



Central Services Classified Senate
Wednesday, May 4, 2016
9:30-10:35 a.m.
Foothill College Council Chambers (2018)

Minutes

Attendance:

Lindsay West, President
Becky Bartindale
Chris Dubeau
Pam Eberhardt
Paula Norsell

I. Approval of March 2, 2016, and April 6, 2016, Meeting Minutes

Approval of the March 2, 2016, and April 6, 2016, meeting minutes was postponed to a future meeting when a quorum is present.

II. Treasurer's Report

Esperanza was not in attendance, but Lindsay reported that two new donations were pledged for the scholarship, \$1,000 from Judy Miner and \$500 from Tess Chandler. There was discussion of sending out a request for donations once pay increases are received at the end of June and of suggesting that employees apply their ACE dues forgiveness funds toward the scholarship.

III. Professional Development Day Update

Lindsay solicited volunteers to help with set up, clean up, registration, and workshop activities for the May 13 classified professional development day. She noted that Central Services Classified Senate agreed to pay for 25 percent of the cost of the breakfast.

Paula offered to ask Judy Miner to send out an email message asking that administrators and supervisors encourage employee attendance and volunteer to serve the appreciation breakfast.

PGA Workshop

Lindsay indicated that two professional growth award (PGA) workshops are planned as part of the professional development day activities.

Paula advised that Karen Smith asked if the Central Services Classified Senate would be interested in partnering with Foothill's senate to buy and distribute PGA collection binders. Karen estimated the cost at \$10 per binder. There was consensus to move forward with the project.

IV. End of Summer BBQ

The senate discussed September 7 or 8 as possible dates for the barbecue, and Paula offered to check schedules to determine if there are major conflicts. There was consensus to hold the event at the barbecue/picnic area near the ETS building, use the same menu as last year, and pay for the catering from the Chancellor's Event Fund.

Lindsay agreed to prepare a draft flyer and speak with Pacific Dining about catering. Paula offered to prepare the work orders for weed clean up, yellow jacket abatement, and table/chair set up and provide Lindsay with the menu/invoice from the 2015 event. Becky suggested that the event flyer include a reminder that donations toward the scholarship and classified senate general funds would be welcome. There was discussion of having collection boxes and fact sheets for both funds available at the barbecue as well as change for large bills.

V. Website

Lindsay advised that she intends to start working on updating the website after returning from vacation in June.

VI. Subcommittee Reports

Scholarship Committee

Lindsay reported that scholarship recipients had been selected and their essays as well as any thank you notes received would be kept for a future newsletter.

Publications

Lindsay indicated that she was considering a web-based newsletter in lieu of an email version.

VII. District Committee Reports

Human Resources Advisory Committee (HRAC)

Chris provided an update of HRAC's work, noting that the committee approved a change to the diversity statement question on employee applications and is reviewing hiring processes and considering additional training for hiring committees.

Chancellor's Advisory Council (CAC)

Lindsay reported that the council discussed the proposed new district mission statement and Equal Employment Opportunity Plan and is considering changes to the board policy related to workplace violence as well as a new administrative procedure. She shared the mission statement language with the senate and there was agreement to support.

Educational Technology Advisory Committee (ETAC)

Pam and Lindsay advised that ETAC is working on updates to the college and district technology plans and that a needs survey would be sent out to Central Services in the near future.

VIII. Adjournment

The meeting adjourned at 10:35 a.m.