



**Central Services Classified Senate  
Wednesday, April 5, 2017  
9:30 a.m.  
ETS Training Room and Zoom**

**Minutes**

**Attendance:**

Lindsay West, President  
Becky Bartindale  
Pam Eberhardt  
Jeannette Garcia  
David Gillett  
Kathy Nguyen (via Zoom)  
Lena Nguyen  
Paula Norsell

**I. Approval of March 1, 2017, Minutes**

Draft minutes of the March 1, 2017, Central Services Classified Senate (CSCS) meeting were approved by consensus.

**II. Elections**

Nominations received to date were reviewed:

Sarvjit Dhillon, Section Senator (self-nominated and nominated by Araceli Kaliangara)  
Bao Pham, Section Senator (self-nominated)  
Jeannette Garcia, Section Senator (nominated by Araceli)  
Raine Phan, Treasurer (nominated by Kathy Nguyen)

Jeannette confirmed her willingness to serve as a section senator. Kathy confirmed that Raine Phan is willing to serve as co-treasurer with Lena. Paula suggested that Monica Garcia might be willing to serve as president-elect, and Lindsay agreed to follow up with her.

Lindsay committed to sending out a reminder to employees about the nomination deadline of April 10, 2017. Since no more than one nomination has been received so far for any of the vacant positions, it may not be necessary to hold an election. If

no election is needed, the executive committee will make appointments, and Lindsay will send out an announcement regarding such.

### **III. Spring Mixer Feedback**

Overall feedback was positive, and it was noted that two of the nominations received for section senator positions were from mixer attendees. Pam suggested that the change of meeting time might have allowed more people to attend this year's mixer. Becky thanked Paula for talking about the Central Services Classified Senate at the mixer, noting that it is important to help people understand the senate's purpose and activities.

Lindsay agreed to invite mixer attendees who indicated an interest in volunteering for events to participate in professional development day set up/clean up. She added that she had a receipt for the pizza provided at the event that she would provide to Lena.

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

Lindsay provided an update regarding Professional Development Day plans. She stated that the registration for the May 12 event will be sent out soon, the speaker has been confirmed, food will be the same as last year, attendees will receive a reusable insulated bag with the event's bee logo, and a message was sent out from the chancellor to all administrators and supervisors asking that they facilitate and encourage employee participation.

Lindsay advised that De Anza College Classified Senate President Karen Hunter is working with Director of Equity Pat Hyland to come up with a Service Excellence professional development program that will consist of more shorter, more accessible offerings offered with greater frequency. Pat has been enlisted to ensure training materials include an equity focus. Becky suggested that the Central Services Classified Senate take a lead role in promoting the program to Central Services staff.

Jeannette mentioned that she is working with Pat to help improve communication in Plant Services. She noted that a barbecue is planned for April 6 at the Barn for this purpose, and she invited those present to attend.

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

#### District Budget Advisory Committee

Paula distributed the District Budget Advisory Committee's draft mission statement and role and asked for feedback. The following suggestions were made:

- "district-wide" should be one word with no hyphen (i.e. districtwide);
- The mission statement is a really long sentence without any breaks. Might help

- to break it into two sentences; and
- The statement does a good job of expressing the outward communication effort described in the committee role but does not capture the "make recommendations" part. Perhaps something could be added such as, "and provide a forum for participation in the budget process."

#### Chancellor's Advisory Council

Paula advised that the March 31 Chancellor's Advisory Council (CAC) meeting was held electronically. She noted that a new student equity administrative procedure was approved and revisions to the student equity board policy were considered along with a new food purchase procedure and revisions to the acting chancellor policy. Paula indicated that the Chancellor's Advisory Council was asked to submit proposals for District Opening Day workshops. She asked those present to send any ideas for workshops that might appeal to classified employees to her.

#### Educational Technology Advisory Committee

Pam reported that the most recent Educational Technology Advisory Committee (ETAC) meeting included discussion of the status of the District Technology Plan and an update of projects. Paula commented that the CAC approved the cybersecurity training proposal recommended by ETAC.

### **VI. Other Business**

#### End-of-Summer Barbecue and Central Services Classified Senate Funding

The senate discussed the end-of-summer barbecue, and Paula agreed to look for a date when the chancellor and vice chancellors are available. In response to questions from Jeannette, Pam advised that for both the annual barbecue and the holiday party, the chancellor and vice chancellors provide funds for the main course and attendees are expected to contribute a potluck item or give a monetary donation.

Lena explained that the senate is able to use its Wells Fargo account, which is funded through employee donations, for food, supplies, and raffle prizes that can't generally be purchased with district funds. She stated that employees are currently donating about \$58 each month through payroll deductions to the account, and the account balance is \$3,706.91. The Central Services Classified Senate fund, which contains \$5,000 in district funds, is restricted to professional development activities or other expenditures that can be clearly tied back to benefiting employees.

With regard to the senate's scholarship fund, Lena explained that employee donations are funneled through the Foothill-De Anza Foundation in order to fund \$500 scholarships to one student at each college each year. Lindsay advised that one of the scholarships will be given in memory of Leo Contreras this year, Thuy

Quach is handling the scholarship selection process from home, and Leo's son Adam and wife Diana will be asked to participate on the selection committee.

#### Classified Staff Appreciation Week

Lindsay asked for suggestions regarding classified staff appreciation week. It was noted that in the past, the senate purchased donuts for each department. Becky suggested a yogurt parfait bar might be a healthier option. It was agreed that the topic would be added to the next meeting agenda.

#### **VII. Adjournment**

The meeting adjourned at 10:43 a.m.