



**Central Services Classified Senate
February 25, 2020
10:30 a.m.
D120 ETS Training Room**

Minutes

Attendance:

Paula Norsell, President
Pam Eberhardt
Marty Kahn
Kevin Metcalf
Lindsay West
Becky Bartindale
Bill Baldwin
Jeanette Garcia (via Zoom)

I. Approval of January 28, 2020, Minutes

Minutes of the January 28, 2020 meeting were approved by consensus.

II. Treasurer's Report

A Treasurer's Report was not provided for this month.

III. Professional Development Day – Planning Update

There will be a classified Professional Development Day on May 15, 2020. Heidi King has developed a logo design for the day. Kevin Metcalf has offered a workshop on IT security, and Marty Kahn has offered a workshop on Zoom videoconferencing. Several other staff had ideas for workshops, but did not know how to develop the idea or how to design the workshop. These staff have been invited to a meeting on March 3 to discuss their ideas and to provide support for developing the ideas into workshops. Pay Hyland and Marty Kahn will be at this meeting to assist others with development of more workshops. Other workshop ideas that were suggested included “how to apply for other jobs in our District,” as well as “speedshops,” which would be short, twenty-minute workshops on popular topics.

A full breakfast will be offered to all attendees, instead of the more typical continental breakfast. A keynote speaker for the main session in the morning is being sought, and a team building program is planned but has not yet been fully defined.

There were discussions of “swag” or gifts that could be given out to attendees. Suggestions included flashlights, hand sanitizers and cell phone power banks; all can be customized with our logo.

Since the theme is like a retreat, but is styled more like a camp out, “s’mores” were suggested. (s’mores are graham crackers with melted chocolate and marshmallow inside – a traditional camping out treat.)

The budget for this year’s Development Day includes \$5,000 from the Central Services Senate, along with funds contributed by the colleges. Heidi King estimated that the entire event, including meals, might cost about \$20,000.

IV. “Thank You” Valentine’s debrief

The chocolates and messages were delivered to staff desks for Valentine’s Day. Response from classified staff was small – this was attributed to the busy schedules of current staff, and not to a lack of appreciation.

V. District Governance Reports

Board of Trustees – Kevin Metcalf reported that we are in compliance in regard to our current bond, Measure E. He further reported that the replacement building(s) for the Flint Center will be handled in phases, with the first phase being the new performing arts center. Plans to renovate the entire A Quad at De Anza have been placed on hold for the time being, and teacher or student housing will likely be created off campus, not at the Flint Center site.

District Budget Advisory Committee – This month’s meeting was cancelled.

Chancellor’s Advisory Council – There was discussion of using Zoom for Professional Development Day workshops, so that more staff might participate. There was also discussion of swapping College and District opening days, although no reason or advantage was cited. It was noted that De Anza no longer does the Division meetings on College Opening Day – this day is now a “welcome to new students” day, and the focus is now on the students. There might be a guest keynote speaker on District Opening Day, though no one has yet been approached or selected. There was also discussion of the importance of equity in the planning of all new, bond funded projects.

Educational Technology Advisory Committee – Joe Moreau (Chief Technical Officer and Vice Chancellor) reported that the CEO of CalBright has resigned under somewhat cloudy circumstances. DASB (De Anza Student Body) has asked if faculty evaluations might be done online, allowing other students to view the

evaluations. Joe Moreau mentioned that this might be a faculty contract issue and needs to be studied more closely.

Kevin Metcalf presented the results of a recent survey of classified staff. The survey indicated a strong preference for more technology training. Joe Moreau suggested that we try and get more use from LinkedInLearning (formerly Linda.com) which is available to all staff and faculty.

Accessibility and best practices for accessibility are now regular topics for ETAC. Joe Moreau reported that many staff and faculty are willing to put more time and effort into making their work accessible and compliant, but that they have requested added training.

Alex Harrell (De Anza webmaster) is preparing a technology survey that specifically focuses on which tools allow us to better support our students.

Marisa Spatafore (Associate VP of Communications) mentioned that a recent De Anza survey provided very positive feedback regarding ETS support.

Chien Shih (Director, Information Systems and Operations) reported that ETS is working on a new enrollment process for international students. No roll out date was provided. Chien also mentioned continued work and updates on Banner 9.

Sharon Luciw (Director, Networks, Communications and Computer Services) discussed the continuing roll out of the new managed print system. Five of the new printers have already been installed in the new District Office building and are being used successfully.

Business Process Alignment Task Force – No report was provided.

Human Resources Advisory Committee/ District Diversity and Equity Advisory Committee – no report was provided

VI. Other Business

No further business was discussed.

VII Adjournment

The meeting adjourned at 11:33 a.m.