



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

Online via Zoom

Meeting Minutes

Attendance:

Kevin Metcalf
Paula Norsell
Lindsay West
Bill Baldwin
Marty Kahn
Monica Garcia
Becky Bartindale
Stacey Carrasco

I Information: Record for Secretary

This meeting was recorded.

II. Approval of Prior Minutes

The minutes were approved by consensus.

III. Updates – Central Services Awards

Monica reported that all packages with awards have been shipped. Some have already been received by award winners and the response has been excellent.

IV. Discussion – Communications Planning

This topic was not discussed.

V. Holiday Party Planning

Monica is looking into using De Anza's Kahoot account and is building ideas for a multi-cultural holiday quiz. Martha Rubin (who could not attend this meeting) indicated that she would forward the PowerPoint slides to Paula. Kevin is going to reuse some or all of the music from last year. He will email the Chancellor and Vice Chancellors to see if they would like to speak during the event. Kevin also noted that we can reuse the comments and description of Classified Senate that was offered last year. There was some discussion of providing a form of recognition for staff who

continued to work on campus during the pandemic. There was further discussion about whether some might feel left out if they were not mentioned. It was also noted how busy everyone is at the current time. After continued discussion of all of the issues involved, it was decided that we would read off the names of those that we know worked on campus during the pandemic, and offer a comment saying that, if we did not mention your name, please know that your efforts are still appreciated. Kevin will send out an email reminder to all Central Services staff about the holiday celebration. Paula offered to update the Outlook invitation with a Zoom link when that is available. Kevin said he would ask the Chancellor if she would like to sing and he could add her recorded singing into the already existing video. Since only a few holiday recipes were collected, it was agreed that this idea would be set aside for another time.

Prizes for both Kahoot and scavenger hunt winners were discussed. Gift cards were delivered electronically last year, but some who received the emails thought that they might be scams and did not open them. It was agreed that this is a minor concern, so we would deliver them electronically again this year. All attendees will automatically be entered in a drawing for a “door prize” which would be a \$50 Amazon gift card. Two of these prizes will be offered. The winners will be announced after the event.

Kevin offered to schedule another meeting in about a week to finalize plans.

VI. Other Business

There was discussion about the mission and purpose of the Human Resources Advisory Committee (HRAC) and the District Diversity and Equity Advisory Committee (DDEAC.) Monica provided clarification by explaining that these are two committees that often meet as one, but DDEAC is a non-voting advisory group and HRAC is a voting group.

VII. Adjournment

The meeting was adjourned at 11:11 a.m.