Classified Staff Council Meeting Minutes

March 11, 2020 – General Meeting of 2019‐2020 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:19 am by chair, Lindsay Snyder.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| Kristina Burton | Parking | Present |
| Jay Brooks | Housing & Residential Education | Present |
| Patty Chapman | Library | Excused |
| Lindsay Snyder | Admissions | Present |
| Heidi Romero | HSS – Hispanic Studies | Present |
| Roni Secord | IM & T | Present |
| Kim Arnold | Academic Support & Advising | Present |
| Doug Hendershott | Structural Trades | Excused |
| Dan Ries | Facilities | Excused |
| Jude Maes | Facilities | Present |
| Kim Lebsack | Monfort College of Business | Excused |
| Cateline Corbin | Marcus Garvey Cultural Center | Present |
| **REPRESENTATIVES** | | |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | Faculty Senate | Present |
| Kyle Mathes | PASC | Not Present |
| **GUESTS** | | |
|  | Human Resources | Hannah Romero Swick |
|  |  |  |

With 8 Council members in attendance, the majority required for a quorum was present.

# **Agenda**

Agenda approved. Lindsay requested a motion to approve the agenda. Moved, seconded and approved.

**Chair’s Welcome**

Lindsay mentioned he annual employee recognition banquet turned out nice and went well.

# **Minutes**

Meeting minutes were not available to be approved. Available minutes from the January meeting were not emailed out to the council for review prior to the meeting.

**Treasurer’s Report**

1. Operating Budget- $9778.30
   * Kristina is anticipating receiving a request from the nursing school to assist in sponsoring the 9News Health fair. In previous years Classified Staff Council has contributed $500.00.
     + It was suggested is this comes up before the next meeting to conduct a virtual vote for funds.
2. Foundation Account- $22,173.56

**Monthly Report**

1. Marshall Parks- Human Resources

* Hannah provided an update on open enrollment.
  + The period will run from April 14-May 18th. Open enrollment is required this year.
  + Hannah will be attending a meeting next week in Denver to obtain all the final details including premiums for the 20-21 year.
  + She will be sending out more information regarding open enrollment after Spring Break. Each individual employee with receive a packet.
  + Staff still need to enroll even if you are uncertain of your employment status with the lay offs and reorganization.
* Last dates of employment for those affected by the lay offs will be either April 15th or May 15th.
  + Employees will be notified if their positions will be eliminated between April 1-3.
  + If employee chooses not to apply for any of the positions, their lay off date will be April 15th and they will receive pay through the end of June. For those in the academic areas that apply to the open positions and are not selected, they can remain on until May 15th and will be paid through the end of July.
  + They will then have the opportunity to apply for the positions within their college or other help positions on campus. Positions will be posted in People Admin and available internally only.
  + The paygrades will be posted with the positions and new titles. It was suggested to include the classified state title as well with the positions that can remain classified.
* COVID-19 Update
  + Marshall provided a hand- out that included information that is currently on the web as well.
  + Governor declaring a state of emergency allows the state to access reserved federal and state funds.
  + If campus closes as a result of the spread of the virus, you will have the ability to work from home. If you are unable to work from home, there will be administrative leave options.
  + If you become ill with the virus while at work, and do not have insurance coverage, work with HR.
  + Currently working on an emergency fund for student employees that will lose income over the closures.
  + Any ideas of necessary functions that still need to happen during a closure should be emailed to Marshall.
  + It was asked if those that are required to stay and work on campus will be provided with protective equipment.

1. Kyle Mathes- PASC update- not present, Kristina Burton provided update
   * + Andy attended the last PASC meeting and provided updates on enrollment numbers, program fees and that they are now recording data on why students leave UNC.
2. Amie Cieminski – Faculty Senate
   * + Faculty are not pleased with the reorganization situation and would rather have support for students and faculty vs. having raises.
       - Faculty does not feel that the process has been transparent. They were working on a resolution. Amie, did not know if the resolutions was passed.
     + Meeting later today to discuss the corona virus.

# **Chair’s Reports**

1. Board of Trustees-
   * + No update
2. President’s Leadership Council-

* Committees are working on the 2030 vision and will be finalizing some things over the next two weeks.
  + Multiple committees are recommending having an ombudsman.

# **Vice Chair’s Report**

1. Student Senate-
   * + No update- no one has been able to attend.

## **New Business**

1. Committee Reports-

## Constitution and Elections

## Public Relations

## Fundraising

1. Scholarship and Professional Development
   * The committee has selected 5 recipients to award scholarship funding to. One is an employee graduate student, one is an undergraduate spouse of employee, and the other three are dependents of employees.
   * The committee is requesting $500.00/recipient for a total of $2500.00 to award from our foundation account.
   * Motion was provided to approve the funding. All in favor to award a total of $2500.00.

## Workplace Culture-

* Garage Sale
  + Roni Secord has agreed to be the main point of contact for the garage sale.
  + Dan has located some storage in Gunter gym underneath the bleachers. We may not need a semi for storage.
  + The advertisement flyer has been created with the times of the garage sale running from 7am-12pm.
  + PASC would like to help with the garage sale this year. It was suggested to Roni to setup a workplace culture committee with PASC.

Campus Committees

1. Statewide Classified Liaison Council
2. Faculty Senate, APASS, Bookstore, Campus Rec.- Will be meeting towards the end of November, HLC, Compensation, Sustainability, IM&T- **have been pulling resources for all available laptops on campus to provide necessary updates to them in the event students or faculty need to check them out if campus does have a closure.** , Leave Share, Parking, Transportation & Parking Planning, UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board, Campus Climate Committee.

**Next meeting**

The next meeting will be April 8th, 2020 at 8:15 a.m. in Campus Commons Room 2200.

## **Adjournment**

Meeting adjourned at 9:04 a.m.