. Treasurer's Report**

The Treasurer was absent and therefore, no report was given.

**III. Bylaws Review**

The committee reviewed and updated pages 8-10 of the Bylaws.

**IV. 9/12 Summer Barbecue Debrief**

All agreed that the BBQ was a success. Lindsay reported that funds were generated \$48 for the general fund and \$89 for the scholarship fund. Food quantities were adequate, but forks were not provided despite a specific request made in advance. There were cases of chips left over, and Lindsay suggested that the chips be distributed to classified employees as "appreciation chips." This suggestion was acted upon immediately after the meeting.

**V. Holiday Party Planning**

The Holiday Party will again be held in the Krause Center for Innovation on either December 6 or December 12. Paula suggested that December 12 was the more likely date, since it will be during Finals Week. A message will be sent out to members to see if there is a preference.

Monica mentioned that Judy Miner would like to make the 2018 Holiday Party even better. Ideas discussed were more and/or upscale raffle prizes. Regarding food, it was agreed that Kevin will be on “Ham Duty.” To make the event more upscale, it was decided that we would purchase some “bubbly” (Sparkling Apple Cider) for the event.

It was suggested that we need table linens for the party; the group wants to avoid the creation of unnecessary waste. The options to purchase or rent were discussed. Rental was the preferred option, since it eliminates the need for cleaning and pressing.

A donation box will be placed in the Chancellor’s Office and the ETS building to generate funds for raffle prizes. Lindsay agreed to contact our Bookstore managers about donations, and offered to make flyers for the event.

Pam offered to provide an inventory of current party supplies so that we can determine what will be needed for this year.

**VI. District Committee Reports (on hold until fall)**

- District Budget Advisory Committee (DBAC) [http://www.fhda.edu/\\_about-us/\\_participatorygovernance/\\_DBAC-agenda-and-meeting-summaries](http://www.fhda.edu/_about-us/_participatorygovernance/_DBAC-agenda-and-meeting-summaries)
- Chancellor’s Advisory Council (CAC) [http://www.fhda.edu/\\_about-us/\\_participatorygovernance/\\_cac-agenda-and-meeting-summaries](http://www.fhda.edu/_about-us/_participatorygovernance/_cac-agenda-and-meeting-summaries)
- Educational Technology Advisory Committee (ETAC) <http://ets.fhda.edu/governance-committees/etac/etac-agenda-minutes-fy-17-18.html>
- Business Process Alignment Task Force (BPATF)
- Human Resources Advisory Committee (HRAC)/District Diversity and Equity Advisory Committee (DDEAC) <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

**VII. Other Business**

Central Services Awards were discussed. Lindsay will be preparing the power point for the event, and Marty will access our archives to find events in District history that coincide with the first dates of employment for the honorees.

**VIII. Adjournment**

The meeting adjourned at 11:03 a.m.