



**Central Services Classified Senate
Tuesday, April 27, 2021
10:30a.m.**

Online via Zoom

Meeting Minutes

Attendance:

Kevin Metcalf
Monica Garcia
Paula Norsell
Becky Bartindale
Lindsay West
Bill Baldwin
Scott Olsen
Pam Eberhardt
Marty Kahn
Carla Maitland
Kathy Nguyen

I Approval of March 23, 2021, Minutes

The March 23, 2021, minutes were approved by consensus.

II. Updates

- Central Services Service Awards: moved to July 15th at 1pm.
- Classified Staff Appreciation Week May 17-21: There were discussions of Amazon gift cards, but the complexity of purchasing these become a roadblock. Also discussed was a message of appreciation from the Chancellor. Kevin Metcalf will send a message of appreciation to staff.
- Inviting Employees to Classified Professional Development Day: The invitation went out shortly after the last CSCS meeting.
- Access to President's Briefings for CSCS folks: Kevin Metcalf did reach out to both college presidents who indicated that they would consider coordinating their Zoom briefings after this Spring session is completed.
- CSCS Bank Access: Lindsay West has a meeting scheduled with the bank to revise the list of staff than can access the account.

III. Discussion: Communications Planning

- CSCS Survey: Kevin is behind schedule on this but will get to it shortly. Paula offered to enter the info into Survey Monkey when it is ready for distribution.
- Classified Professional Development Day- Morning CS Activity: The group had previously discussed a presentation about what activities and services are offered by Central Services Classified Senate – what is shared governance, why do we have a Senate, etc. One element will certainly be to introduce ourselves and recruit new members.
- Written Reports – Questions? Becky asked if we were planning to send these reports out to our constituency. Kevin is going to combine them into one document for easy distribution. Pam noted that Marty had neglected to include the date and time of the ETAC meeting in the report.
- Written Reports – Shared Format OK? All were OK with this convenient format.
- CSCS Elections – Nomination Email/Survey: One of our senators would like to step back from being a senator and be a regular member. Kevin explained the concept of alternates for officers. It was suggested the people could volunteer to be an alternate to try out an officer's role. Kevin is working with Paula to create the nomination survey.

IV. Other Business

Kevin mentioned that he will need the reports and minutes a bit earlier than in the past so that these can be provided to staff when an email goes out encouraging them to attend.

V. Adjournment

The meeting was adjourned at 11:31am.