

## **CSDC Minutes**

**July 11, 2017**

**ACA 2509**

**10:00-11:00AM**

**Members present: Jamie Holladay-Collins, Roberto Gutierrez, James Grude, Amanda Davies, Theresa Ramirez, Alicen Vera, Laura Weaver, Leon Cruz, George Sosa, Rob Leavitt, Cyndi Maddren, Sarah Mundt**

### **Classified Staff Welcome Day**

- Classified **Welcome Day** will be on August 25, the day after Faculty WD
  - o President to pay for lunch
  - o 11:30-1:00 in Monarch Hall
  - o Not mandatory
  - o President says no activities planned for WD, but to wait until winter to have an Enrichment Day when a new full-time PD coordinator is in place – a classified person

### **Classified Enrichment Day**

- Funding? Jaime says president has okayed everything on our proposal
  - o We asked for \$1500 for Enrichment Day food and workshops
  - o Roberto would be happy to do a drum circle again
    - Cyndi suggests it could be part of the opening
- President's office would like for this to be in winter this time to wait for new PD person
- We'll book **Monarch Hall** for **January 19** as our first choice, January 26 as second choice
  - o 10:00-3:00ish
  - o Jaime should check with Erika's schedule
- **Workshop** suggestions include: "Avoiding Burnout," "Starting Your Own Business," "Nutrition/Fitness," "CPR/First Aid," as well as get Tom Aduwo to offer an EAP workshop. We can ask Patty Melody if she could do the CPR workshop again.

### **New Business**

- Arlene used to send **birthday e-cards** to classified staff on behalf of the CSDC
  - o Sarah Mundt will look into this for us and get birthday list from Yasmin.
  - o We can eventually take turns doing this, maybe a different person each month so we can all know how to do this

## **CSDC Web Page**

- Dale Beck will help Jaime with website to update and revamp. Any suggestions for adding to webpage to Jaime.
- Links to software training websites and PD conferences
- Updated New Employee Handbook
  - o Need volunteers to help update

## **Future Event Planning**

- **M & O Appreciation Day**
  - o Donuts and coffee? BBQ?
  - o Possibly use Foundation funds for this
- **Leadership / Customer Service Workshop Part 2**
  - o We'd like to put on a follow up to Kim Crawford's leadership workshop. Need potential dates for this.

## **New Membership / Recruitment**

- Emailing all classified folks about our meetings helped get a few more people to show up
- Paper flyers to folks like M & O
- Get feedback from attending members and use as advertising
- Advertise release time – **DOES NOT count as your lunch time**