



**Central Services Classified Senate  
Tuesday, October 27, 2020  
10:30a.m.**

**Online via Zoom**

**Meeting Minutes**

**Attendance:**

Kevin Metcalf  
Pam Eberhardt  
Marty Kahn  
Becky Bartindale  
Lindsay West  
Bill Baldwin  
Monica Garcia  
Scott Olsen  
Josh Pelletier  
Martha Rubin

**I. Approval of September 2020 Minutes**

The September minutes were approved by consensus.

**II. Treasurer's Report**

A treasurer's report was not available for this meeting.

**III. Update: Wildfire Relief Funds**

Monica Garcia reported that CSCS has received over 100 donations of vacation time for the three employees who lost their homes. Two of these employees will be taking off the rest of the Fall Quarter and will use these donations for that time. The donations came from both classified staff and faculty, via a message from the ACE offices.

**IV. Discussion: Holiday Party – timeline, employee recognition, etc.**

Kevin Metcalf reported that there was interest in prerecorded announcements ("shout-outs") and a "virtual" holiday choir. Time was running short at this meeting, so it was proposed that we set up a special meeting to discuss this sole topic. The meeting will occur on Friday, October 30 at 12:30pm. Central Services Classified Awards for years of service will be discussed at the Friday meeting as well.

## **V. Information: District Governance Reports**

- Board of Trustees –

Martha Rubin reported that a large portion of the meeting was spent on discussions of the “return to campus” timing and strategy. Many students submitted letters to the Board requesting consideration of on campus, affordable student housing and for the ability of campus athletics groups to be able to use campus athletics facilities for practice and conditioning. Students also submitted a letter regarding several issues important to students, such as ethnic studies courses and police hiring policies. The District budget for the next fiscal year was approved. The Chancellor also signed a “remote work” pledge, encouraging staff to reduce road congestion and the resulting pollution by working from home for at least a portion of their work schedule. There was also discussion of support for bond measures for other school districts.

- District Budget Advisory Committee (DBAC) –

Scott Olsen reported that the group discussed the current structural deficit and how to apportion this between the two campuses and the district. He further reported that “hold harmless” is still in effect and is helping out with our budget deficit.

- Chancellor’s Advisory Council (CAC) –

Kevin reported that the group met for the first time since June. There was final approval for ETS’s proposal to make laptops the computing standard for the district. Windows and Macintosh will still be supported. Each laptop will be supplied with a 27” monitor and docking station. Student demand is encouraging the colleges to allow a student to register once and be able to take courses at both colleges. The colleges are willing to make this happen but have some coordination details that need to be worked out and agreed upon prior to rolling this out. There was further discussion of supplying laptops to adjunct faculty. Since ETS does not know who is working for each academic division during a given quarter, the division offices may need to be involved in the process.

- Educational Technology Advisory Committee (ETAC) –

Marty Kahn reported the roll out of the OptimumHQ Portal, which allows the district to track employee health issues, and to track who has been in each building by having staff log into a building by scanning a QR code from a sign near the entrance. This is being used to minimize the impact of COVID-19 on our employees and students. Signage is going up this week in 850 locations. Enrollment was reported as “flat”, which is much better than many colleges have reported. There was also discussion of providing laptops to students, as well as a quiet place to study during the pandemic. ETS is working on a three-year update to our District Technology Plan – especially important because of the changes due to COVID-19. The ETS Business Group reported updates in our Banner system that will allow more collaboration on the creation of reports and thereby better data driven decision making. Portal based group communications will now allow “preferred” names to be used. There have been changes made in the KACE ticket system for the new hire process, making it easier to get the technology needed for new staff, such as phones,

computers and account access to specific systems. There is now a higher awareness of “phishing” attempts and our staff is better trained to avoid these criminal attempts.

- Business Process Alignment Task Force (BPATF) –

No report at this meeting.

- Human Resources Advisory Committee (HRAC) / District Diversity and Equity Advisory Committee (DDEAC) -

Becky Bartindale reported that the recent meeting spent time discussing the priorities of the Board of Trustees and that the Board should be working more often in partnership with shared governance groups. Another topic was classified hiring procedures and, specifically, how many rounds of interviews would be appropriate – in the past, one interview was seen as adequate, but there is consideration of two interviews being the minimum.

- Consultation Task Force -

No report at this meeting.

## **VI. Other Business**

Kevin Metcalf asked for input regarding ways to better communicate our CSCS projects and goals to the college and district community. Bill Baldwin suggested monthly emails to all District Classified staff. Martha Rubin asked about creating a newsletter, either physical or digital. Lindsay West suggested a regular email with links to resources that would be important. Josh Pelletier felt that a newsletter would be good but was concerned about the time involved in creating one. Becky agreed and suggested that we take a very modest approach to this communication strategy. Kevin suggested that we discuss this issue further in January of 2021.

## **VII. Adjournment**

The meeting was adjourned at 11:34am.