Classified Staff Council Meeting Minutes

November 14, 2018 – General Meeting of 2018‐2019 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:15 am by chair, Maggie Kinney.

# Roll Call

**Name Department Attendance**

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| --- | --- | --- |
| 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 | Present |
| Steve Smith | IM & T | Present |
| Doug Hendershott | Structural Trades | Present |
| Dan Ries | Facilities | Present |
| Jude Maes | Facilities | Present |
| Kim Lebsack | Monfort College of Business | Present |
| Cateline Corbin | Marcus Garvey Cultural Center | Present |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | CEBS – Education Leadership | Present |
| Kyle Mathes | Human Resources | Present |

With 19 Council members in attendance, the majority required for a quorum was present.

# **Agenda**

Agenda approved. Maggie requested a motion to amend the agenda to provide time for discussion with Andy Feinstein. Moved, seconded, and approved.

# **Guests – Chair’s Welcome**

1. Theo Kalikow attended the first portion of the meeting to explain and address questions concerning the Task Force Committees. There are three different committees with over 170 faculty, staff and student volunteers. The task force committees are as follows:
2. Student Affairs Structure
3. Student Success
4. Academic Portfolio

Each task force is broken down into smaller committees with a purpose to identify areas of inefficiencies and strengths and provide recommendations to the senior cabinet team. All final committee reports are due December 3rd. These will all be available on the web allowing all faculty, staff and students the opportunity to provide written comments and feedback. The information from these reports will then be presented on January 8th to the campus community with opportunity to provide additional feedback and suggestions. The Leadership council will review the reports and feedback and make decisions in the Spring with implementations starting as early as Summer/Fall 2019.

UNC has also decided to contract with Huron Consulting Group to assist with our enrollment management and targets. They will begin their work in December and the project will run 12-14 weeks. The efforts of the consulting firm along with the task force committees streamline well with each other. Huron consulting received solid references from other universities that have used them, including Theo’s experience with the firm from her previous institution.

Everyone was encouraged to attend one of the Budget 101 meetings that Andy Feinstein and Michelle Quinn are conducting over the next two weeks.

1. Andy Feinstein attended the last portion of the meeting to address any questions or concerns as we are moving through the budget deficit process.

One of the Task Forces is looking at student success and consolidating student programs to one area. A presentation will be provided suggesting how this can be done on January 8th by the chair of that task committee. Andy recognized there is a lot of work to be done to increase graduation rates, he indicated they should be 90% or higher.

Of the list of items to be reviewed, Tuition Waivers was put down as a cost saving suggestion. Nothing has been discussed nor decided regarding tuition waivers with the leadership team.

Andy will send out a communication at the end of the semester with updates and general timelines as to when decisions will be made and how soon they will be implemented. He also indicated that he would like to setup some open forums on campus to communicate the process.

Andy discussed hiring Huron Consulting Group to help us with our overall net tuition revenue, along with recruitment strategies. Student retention will be key.

There is a need to review our on-line program offerings in the education field. Other state universities are competing with us in these areas.

The College of Osteopathic Medicine moving into Bishop Lehr is still up for consideration. UNC has sent a proposal to the investors of the medical school to review.

# **Minutes**

Minutes from the October meeting were emailed to the council for review prior to the meeting. Tabled until December meeting for approval.

**Treasurer’s Report**

1. Operating Budget- Tabled
2. Foundation Account- Tabled

**Monthly Report**

1. Marshall Parks- Human Resources
   * Governor signed an executive order banning all tobacco, eCigarettes and Vaping from state offices and campuses. It is now illegal to do any of this on campus.
     1. Facilities has started to remove the ashtray/trash cans from campus.
     2. Environmental and Safety team is reviewing how other institutions have implemented this policy.
     3. Campus police department will issue both warnings and citations to abusers of this new policy.
   * A Governor’s Holiday was issued for all state employees as the day after Thanksgiving. UNC already offers this as a paid holiday. Human Resources will roll this holiday over into the 2019 Holiday Schedule for UNC.
   * A member inquired whether the state still uses bumping rights during layoffs. Marshall confirmed that the state does use a bumping model, but it has changed since the last time it was used at the University. Both Kyle and Marshall have been reviewing the new process in the event it has to be used.
     1. Early retirement is being considered for faculty members but not for staff at this time. It is not a savings for the University to offer early retirement to staff based on having to replace that position with someone at similar pay and paying out the retiree.
2. Kyle Mathes – PASC-Tabled
3. Amie Cieminski – Faculty Senate-Tabled

# **Chairperson’s Welcome and Reports**

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

## **New Business**

## Committee Reports- Budgets requested for approval.-Tabled

## Constitution and Elections- Combining Committees Request- Tabled

## Public Relations-

## Community Service-

## Fundraising-

* Status of reserving Gunter Gym for 2019 Yard Sale- Tabled
* Donation of remaining yard sale items to Journey Christian Church- Tabled
* Update on ink/toner recycling- Tabled

## Scholarship and Professional Development-

* Budget request- tabled

## Special Events-

1. Employee Recognition-

* Voted to approve $2000.00 for employee recognition gifts by email.

## Workplace Culture Committee-

* + Classified Staff Ombudsman Role- Tabled

1. Provost Search Update-

## Campus Committees

1. Statewide Classified Liaison Council- Tabled
2. Tabled: Faculty Senate, APASS, Bookstore, Campus Rec., HLC, Compensation, Sustainability, IM&T, Leave Share- Keyleigh and Maggie are on this committee., Parking- restructuring parking permits. Adding residential permits for dorm parking, Transportation & Parking Planning, UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board
3. Other
4. Campus Commons Tour Update- Tabled
5. Nametags, Buttons (Patty), new T-Shirts- Tabled
6. 2018-2019 Photo of CSC- Tabled until December 12th at 9:30 a.m.

**Next meeting**

The next meeting will be December 12th, 2018 at 8:15 a.m. in the Council Room.

## **Adjournment**

Meeting adjourned at 9:56 a.m.