



**Central Services Classified Senate  
Wednesday, November 27, 2018  
10:00 a.m.  
ETS Training Room**

**Minutes**

**Attendance:**

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

**I. Approval of Oct 23, 2018, Minutes**

Minutes of the October 23, 2018, meeting were approved by consensus.

**II. Treasurer's Report**

Lena did not attend this month's meeting, so no official treasurer's report was provided. Lindsay West indicated that the account is "good," with the balance being between 3k-5k.

**III. Morale Boosters for Central Services**

The Chancellor has scheduled open hours on each campus and is willing to set up some "virtual" office hours via Zoom. The Chancellor "drop in" visits will likely have to wait until after the new year, possibly until February.

CSCS has received two employee award nominations (Dan Frandy and Trena O'Connor) and both will be honored with an award. The awards will be presented at the Holiday Party on December 6. The awards will be a surprise, so the person who made the nomination will be asked to ensure that the award winner is present. The awards will be given after the food is served, but before the music begins.

Lindsay offered to coordinate award banners and gift cards.

Kevin suggested that CSCS keep the staff awards on our calendar, and add it as an agenda item, to ensure that we keep the nominations coming in. The plan is to offer an award every three months.

#### **IV. Holiday Party Planning**

The ham will be picked up the day before the party and kept in the ETS kitchen refrigerator. This will allow us more schedule flexibility on December 6.

Paula offered to pick up gift cards. Lindsay mentioned this as well.

Monica will send out email reminders that we need items for the raffle.

Becky will try and find some inexpensive, disposable table cloths.

Pam is making items to serve as table center pieces.

Lindsay will set up the virtual Yule log on the flat panel TV.

Kevin suggested some other decorations, such as colorful plastic pieces that are easily cleaned up.

#### **V. District Committee Reports**

No official reports were provided.

#### **VI. Update CSCS Bylaws**

Time ran out before we reached this agenda item. Marty suggested that we devote a full meeting to this item, maybe after the new year, so that it will not be pushed back indefinitely. Others suggested that this item be moved to the top position on the agenda, and that other agenda items could be pushed back instead.

#### **VI Other Business**

No further business was discussed.

#### **VII Adjournment**

The meeting adjourned at 11:03 a.m.