Classified Staff Council Meeting Minutes

June 12, 2019 – General Meeting of 2018‐2019 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:17 am by chair, Maggie Kinney.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| April Crocket-Goad | Dining Services | Present |
| Kristina Burton | Parking | Present |
| Maggie Kinney | CEBS – Special Ed | Present |
| Keyleigh Gurney | CEBS - | Present |
| Jill Clark | Registrar | Present |
| Jay Brooks | Housing & Residential Education | Present |
| Patty Chapman | Library | Present |
| Theresa Lane | HSS – Criminal Justice | Present |
| Lindsay Snyder | Admissions | Present |
| Toni Tassone | Facilities Mgmt. & Support Serv | Present |
| Heidi Romero | HSS – Hispanic Studies | Present |
| Roni Secord | IM & T | Present |
| Kim Arnold | Academic Support & Advising | Excused |
| Doug Hendershott | Structural Trades | Present |
| Dan Ries | Facilities | Present |
| Jude Maes | Facilities | Present |
| Kim Lebsack | Monfort College of Business | Excused |
| Cateline Corbin | Marcus Garvey Cultural Center | Present |
| Crystal Tweeten | Dining Services | Excused |
| Marshall Parks | Human Resources | Absent |
| Amie Cieminski | CEBS – Education Leadership | Present |
| Kyle Mathes | Human Resources | Present |

With 16 Council members in attendance, the majority required for a quorum was present.

# **Agenda**

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

**Chair’s Welcome**

Welcomed Brian Adams from Facilities who attended the council meeting with consideration of joining. Welcomed April back from family leave and we will celebrate her new addition to her family; Cooper Scott.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $11,151.38
   * + Council members had a meeting with the new controller and Michelle Quinn to discuss being able to use the CSC operating funds for purchases of flowers or appreciation. The new finance controller will review this, however, this will not be her top priority.
     + Kristina proposed using most of our operating budget to establish an account for endowment.
2. Foundation Account- $22,084.72

**Monthly Report**

1. Marshall Parks- Human Resources

Kyle provided updates in Marshall’s absence.

* Any benefit selections or changes made during open enrollment will take effect on July 1st.
* Classified staff will receive a 3% across the board increase if they received a Successful or Exceptional rating on their evaluation. Those that received Needs Improvement will not receive a 3% increase in pay. Anyone will be entitled to a 2% increase if they are at the minimum or below their new pay range minimum, as the pay bands are increasing by 2%. It was suggested that Human Resources send out an email to all classified staff regarding the pay plan.
* UNC is moving from Skillsoft to LinkedIn Learning on July 1. Human Resources is in the process of setting up training pathways for employees based on their function at the University. These modules will be required. No ETA on when these will be complete.

1. Kyle Mathes – PASC

* PASC will have a transition meeting later this day.

1. Amie Cieminski – Faculty Senate
   * + Faculty are out for the Summer
     + An activity assessment survey will be sent out to selected departments. Everyone that receives the survey is encouraged to participate to identify gaps or overlaps of service to aide in re-organization or to allocate resources.
     + Amie is the Organizational Design Rep for faculty senate. The original plan was to complete the re-organization over the Summer, however, faculty are not here to provide input so final decisions will occur in the Fall.
       - Maggie reminded everyone that individuals can request desk audits from Human Resources to evaluate their responsibilities to determine if they are in the correct classification. The request does not need to come from the Supervisor.

# **Chair’s Reports**

1. Board of Trustees-
   * + Tabled
2. Student Senate-
   * + Tabled
3. President’s Leadership Council-

* Tabled

## **New Business**

## Committee Reports

* Maggie request all committee chairs send their year-end committee reports (overview of what transpired in their committee in the last year) to her to upload to SharePoint. There may be some previous years’ reports on Sharepoint to reference for format and content if needed.

## Constitution and Elections-

* + By-laws state that we elect officers at the July meeting, so we could not elect any sooner.
  + We have members interested in all four officer positions.

## Public Relations

* Heidi has updated the nameplates for Employee of the Year in the CSC board at Carter Hall.
* Summer project is to see if we can re-located the board to a more visible spot on campus.

## Community Service

* Adopt a Spot has been planted for the year. A big thank you to all who helped.
* Discussion came up about planting perennials or zero scape instead of annuals since we have a hard time getting folks to commit to helping plant and weed and maintain the spot through the Summer.

## Fundraising-

* Discussed the need to create a “how-to” guide to send out to Classified staff with the new process on how to add the fundraising option to their King Soopers card electronically.

1. Scholarship and Professional Development

* Inquired if we were able to issue the remaining scholarship to any graduate applicants. Toni thought we may have missed the deadline, but will check and if we can, she will see if there have been anymore applications submitted, if now, will issue the scholarship to the one graduate student that applied.

## Special Events-

* Andy has agreed he will take on the Employee Recognition in future years. He does not feel that staff should be arranging their own recognition.
* Jill discussed doing more small events for CSC throughout the year besides the Spooktacular. A summer BBQ was mentioned.

## Employee Recognition-

* All but two recognition gifts from the banquet have been delivered. Discussed giving any of the extra gifts to Human Resources or holding onto them for door prizes. They will be given to Human Resources.

## Workplace Culture Committee

* Andy feels we need to figure out our universities values to guide us in where we want to go.

## Campus Committees

1. Statewide Classified Liaison Council
2. Faculty Senate, APASS, Bookstore, Campus Rec., HLC, Compensation, Sustainability, IM&T, Leave Share, Parking, Transportation & Parking Planning, UC, Work Environment Task, CETL- **Any training that you feel needs to be offered, please send suggestions to Roni Secord**, Inclusive Hiring Practices, University Center Advisory Board
3. Other-
4. Baby shower/celebration for April Crocket-Goad

**Next meeting**

The next meeting will be July 10, 2019 at 8:15 a.m. in Campus Commons Room 2200.

## **Adjournment**

Meeting adjourned at 9:22 a.m.