



**Central Services Classified Senate
Wednesday, March 2, 2016
9:30-10:38 a.m.
Foothill College Altos Room (2019)**

Minutes

Attendance:

Lindsay West, President
Becky Bartindale
Esperanza Contreras
Pam Eberhardt
Araceli Kaliangara
Paula Norsell
Chris White

Guest:

Al Guzman, Foothill College Classified Senate

I. Approval of February 10, 2016, Meeting Minutes

Minutes of the February 10, 2016, meeting of the Central Services Classified Senate (CSCS) were unanimously approved.

II. Treasurer's Report

CSCS Fund, Acceptable Uses

Esperanza advised that she had not yet had a chance to speak with Hector Quinonez about whether the CSCS fund could be used to pay for food purchased in connection with professional development events.

Bank of America Business Checking Account Status

Esperanza reported that she closed the Bank of America account, which had a balance of \$2,937, and hopes to put the funds into a new Wells Fargo account today. The senate agreed that signers for the new account should be CSCS President Lindsay West, CSCS Treasurer Esperanza Contreras, and CSCS President-Elect Chris Dubeau.

IV. Recruitment Strategies

March 25 Mixer

Lindsay shared a draft flyer for the mixer scheduled at noon on March 25, 2016, in the Toyon Room and indicated that she would send the flyer and a calendar invitation out to members in the next day or two. Becky suggested substituting “your representatives” for “members” on the flyer and adding an RSVP.

It was agreed that Lindsay would order pizza for the event, and Esperanza would determine which account to use for payment. Paula offered to make a donation to cover some of the cost. Paula and Chris agreed to supply drinks; Araceli, Esperanza, and Becky offered to bring salads; and Pam and Lindsay indicated that they would bake cookies. Pam stated that she would check inventory to determine whether any additional plates or cups would be need to be purchased.

Suggestions for the event included:

- Introduction from Lindsay about the role of the classified senate (e.g. participatory governance, professional development, holiday party and summer barbecue, and scholarships) as well as an explanation of how the senate uses its funding and a statement about the small number of current donors;
- Infographic describing senate purpose;
- Payroll deduction forms prepopulated with the “Central Services Classified Senate” and “CSCS Scholarship” options;
- Employee recognition nomination forms;
- Sign-up sheet for vacant Accounting & Foundation, Purchasing & Plant Services, and Safety & Security senate positions; and
- Sign-up sheet for event volunteers.

PGA Workshop

Lindsay explained that she has been working with Mary Kay and Karen Smith on the joint classified senate professional development day scheduled May 13 and that she would suggest that the event include a professional growth award (PGA) breakout session. It was suggested that the chancellor be asked to send an email message encouraging managers and supervisors to promote employee attendance at the flex day.

V. Website

Pam advised that the Central Services Classified Senate website currently shows up as an “under construction” page on the Human Resources website and that she needs to verify that the page is the correct one before access is granted. The senate agreed that having the classified senate page on the Human Resources website makes sense as that is where it was located previously. Lindsay indicated that she would add photos of officers and senators to the page as soon as it is functional.

VI. Subcommittee Reports

New Hire Committee

Araceli and Pam presented an overview of the recent full-day new employee orientation held at De Anza College. They noted that presentations focused on student success and handouts included information about benefits and professional development opportunities available to staff (e.g. PGAs and Lynda.com), relevant policies and laws, and an explanation of the differences between the classified senate and union. Araceli advised that the new employee cohort at De Anza is scheduled to meet every few weeks. There was discussion that having such a new employee cohort provides a support network that would likely improve staff retention and ultimately save the district rehiring and retraining costs.

The senate agreed that it would be great to have the two colleges and Central Services join together for a general new employee orientation a couple times per year but acknowledged the challenges in organizing such events without full-time staff members at Foothill College or Central Services dedicated to professional development.

Araceli commented that the Human Resources orientation under development is designed to handle the business part of employee orientation although there are plans to include information from the Association of Classified Employees (ACE) and the classified senates. Becky mentioned the importance of having Central Services employees connect with what is going on at the campuses.

Scholarship Committee

Thuy was unable to attend the meeting but sent an email message indicating that the scholarship committees for each of the campuses have been established and committee members have been given access to screen applications. The committees are scheduled to meet on March 15 to select the award recipients for each college.

Publications

It was suggested that photos be taken at the mixer for the next newsletter. Araceli offered to send out a request for any photos take at the holiday party.

Employee Recognition Award

Lindsay agreed to send out a request for nominations to the Central Services Classified Senate email list, and Paula indicated that she would provide Lindsay with a list of Central Services managers and supervisors.

VII. District Committee Reports

Discussion of this item was postponed.

IX. Adjournment

The meeting adjourned at 10:38 a.m.