



**Central Services Classified Senate  
Tuesday, July 30, 2019  
10:00 a.m.  
ETS Training Room**

**Minutes**

**Attendance:**

Pam Eberhardt  
Marty Kahn  
Kevin Metcalf  
Monica Garcia  
Becky Bartindale  
Jeannette Garcia  
Mandy Thai  
Paula Norsell  
Qiantu (Joey) Zhou

**I. Approval of May 28, 2019, Minutes**

Minutes of the May 28, 2019 meeting were approved by consensus.

**II. Treasurer's Report**

A budget print out was provided. Discussion topics regarding the budget included which accounts roll over to next year and which do not – the Scholarship account rolls over each year, whereas the fund 14 budget is fixed at 5K per year.

**III. 2019-20 Officers, senators, subcommittee chairs, and district committee representatives**

The committee voted and approved the following CSCS Officers:  
Joey Zhou as Senator, Accounting and Foundation  
Aaron Izquierdo as Senator, Safety and Security

There were further discussions of the need for committee members to fill other roles: Monica Garcia and Becky Bartindale agree to co-manage the CSCS website. Last year there were only two members who reviewed and selected our scholarship recipients; Paula Norsell offered that more are welcome to join in on the reading and selection process.

Paula Norsell has been acting as the CSCS representative for Board Meetings, since her job requires her to attend. Kevin Metcalf offered to attend some Board Meeting so as to spread out the responsibilities. Paula is also the representative for our District Budget Meetings. Monica Garcia offered to be an alternate for these meetings.

Paula Norsell is also our rep for the Chancellor's Advisory Council – Kevin Metcalf volunteered to be her alternate.

Pam Eberhardt has been our representative for ETAC meetings for the same reason – her job requires her to be there. Marty Kahn offered to attend the ETAC meetings as the CSCS representative.

Human Resources advisory meetings have not been held at regular intervals, making it hard for CSCS members to commit to attending. These meetings are sometimes referred to as HRAC (Human Resources Advisory Committee) or DDEAC (District Diversity and Equity Advisory Committee.) Becky Bartindale is our rep for HRAC/DDEAC. Pam Eberhardt volunteered to be her alternate.

Jeanette Garcia volunteered to be the rep for Foothill Classified Senate and Becky Bartindale will be her back up.

Paula Norsell and Pam Eberhardt will be involved in planning for Classified Development Day.

#### **IV. Review and Approve new bylaws document**

Due to time constraints, this item was pushed back until the next meeting.

#### **V. Summer BBQ and potluck planning**

This year's BBQ will be on Sept 12. Kevin Metcalf will create the pot luck sign up sheet. Becky Bartindale will create the flyer. Kevin will MC the event. Things to mention in announcements at the BBQ include - \$500 scholarship for one student on each campus. Send thanks to all people who paid for this event (i.e. Judy Miner and the vice chancellors.) Announce Employee Recognition Program.

Marty suggested maybe we include some activities or entertainments. He will make a list of options for entertainment – i.e. horseshoes, drawings for prizes, etc. Jeannette Garcia offered to collaborate with Marty on this topic.

#### **VI. Scholarship Awards and Contributions**

A \$500 award was given to one student each at DA and FH. We only had two people reading the applications last year, so Paula called for others to join in. There was discussion about upping the amount of the award to \$1k, and possibly soliciting donations from staff. We need to better promote this to get more applicants. There was a question about the requirements for the award.

Paula offered to research the topic and send out info to the committee. The next meeting may include discussion of the criteria for the award.

**VII District Committee Reports**

Due to other discussions, the meeting was running slightly overtime, so these reports were delayed until the next meeting.

**VIII Other Business**

No discussion due to time constraints.

**VIII Adjournment**

The meeting was adjourned at 11:06 am.