



**Central Services Classified Senate  
Tuesday, February 23, 2021  
10:30a.m.**

**Online via Zoom**

**Meeting Minutes**

**Attendance:**

Kevin Metcalf  
Monica Garcia  
Paula Norsell  
Becky Bartindale  
Lindsay West  
Bill Baldwin  
Scott Olsen  
Mike Mohebbi  
Pam Eberhardt  
Martha Rubin  
Josh Pelletier

**I Approval of January 26, 2021 Minutes**

The January 26, 2021 minutes were approved by consensus.

**II. Treasurer's Report**

A treasurer's report was not offered at this meeting.

**III. Discussion: Scholarship Applications –**

Lindsay West reported that a scholarship reading committee has been formed. Foothill is set; committee is still waiting on De Anza. Applications are in, but the number of applications was not known. Lindsay suggested that we might share quotes from the “my story” portion of the applications along with the list of scholarship winners. Kevin Metcalf mentioned that we should run this past the students before we share any of their personal stories. The awards will occur in Spring, so final reports will be available by Summer or Fall of 2021.

**IV. Discussion: Communications Planning**

Kevin Metcalf mentioned the possibility of having an “all district” communication, rather than all three Classified Senates reporting separately.

## **V. De Anza CS interest-based restructuring plan**

Scott Olsen reported that the DA Senate tentatively might tie a specific senator to a specific committee. The DA Senate is currently looking at different interests, such as Equity and Engagement, Budget and Planning, Operations and Facilities, Tech and Student Services, to be assigned to Senators. Becky Bartindale asked how the Senators might be chosen for these roles. Scott said that these roles would be open to all members.

## **VI. Discussion: CSCS Participation in College Councils**

Josh Pelletier pointed out that the colleges are creating many new councils and advisory groups and that the Central Services Senate should consider a structure similar to that being considered by the college Senates, which includes senators whose role is based on being a part of that new campus group and reporting back to the Senate. Kevin Metcalf further suggested that each senator might create a written report from the council or advisory group of which they are a part. That report would be sent to a central location, such as the Senate President, and that person would distribute the reports for review. Scott Olsen pointed out that these senate positions provide an opportunity for staff to learn new communication skills. Lindsay West mentioned our first priority should be to increase participation by staff. Mike Mohebbi felt we should work with the union to find additional resources that can be allocated to senates, since all senate work is “added” to a member’s regular workload which is already quite large. Paula Norsell mentioned that we need to look at adding diversity to our senate, beyond gender diversity. Josh Pelletier noted that he is putting together a proposal for Foothill, examining how members get on senates and councils. Josh further noted that Foothill is far behind other colleges in the percentage of classified staff vs. faculty, which makes for a very busy staff with no one to “back fill” their role while they do senate or council work, and that he would be pleased to share this report with the CS Senate.

## **VII. Information: May 14<sup>th</sup> Classified Development Day**

Kevin Metcalf and Paula Norsell noted some technical problems with the large 1,000 person Zoom account and that some of the issues might be resolved by using different links for morning and afternoon sessions, thus breaking up the day into smaller groups.

## **VIII. Board Policy Updates**

No updates were provided at this meeting.

## **IX. District Governance Reports**

- Board of Trustees

No report was provided at this meeting.

- District Budget Advisory Committee (DBAC)  
No report was provided at this meeting.

- Chancellor's Advisory Council (CAC)  
No report was provided at this meeting.

- Educational Technology Advisory Committee (ETAC)  
No report was provided at this meeting.

- Business Process Alignment Taskforce (BPAT)  
No report was provided at this meeting.

- Human Resources Advisory Committee (HRAC)/District Diversity and Equity Advisory Committee (DDEAC)  
Bill Baldwin reported that DDEAC is still working on hiring procedures.

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## **X. Other Business**

No other business was discussed.

## **XI. Adjournment**

The meeting was adjourned at 11:29am.