Classified Staff Council Meeting Minutes

March 10, 2021 – General Meeting of 2020‐2021 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:15 am by Interim Chair, Roni Secord.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| Kim Arnold | Academic Support & Advising | Present |
| Sandy Gelatt | Facilities Mgmt/Mail Services | Present |
| Keyleigh Gurney | CEBS | New Member- present |
| Doug Hendershott | Structural Trades | Present |
| Janis Hooper | Graduate School | New Member- excused |
| Greg Johnson | Facilities | Present |
| Jude Maes | Facilities | Present |
| Carlye Molpus | Admissions | Present |
| Dan Ries | Facilities Management | Present |
| Heidi Romero | Humanities & Social Sciences | Present |
| Roni Secord | IM & T | Present |
| **REPRESENTATIVES** | | |
| Marshall Parks | Human Resources | Absent |
| Amie Cieminski | Faculty Senate | Present |
| Kyle Mathes | PASC | Present |
| **GUESTS** | | |
| Blaine Nickerson |  |  |
| Tobias Guzman |  |  |
| Sarah Chase |  |  |

With 10 Council members in attendance, the majority required for a quorum was present.

# **Agenda**

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

**Chair’s Welcome and Guests**

Roni announced a KUDOS board website that can be used to appreciate campus members: <https://www.kudoboard.com/boards/L7CLRQeR>

* Blaine Nickeson and Tobias Guzman attended to solicit input from Classified Staff on leadership qualities and priorities that the new chief of police should possess and be able address when hired. Blaine is chairing the search that will be initiated soon.
  + Classified Staff provided input on some of the campus priorities and leadership qualities.
  + Any additional feedback or information can be emailed directly to [Blaine.Nickeson@unco.edu](mailto:Blaine.Nickeson@unco.edu)
* Sarah Chase joined the meeting today to gather input from Classified Staff to help identify some values for the organization. Values are the principals that guide the decision making, engagement and motivation of the council.
  + Sarah asked specific questions and asked folks to answer or provide their thoughts for each question.
  + She will identify themes from the comments that were made and may move some items to the priority list for the council.

# **Minutes**

Meeting minutes approved. Available minutes from the February meeting were emailed out to the council for review prior to the meeting. Roni requested a motion to approve the minutes from February. Moved, seconded and approved.

**Treasurer’s Report**

* Operating Budget balance: $10,520.05
* Foundation account balance: $21,429.05

**Monthly Report**

1. Sarah Chase for Marshall Parks- Human Resources

* Currently interviewing candidates for a Classified Employment Specialist position. This person will assume the HR responsibilities for Classified Staff that include, hiring process, benefit coordination, performance management process, etc. These functions are currently divided amongst different staff in HR.
* Summer four-day work weeks can be split into four 9 hour days or however the supervisor/work area needs to best operate. The four hours per week of administrative time will not accrue or roll over from week to week.
* Accrued vacation leave beyond the maximum carry over will not be carried over.

1. Kyle Mathes- PASC update
   * + Tobias and Blaine also attended the PASC meeting for input on the new police chief search.
     + Kyle solicited volunteers for the Adopt a Spot. One person has reached out to Heidi.
     + Discussion of nominations and elections.
     + PASC has been focused on professional development and utilizing the scholarship funds. Discussion about communicating the availability of the scholarship to staff.
2. Amie Cieminski – Faculty Senate
   * + Discussed the Pass/Fail options and the potential negative impact on a students transcript that could limit opportunities to obtain licensure or affect applications to grad schools.
       - Want to ensure all students are informed of choices and impacts of S/U grading option.
     + Discussion of what the Fall semester will look like-
       - Still mask requirements? Reduced student capacity? No vaccine mandate.
       - Face to face seems to be more successful with students.
       - Hybrid course model causing confusion with students- university needs to be consistent and clear on how these courses will be delivered.
     + Graduation will be conducted over four days for each college, combining undergrad and graduate students.

# **Chair’s Reports**

1. Board of Trustees-
   * Roni attended and spoke at the last BOT meeting. The session was recorded. She mentioned that CSC membership was low due to the budget cuts (lay-offs) and thanked the board for the bonus that was given in December.
2. President’s Leadership Council-
   * Discussed face to face classes in the Fall.
   * Reviewed a stimulus package that is available to students.
   * Tuition increase discussion occurred.

# **Vice Chair’s Report**

1. Student Senate

* APASS and NASS student groups attended to request funding for an upcoming event.

## **New Business**

1. Committee Reports

## Constitution and Elections

* + Announced and welcomed two new members: Keyleigh Gurney from CEBS and Janis Hooper from the Graduate School.

## Public Relations

1. Community Service
   * Adopt a Spot volunteers needed. PASC member Rachel Borum did reach out to Heidi to express interest.

## Fundraising

* Received $731.00 from the King Soopers card initiative.
* Amazon smile is handled by the foundation offices for UNC. We are unable to add additional accounts.
* See’s chocolate fundraiser idea was mentioned. Heidi will forward to the fundraising committee.

1. Scholarship and Professional Development

* Received a total of 17 applications of which 13 were eligible. 11 are undergrad and 2 are graduate.
* All 13 applicants were awarded funding for the 21-22 year based on a tiered structure. Those who ranked higher received more funds than those who were ranked lower.
* The committee is requesting to award a total of $9100.00 from the scholarship funds that currently contain $17, 155.00 with hopes of being able to do something similar again next year.
  + **VOTE:** All were in favor of issuing $9100.00 in scholarships for the 21-22 year. There were no objections.

## Workplace Culture

1. Statewide Classified Liaison Council
2. HLC, Compensation, Sustainability, ITC, Leave Share, Parking, Work Environment Task, Inclusive Hiring Practices, University Center Advisory Board

**Next meeting**

The next meeting will be April 14, 2021 at 8:15 a.m. via MS TEAMS link

## **Adjournment**

Meeting adjourned at 9:38 a.m.