



**Central Services Classified Senate
Tuesday, November 24, 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
Mike Mohebi
Martha Rubin

I. Approval of October 27, 2020 Minutes

After some minor corrections, the October 27 minutes were approved by consensus.

II. Treasurer's Report

A treasurer's report was supplied in writing. Lindsay explained that there were three accounts – one for professional development, one for scholarships and one for general spending.

III. Update: Scholarship

Lindsay reported that the scholarship applications have been posted and we have applicants. There had been discussions of making the applications "blind" so that readers did not see the name of the applicant. This was not technically possible to do at this time, but it will be considered for future scholarship applications. Becky asked if we could offer the scholarship earlier in the student's college career. Becky and Lindsay both pointed out that changes in the scholarship applications would be an "all or nothing" proposition, meaning that any changes to the process or forms would require changes to all scholarship processes and forms. The minimum GPA was recently lowered to 2.5. There was considerable discussion about whether students should be required to write the "my story" essay, since it requires them to relive parts of their life that may be painful. Lindsay suggested further discussion

during 2021, including discussions with the Foundation and Financial Aid. Kevin made a note to revisit this topic in June 2021.

IV. Action: 4CS Representation request

Kevin explained that 4CS was a request by the State to have representation of classified staff at the State level, aside from existing union representation. Kevin called for a vote on this issue, Monica seconded. The motion to join this representation group was carried.

V. Holiday Party Planning

One of the agenda items for our Holiday Party is Employee Recognition. Kevin indicated that we had received a nomination from Victor Baligat to recognize Bernie Paragas for Employee Recognition. More nominations are expected. Monica sent out invitations for the party but will send again to all supervisors and administrators. There were discussions about getting more “shout-outs” from staff and managers. Another party planning meeting is being scheduled for the week following this CSCS meeting. Lindsay asked that it be noted in the minutes that she “does not do accents,” so she will do the shout-outs in her own voice. It was noted by several staff that the list of classified staff from Central Services needs to be updated since it contains many names of staff that have retired. There was discussion of a proposed skit, based on Home Alone, with staff stuck inside the new District Office building. The idea was set aside for later discussion. Martha proposed that we do a scavenger hunt for prizes. The group agreed that this was something that we could do. The group has currently agreed to singing, shout-outs, a speech by the Chancellor, employee recognition and a newly added scavenger hunt. Prizes might be a Starbucks gift card or Target gift card. Kevin proposed a satirical version of the “greatest hits” commercials from the 1980’s and 1990’s, creating song titles relating to COVID, the CDC or other topical subjects.

VI. Board Policy Updates

No report was provided at this meeting.

VII. Information: District Governance Reports

- Board of Trustees

Martha reported that there was much discussion by students about a “return to campus” plan and about the Valley Transit Fast Pass. Prior to the Board Meeting was a Bond meeting - \$200 million has been set aside for student/faculty housing from the current bond. All housing would be off campus to speed the housing development process. Students expressed concern about the lack of a student survey on the housing issue. The survey is proposed to happen in Winter Quarter.

- District Budget Advisory Committee (DBAC) –

Monica reported that the meeting included an overview of the budget, a plan to reduce our carbon footprint and spending \$5 million on maintenance of the Griffin House, an historic structure. There was some objection to spending any funds on the

Griffin House, since it is not an educational facility. To manage to budget deficit, De Anza will cut their budget by \$4.5 million, Foothill by \$3.15 million and Central Services by \$1.3 million. These figures are subject to change or be updated. CARES funding was discussed to allow schools to do more online teaching. Since Foothill already has a large portion of their enrollment online, they are eligible for \$2.4 million, while De Anza is eligible for \$7.2 million. We have received \$1.1 million in Federal funds and \$1.4 million in State funds for COVID response assistance – these funds are intended to assist the colleges with a return to classroom learning and the tools required to accomplish that goal.

- Chancellor’s Advisory Council (CAC) –
No report provided at this meeting.

- Educational Technology Advisory Committee (ETAC) –
No ETAC meeting during this period of time.

- Business Process Alignment Task Force (BPATF) –
No report at this meeting.

- Human Resources Advisory Committee (HRAC) / District Diversity and Equity Advisory Committee (DDEAC) -
No report at this meeting.

- Consultation Task Force -
No report at this meeting.

VIII. Other Business

No further business was discussed.

IX. Adjournment

The meeting was officially adjourned at 11:30am, but unofficial discussion of the holiday party continued for approximately thirty minutes after adjournment.