Classified Staff Council Meeting Minutes

April 8, 2020 – General Meeting of 2019‐2020 year

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

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| Kristina Burton | Parking | Present |
| Jay Brooks | Housing & Residential Education | Present |
| Patty Chapman | Library | Absent |
| Lindsay Snyder | Admissions | Present |
| Heidi Romero | HSS – Hispanic Studies | Present |
| Roni Secord | IM & T | Present |
| Kim Arnold | Academic Support & Advising | Absent |
| 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 |
| **REPRESENTATIVES** | | |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | Faculty Senate | Present |
| Kyle Mathes | PASC | Present |
| **GUESTS** | | |
|  | Human Resources | Hannah Romero Swick |
|  | Human Resources | Megan Bauer |

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

# **Agenda**

Agenda approved with amendment to add date for next meeting. Lindsay requested a motion to approve the agenda. Moved, seconded and approved.

**Chair’s Welcome & Guests**- Andy Feinstein and Marshall Parks Q&A

* Andy provided an update on some federal finances we may receive in light of the COVID-19 situation. The CARES Act Fund may provide 3.5 million dollars for the University and 3.5 million in funds for students. There may be a fourth round of funding available; however, it is not determined.
  + All Summer classes will all be offered on-line. Most were already scheduled in this format.
  + Summer camps will be impacted.

**Question:**  When will facilities will be able to open again to start on projects?

**Answer:** Optimistically June- hard to say at this point. Currently evaluating how facilities can continue work safely. Plans are being considered.

**Question:** Can you give us an update on fall enrollment?

**Answer:** Currently we are down about 200 incoming freshmen from the same date last year and 50 graduate students. Hard to determine if students are waiting to commit not knowing if campus will be open in time for Fall.

**Question:** Have we thought of a delayed start in the Fall?

**Answer:** Nothing has been discussed yet.

**Question:** Have we lost any students this spring that are not engaging in the on-line feature?

**Answer:** We are able to monitor and identify students that have not accessed Canvas and are reaching out to those students.

**Question:** Will we receive a final list of all of those affected by the Layoffs?

**Answer:** Everyone whose position has been affected was notified as of last Friday. Of those notified, 4-5 people are choosing to leave immediately with the remainder choosing to remain through the semester. The new ASC Positions will be filled by the end of May with everything being finalized by May 15th.

**Question:** Did you receive a good applicant pool for the ASC positions?

**Answer:** We have received 6-8 applications for each of the positions in the colleges and 17 applications for the position in the library. Good size of applicant pool for all the positions.

**Question:** Is there a list of the re-org or org charts for each college identifying the positions cut and the new positions?

**Answer:** Yes, these are currently be added to the Human Resources website.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $9778.30
   * CSC has 80-85 Old Chicago Pizza Pals cards that are unable to be sold/used due to the restaurant closing here in Greeley permanently.
2. Foundation Account- $22,289.32

**Monthly Report**

1. Marshall Parks- Human Resources

* An announcement will go out in UNC Today sometime this week that will inform   
  staff that their maximum number of accrued vacation will be extended to allow an additional rollover of 80 hours beyond the maximum since people may not be able to use vacation this spring/summer due to COVID-19.
* Also, a family furlough was recently approved for state staff that guarantees up to 80 hours of paid time off if you are impacted by the Corona virus.
* Open Enrollment update provided by Hannah Romero Swick and Megan Bauer
  + Hannah is transitioning into the HR Generalist role. She will be the primary contact for benefit enrollment. Megan will be assisting this year as well due to the circumstances of having to work from home.
  + Open enrollment runs from April 14-May 18th. Everyone must enroll this year. Your enrollment from last year WILL NOT rollover.
    - Enrollment can be completed through Benefitsolver on-line or via the paper forms that were sent to your home. Paper forms are due to HR by May 8th.
  + Each carrier; Cigna and Kaiser, will each offer three plan options.
    - Phone numbers for both Cigna and Kaiser will be up on the HR website that can be called to verify if your current doctor is on their plan.
    - The employee costs for the insurance premiums are lower this year.
    - A vision benefit has been added.
    - Dental plans will remain the same
    - Voluntary life insurance has not changed. You would need to double check the rates for any changes there.
  + You can call Human Resources, Hannah or Megan with any specific questions you may have.

1. Kyle Mathes- PASC update- not present when update was to be given, Kristina Burton provided update
   * + At the last meeting, they were working on the home buying class as a fundraiser.
2. Amie Cieminski – Faculty Senate
   * + Faculty senate has been taking care of some policies with one being the pass/fail policy to enable students to select this option for the current Spring semester based on the circumstances. A clarifying email was sent out by Provost Anderson this morning of the new policy.
     + Moving to teach classes on-line over the Summer.
     + Faculty have felt that Andy and Mark have been attentive to listening to faculty in their decision-making process during the pandemic and how to move forward.

# **Chair’s Reports**

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

* Committee has not met much because of the circumstances. They did have a meeting recently and discussed the impacts on the budget with the COVID-19 situation. Summer camps and other income opportunities will be lost.

# **Vice Chair’s Report**

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

## **New Business**

1. Committee Reports-

## Constitution and Elections

* A revision to the by-laws was submitted to allow a 6th emergency year to serve on the council.
  + This revision was proposed due to struggling membership, with many upcoming factors continuing to affect memberships, such as, layoffs, retiring staff and current term limits.
  + There were no concerns about changing the by-laws to reflect allowing a 6th year for emergency membership. This will be added to the May meeting agenda for vote.
* It was suggested that the formalities of the nomination form may create more hinderance or deter folks from joining the committee.
  + A Constitution and Elections subcommittee can be arranged to review the nomination form for edits/changes.
  + It was suggested to title the form, “Interest Form”
  + Lindsay can re-send the form out with clarifications and time commitment expectations.
* Both Andy and Marshall are very supportive of staff serving on the committee and can communicate to supervisors if needed the value and importance of serving on the council.

## Public Relations

## Fundraising

1. Scholarship and Professional Development

## Workplace Culture-

* Garage Sale
  + The garage sale is canceled for this year.
  + Students have been told to take everything out of their dorms when they leave. Students have either taken their items or they ended up in the dumpster. So far, they have adhered to the directions and have left nothing behind.

1. Statewide Classified Liaison Council
2. Faculty Senate, APASS, Bookstore, Campus Rec, HLC, Compensation, Sustainability, IM&T, Leave Share, Parking – reimbursements will be given out at the end of the year for any parking permits not able to be used from March 15th- the determined date. These will be issued as a credit in your paycheck., 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 May 13th, 2020 at 8:15 a.m. via MS TEAMS link

## **Adjournment**

Meeting adjourned at 9:47 a.m.