



Central Services Classified Senate
Wednesday, July 6, 2016
9:30-10:30 a.m.
Foothill College Council Chambers (2018)

Minutes

Attendance:

Lindsay West, President
Becky Bartindale
Esperanza Contreras
Pam Eberhardt
Araceli Kaliangara
Lena Nguyen
Paula Norsell

I. Approval of June 1, 2016, Meeting Minutes

The June 1, 2016, meeting minutes were approved by consensus.

II. Treasurer's Report

Esperanza reported that the Foothill scholarship has been charged against the classified senate account, but the charge for the De Anza scholarship is still pending. She noted that contributions to the senate's Wells Fargo checking account have increased from \$48 to \$58 per month.

Esperanza and Lindsay shared discussions regarding confusion between the classified senates with regard to professional development day costs. Esperanza advised that a portion of the catering costs has been charged to Central Services Classified Senate (CSCS), but the De Anza Classified Senate believes that the charge was in error and an additional contribution is necessary. There was consensus that CSCS would be willing to cover additional expenses but would require proper documentation to account for charges.

Esperanza offered to send Lindsay the spreadsheet she had prepared and to try to clarify charges with De Anza Classified Senate President Karen Hunter and Treasurer Melissa Ingalls.

Araceli suggested that both the president and treasurer attend professional day planning meetings next year and that a signed agreement regarding responsibility for expenses costs be prepared before the event. Pam noted that in the past, costs were shared on a prorated basis based on the attendance of members of each of the three senates.

III. End of Summer Barbecue

September 14 was agreed to as the new date for the end of summer barbecue and potluck. Lindsay agreed to send out a calendar invitation.

IV. Professional Growth Award (PGA) Binders

Paula and Becky reported that they had not yet received the sample binder from the Foothill Classified Senate. Esperanza advised that she believes the cost of the binders would have to be paid out of the CSCS Wells Fargo of checking account. She agreed to verify whether the district CSCS account may be used instead.

VI. Website

No progress was reported on updating the website.

VIII. Subcommittee Reports

New Hire Committee

Lindsay asked that she be included in the new employee meetings to give a five minute talk about CSCS and the Foothill-De Anza Foundation. Araceli agreed to include Lindsay on the calendar invitation.

Suggestions were given that new employees be provided with a welcome card signed by CSCS officers, a flyer with a quick overview of the classified senate, an updated CSCS trifold with information about Central Services departments, a list of ten things every new employee needs to know, and possibly a gift of some sort, such as a T-shirt with the district logo.

IX. District Committee Reports

Discussion of this item was postponed.

X. Other Business

Paula agreed to check the calendars of the Krause Center for Innovation, the chancellor, and the vice chancellors for a date that might work for the CSCS holiday party. The first week of December was suggested as a good option.

Lena Nguyen's nomination as the new CSCS treasurer received unanimous approval. The senate expressed thanks to Esperanza Contreras for her hard work and service during her term as treasurer.

XI. Adjournment

The meeting adjourned at 10:30 a.m.