



**Central Services Classified Senate
Tuesday, September 28, 2021
10:30a.m.**

Online via Zoom

Meeting Minutes

Attendance:

Kevin Metcalf
Paula Norsell
Lindsay West
Bill Baldwin
Scott Olsen
Pam Eberhardt
Marty Kahn
Carla Maitland
Martha Rubin
Monica Garcia
Stacey Carrasco

I Information: Record for Secretary

This meeting was recorded.

II. Action: Approval of Prior Minutes

The minutes for the meeting held on August 24, 2021, were not provided. They will be reviewed and approved at the next meeting.

III. Updates:

- *Central Services Service Awards*

Awards have been rescheduled until November 8. A planning meeting has been scheduled for October 11. There have been some delays in getting the award pins. There was further discussion about making this a “hybrid” event, with staff on campus and on Zoom. Monica suggested that staff could take pictures of themselves in interesting places, wearing their pins. A collage of these image may be created at a later date.

IV. Discussion: Communications Planning

This topic was not discussed.

V. District Budget Advisory Committee – Budget Basics 101 Topics and FAQs

Paula reported that Susan Cheu is planning a budget town hall. The planning group is creating a list of standard questions about budget related issues. The List of common issues will be posted online and will be answered in the town hall. Paula will accept questions via email from all staff.

VI. Holiday Party Planning

The question about whether this would be in person or virtual was posed – the general consensus was that we should do it remotely again, as was done last year. Lindsay called for suggestions regarding things to do for this year's event. Kevin's music medley was quite popular, so that may be repeated. Martha offered to coordinate the scavenger hunt, if we choose to do that again. Lindsay offered to manage the awards announcements.

VII. Other Business

Lindsay now has access to our Wells Fargo Bank account, along with Paul and Monica. There was discussion about our Central Services staff that have been on campus during the entire pandemic and how to recognize these staff for their efforts. Suggestions included hats or t-shirts with graphics saying Essential Worker. Lindsay suggested that this should be a separate event from the Service Awards and Holiday Party. Lindsay called for further suggestions regarding gifts or other ways to provide recognition.

Paula was asked, via email, if she could take on the role of being the CSCS representative for Board Meetings. Paula is willing to take on this role, but due to her current responsibilities, would prefer that someone else take this on. Marty mentioned that Board Meetings will be live on YouTube, so someone else will be able to watch the meeting and report back to the Senate.

Lindsay mentioned that Stanley Saraos, Jr, had sent her an email with many questions about policies and procedures regarding the pandemics, such as air purifiers, plexiglass barriers, restroom sanitation and other questions. Lindsay was uncertain how to address these questions. Kevin is part of a District committee that reviews issues like these, so Lindsay will forward the email to Kevin for response. Bill mentioned that Foothill has been doing a daily Zoom briefing on these issues, but Central Services does not do anything similar to this. A discussion followed about the confusion and inconsistency of information regarding pandemic policies. It was agreed that CSCS cannot be the authority on these subjects but can certainly point staff toward the website or the correct person to get up to date information.

VIII. Adjournment

This meeting was adjourned at 11:28am.