



**Central Services Classified Senate  
Tuesday, March 23, 2021  
10:30a.m.**

**Online via Zoom**

**Meeting Minutes**

**Attendance:**

Kevin Metcalf  
Monica Garcia  
Paula Norsell  
Becky Bartindale  
Lindsay West  
Bill Baldwin  
Scott Olsen  
Mike Mohebbi  
Pam Eberhardt  
Martha Rubin  
Josh Pelletier  
Aaron Izquierdo  
Kathy Nguyen  
Marty Kahn

**I Approval of February 23, 2021 Minutes**

The February 2021 minutes were approved by consensus.

**II. Discussion: Central Services Service Awards**

The service awards have been rescheduled once but may need to be pushed out further. All agreed that staff are so busy that the awards should be postponed until summer. A specific date was not determined.

**III. Classified Staff Appreciation Week**

May 17-21 is Classified Staff Appreciation Week. In the past, we had delivered treats or gifts to staff, but since we are not on campus, alternate suggestions were requested. Kevin asked whether the Chancellor might create a "thank you" video. Mailing cookies was one suggestion, but it was deemed too labor intensive. Paula mentioned that a batch of Amazon gift cards would be fairly simple to purchase and distribute via email. There were some issues that last time this was done, with some staff not "picking up" their digital gift cards. Lindsay offered to do follow up to

ensure that staff get their gift cards. Since we have over 200 staff in Central Services, it was agreed that the cards will be five dollars. It was mentioned that we need to check our account balance before we commit to buying the cards. In addition, we need to verify who has access to the account. Kathy Nguyen, our previous Treasurer, explained how other members of the Senate can gain account access. Kevin asked if the Senate was officially a non-profit corporation, such as a 501C3. Lindsay said that the Senate is a non-profit, and it is a 501C9.

#### **IV. Inviting Employees to Classified Professional Development Day**

Kevin said that we are close to having the details needed to be able to mail out an invitation to this event, which will be held on May 14. Josh pointed out that the morning portion will be dedicated to campus specific items or programs, such as Guided Pathways, and that the afternoon will be a choice of workshops. Josh offered a Google Docs link that provided details about the schedule for the day.

#### **V. Discussion: Access to Presidents' Briefings for CSCS folks**

The Presidents' briefings for both campuses overlap, which does not allow Central Services staff to attend both, and the briefings are not recorded for later viewing. Kevin asked the group if they felt that he should draft an email to both presidents about this issue. Bill thought that was a good suggestion. Marty mentioned that there may be part time faculty who teach at both colleges who could not attend both meetings. Monica pointed out that there are Vice Chancellors and other Central Services Administrators who would like to attend both meetings. Paula mentioned that it would be better to present the issue as a benefit to staff, rather than as a grievance.

#### **VI. Discussion: Communications Planning**

Kevin sent out a sample survey regarding staff awareness of CSCS. The survey was reviewed and revised per comments. The survey is ready to go out, and Kevin is concerned that the mailing list for classified staff might not include supervisors. Monica checked the mailing list and supervisors were included, but during the last mailing, many supervisors said that they did not receive it.

#### **VII. Information: Board Policy Updates**

No updates were provided.

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

Kevin asked if we had preferences as to how to handle Senate elections this year. Lindsay asked about putting out a request for nominees. Paula pointed out that we need to review our bylaws next year, so that might be the appropriate time to discuss new procedures for Senate elections, but that we should send out a request for Senate nominees soon. Paula further mentioned that we already have a Survey Monkey set up for the nomination process. Kevin would like any nominations to be completed in April, so that new Senators can begin work this summer. Kevin

indicated that he would check in with current Senators to see if they wish to continue in their current role, which would determine if nominations were necessary.

Kevin asked if all members were OK with the proposed method of submitting committee reports. All members were OK with this method. Kevin will create an Office 365 shared document that will allow report submissions.

## **IX. Adjournment**

The meeting was adjourned at 11:33am.