



**Central Services Classified Senate  
Wednesday, February 1, 2017  
9:30 a.m.  
ETS Building, D120 Training Room and Zoom**

**Minutes**

**Attendance:**

Lindsay West, President  
Becky Bartindale  
Pam Eberhardt  
Monica Garcia (via Zoom)  
David Gillett  
Marty Kahn  
Araceli Kaliangara (via Zoom)  
Paula Norsell  
Kelly Pettit (via Zoom)

**I. Approval of January 4, 2017, Minutes**

Draft minutes of the January 4, 2017, Central Services Classified Senate (CSCS) meeting were approved by consensus.

**II. Recruitment of New Members**

Spring Mixer

The spring mixer was scheduled for Friday, March 10, from noon-2:00 p.m. in the Foothill College Toyon Room. The senate discussed including general information about the purpose of the classified senate and about the upcoming election on the event flyer. Lindsay offered to get a draft flyer together for review.

Suggestions for the event included a preview of plans for Professional Development Day (e.g. Shared Governance 101 workshop) and recruitment of candidates for the upcoming election and volunteers for Professional Development Day.

### **III. Spring Election**

The senate agreed to a due date of April 10 for nominations and an election period of April 11-21. The call for nominations was discussed and it was determined to include a definition of the classified senate, a list of open positions as of the end of the fiscal year, and position responsibilities as listed in the Bylaws. Paula advised that Ron Rayas is not interested in continuing as senator and Chris Dubeau no longer plans to serve as president elect. Open positions include:

President

President-elect

Treasurer (Lena has agreed to continue if there are no other interested candidates)

Secretary

Senator, Accounting & Foundation

Senator, ETS Systems & Applications

Senator, Purchasing & Plant Services

Senator, Safety & Security

#### Review of Senate Representation

Monica and Araceli agreed to review the list of Central Services classified employees to determine whether current senate positions are fairly distributed. They agreed to bring a recommendation to the March 1 meeting.

### **IV. Professional Development Day Committee**

Lindsay reported that Kathy Nguyen attended the recent Professional Development Day Committee treasurers' meeting. The treasurers decided to use a shared spreadsheet for tracking expenses, so there will be no surprises after the event. It was agreed that De Anza's classified senate would cover 60 percent of the costs, and Foothill and Central Services will each cover 20 percent.

Since there are concerns that requiring everyone to submit evaluations at the end of the day limits engagement and thoughtful reflection, Lindsay advised that the committee has been discussing using an electronic evaluation in place of the paper one. She also spoke about a Shared Governance 101 workshop that will be included in the program.

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

#### District Budget Committee

Paula shared highlights from the January 31 District Budget Committee meeting. She noted that Kevin McElroy reviewed the Governor's budget proposal for 2017-18, which includes a 1.48 percent cost of living adjustment and a small increase to base funding. The small increases proposed do little to address the huge increases the district will be paying for CalPERS and CalSTRS. Enrollment for the current year continues to lag behind projections, and the district is facing a pretty

significant structural deficit. District wide meetings to discuss enrollment and revenue generation have been scheduled.

#### Chancellor's Advisory Council

Lindsay reported that at the January 27 meeting, the Chancellor's Advisory Council approved the draft District Strategic Plan, a resource allocation graphic, legislative principles, an administrative procedure about policies and administrative procedures, and a board policy and administrative procedure related to academic renewal. In addition, Karen Hunter gave a presentation about the Service Excellence project proposed by the three classified senates.

#### Educational Technology Advisory Committee

Pam advised that the Educational Technology Advisory Committee has been discussing cybersecurity training that will be made available to all employees.

#### Human Resources Advisory Committee/District Diversity and Equity Advisory Committee

Monica reported that the district's equity consultant provided a preliminary report to the committee regarding findings.

### **VI. Other Business**

#### Treasurer's Report

Lena reported that the current balance of the Wells Fargo account is \$3,590.91 and that she will put together a rough draft of the shared expense spreadsheet for Professional Development Day.

### **VII. Adjournment**

The meeting adjourned at 10:30 a.m.