



**Central Services Classified Senate**  
**Wednesday, November 18, 2015**  
**9:00-10:30 a.m.**  
**Foothill College Council Chambers (2018)**

**Minutes**

**Attendance:**

Lindsay West, President  
Becky Bartindale  
Esperanza Contreras  
Pam Eberhardt  
Araceli Kaliangara  
Paula Norsell  
Chris White

**I. Approval of October 23, 2015, Meeting Minutes**

Minutes of the October 23, 2015, meeting of the Central Services Classified Senate were unanimously approved.

**II. Treasurer's Report**

Esperanza distributed a report of the senate accounts for the statement period ending October 31, 2015.

Bank of America Business Checking Account

Esperanza advised that she was able to get Bank of America to waive one year of service fees for the senate's business checking account, but until the account balance is above the \$3,000 minimum, the \$16 monthly fee will continue to be debited. She suggested that the senate rely on donated gifts for the holiday party raffle if Tom Roza has not already procured the \$100 in gift cards for which the senate promised reimbursement. Araceli agreed to follow up with Tom to determine whether the gift cards have been purchased, and Paula and Becky offered to contribute money to help pay Tom and minimize the depletion of the Bank of America business checking account funds if needed.

Esperanza indicated that she would check for better account options with Wells Fargo, the district's new account holder, as well as Chase Bank, which handles

funds for the Association of Classified Employees. She reported that employee contributions to the Bank of America fund have dropped from \$55 per month to \$48 per month.

#### CSCS Fund (District)

Esperanza reported that Business Services transferred \$5,000 to the fund for professional development and advised that it is important to use the money by the end of the fiscal year in order to get additional funding in 2016-17. She agreed to speak with Hector Quinonez to get clarification about using the funds to purchase food for professional development events.

Chris noted that the Foothill College Classified Senate funds individual professional development activities, such as member participation in conferences, from their professional development fund in addition to group functions.

#### Classified Senate Scholarship (Foundation)

Lindsay reported that the Foothill-De Anza Foundation received a \$50 donation to the scholarship as well as new payroll deduction commitments.

### **III. Recruitment Strategies**

suggested holding a specific campaign to solicit one-time gifts to get the Bank of America account above water but cautioned that the senate would first need to find a way to clearly articulate the benefit of contributions. Esperanza noted that a long-term strategy involving regular payroll deductions from multiple employees will be needed to sustain the fund.

Lindsay suggested that the senate focus during the holidays on a request for monetary donations, rather than overwhelming employees with requests for money, time, and participation. Pam commented that employees who are unable to donate money might be willing to contribute their time instead.

Lindsay offered to write thank you notes to those who currently contribute to the senate account and scholarship fund, and Paula suggested that names of donors be listed in the senate newsletter.

With regard to the professional development day in May, there was consensus to continue holding the event in collaboration with the college senates. Pam and Esperanza suggested that Judy Miner be asked to send a message to administrators and supervisors requesting that they encourage employees to attend.

Araceli advised that she and Pam will be working together to schedule a one-time meeting for new employees who have not been previously introduced to the senate.

Lindsay agreed to plan an employee cookie and cocoa mixer in late January/early February to help spread the word about the value of the senate.

#### **IV. Website**

Discussion of this item was postponed.

#### **V. Holiday Party**

Lindsay reported that she has received some gifts for the raffle and that Kathy Nguyen has scheduled a meeting with Romeo Paule to collect gifts from the Foothill College Bookstore. Araceli indicated that she would follow up with Kelly Swanson at the De Anza College Bookstore.

Pam and Araceli advised that they have scheduled a time to conduct an inventory of party supplies and would send an email about any additions needed. Becky offered to help buy any additional supplies and advised that she had cups to contribute.

Lindsay reaffirmed that she would order the turkey and ham on November 30 and that she would send a reminder to employees a week before the event.

Araceli stated that she would follow up with Belen Simmet to ensure Plant employees are aware of the event and offered to help Pam with the set up and carving. Esperanza also volunteered to help.

#### **VI. Subcommittee Reports**

Discussion of this item was postponed.

#### **VII. District Committee Reports**

Discussion of this item was postponed.

#### **VIII. Other Business**

Becky reported that Foothill's classified senate has offered Central Services the opportunity to help with a holiday book drive benefiting foster children and that there is a collection box in the Chancellor's Office. Pam offered to have a collection box in the ETS Building, and Lindsay indicated that she would send a request for books out to the classified senate.

Becky shared initial conversations with Kris Lestini about holding a professional growth award workshop at the end of January or early February and committed to following up with her to get something set up.

#### **IX. Adjournment**

The meeting adjourned at 10:30 a.m. A meeting to discuss last minute holiday party planning will be held the afternoon of December 2.