



**Central Services Classified Senate
Wednesday, October 23, 2018
10:00 a.m.
ETS Training Room**

Minutes

Attendance:

Monica Garcia, President
Pam Eberhardt
Marty Kahn
Kevin Metcalf
Paula Norsell
Lindsay West
Sally Tong

I. Approval of Sept 25, 2018, Minutes

Minutes of the September 25, 2018, meeting were approved by consensus.

II. Treasurer's Report

Lena did not attend this month's meeting, so no official treasurer's report was provided. Lindsay West indicated that the account balances are "healthy."

III. CA Community Colleges Board of Governors 100% Smoke Free Resolution

Our colleges were recently given a "C" grade for our smoking policy, based on the fact that our colleges still allow smoking in the parking lots. Members of the Chancellor's Advisory Council were asked to query constituents about interest in becoming 100% smoke free. The discussion centered on the advantages/disadvantages of becoming a 100% smoke free campus. It was agreed that our students should make the final decision, and student representatives on the Chancellor's Advisory Council have been asked to return to the next meeting with feedback. Kevin Metcalf suggested that we place pamphlets with information about smoking cessation services near the smoking areas, and revisit the idea of becoming a 100% smoke free next year. Monica will share the senate's input with the Chancellor's Advisory Council.

IV. Central Services Awards Debrief

All agreed that the event was a success, but that we would like to see more participation. There were discussions about booking the event further in advance of the date, moving the event to late summer, and asking the vice chancellors to encourage staff to attend and support colleagues being honored. Late summer had been the previous time for this event. Many administrators take vacation during the summer, so it is difficult to find a date when the vice chancellors and chancellor are all available.

V. Holiday Party Planning

The Holiday Party will again be held in the Krause Center for Innovation on December 6. Jerrick Woo will provide a sound system; Lindsay already has the music tracks. Monica and Marty volunteered to bring in “vintage” wrapping paper for the raffle gifts. Marty also offered to bring in some holiday lights and decorations. Requests for raffle items will go out soon. Sparkling apple cider will be purchased from Costco. We will likely rent tablecloths from De Anza food services. Kevin Metcalf is on “ham duty” (he’ll pick up the Honey Baked ham.)

VI. District-Wide Classified Development Day – Friday, May 17, 2019 at Foothill

The Development Day committee needs additional members to assist with coordinating the event. Monica will reach out to both campus’ staff development coordinators to see if they need any particular skill set from the volunteer(s.)

VII. District Committee Reports (on hold)

District Budget Advisory Committee (DBAC) http://www.fhda.edu/_about-us/_participatorygovernance/_DBAC-agenda-and-meeting-summaries

Chancellor’s Advisory Council (CAC) http://www.fhda.edu/_about-us/_participatorygovernance/_cac-agenda-and-meeting-summaries

Educational Technology Advisory Committee (ETAC) <http://ets.fhda.edu/governance-committees/etac/etac-agenda-minutes-fy-17-18.html>

Business Process Alignment Task Force

Human Resources Advisory Committee (HRAC)/District Diversity and Equity Advisory Committee (DDEAC) <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

X. Other Business

The committee discussed ideas to help improve the morale of the classified staff, especially in light of the looming deficit and possible layoffs. Marty suggested that the Chancellor and both college Presidents offer a virtual office hour, using Zoom. This would allow any staff to speak with key administrators about their concerns. Lindsay suggested that we need more granola.

XI. Adjournment

The meeting adjourned at 11:03 a.m.