



**Central Services Classified Senate  
Tuesday, October 26, 2021  
10:30a.m.**

**Online via Zoom**

**Meeting Minutes**

**Attendance:**

Kevin Metcalf  
Paula Norsell  
Lindsay West  
Bill Baldwin  
Scott Olsen  
Pam Eberhardt  
Marty Kahn  
Monica Garcia  
Chris White  
Becky Bartindale

**I Information: Record for Secretary**

This meeting was recorded.

**II. Action: Leadership Appointment**

For personal reasons, the current president, Lindsay West, has asked that another member of CSCS take over the president's role for a short time. Kevin Metcalf has offered to take the president's role for the present time. A vote was taken, and this change was approved by the group. The topic will be revisited in February of 2022.

**III. Action: Approval of Prior Minutes (August and September 2021)**

After correcting a few typographical errors, both sets of minutes were approved.

**IV. Updates Central Services Awards**

Monica reported that the response rate was low regarding the invitations to Central Services Staff Awards. Due to the low response, the event will not occur as planned. Paula is printing the letters and certificates for staff awards. These will be sent out to award recipients prior to the Thanksgiving break.

**V. Discussion: Communications Planning**

- 4CS Gathering of the Senates – Kevin asked about sending a note to the classified senate listserv, but due to the date (Oct 27) the time to respond was very short.
- Any need to communicate regarding the Foothill President transition? Since CSCS is specifically for Central Services staff, it was decided that no official communication will be offered. A discussion ensued regarding where staff could get information about this topic, if desired.

## **VI. District Budget Advisory Committee - Budget Basics 101 Topics & FAQs**

Paula offered to send a message to all staff to see if they have specific budget questions than can be answered at the planned Budget Town Hall, which will be offered on Zoom on November 18.

## **VII. Holiday Party Planning**

It was agreed that the holiday party will be virtual (offered via Zoom.) Kevin suggested that we ask for a list of people who have been working on campus during the pandemic, so that we might recognize them as heroes. The group reviewed what was done last year and discussed repeating those or coming up with new ideas. Marty suggested that we do something that involves different cultural traditions. Other suggestions included sharing traditional recipes for holiday events, an online game that offers multiple choices about cultural traditions using an anonymous poll, or an online cookbook with traditional holiday recipes from different cultures. Monica offered to put together the online quiz. Kevin offered to put together the online cookbook, based on recipes that would be sent to him. Kevin proposed replaying last year's music recording, possibly adding more instruments via added audio tracks. Kevin further proposed that CSCS might have another, special meeting, to further plan for the Holiday Party. Kevin will send out invites to another planning meeting or will solicit further thoughts via email.

## **VIII. Other Business**

No other business was discussed.

## **IX. Adjournment**

The meeting was adjourned at 11:21am.