Classified Staff Council Meeting Minutes

June 10th, 2020 – General Meeting of 2019‐2020 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:18 am by chair, Lindsay Snyder.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| Kim Arnold | Academic Support & Advising | Present |
| Kristina Burton | Parking | Present |
| Patty Chapman | Library | Present |
| Cateline Corbin | Marcus Garvey Cultural Center | Present |
| Sandy Gelatt | Facilities Mgmt./Mail Services | Present |
| Doug Hendershott | Structural Trades | Excused |
| Kim Lebsack | Monfort College of Business | Present |
| Jude Maes | Facilities | Present |
| Carlye Molpus | Admissions | Present |
| Dan Ries | Facilities | Present |
| Heidi Romero | HSS – Hispanic Studies | Present |
| Roni Secord | IM & T | Present |
| Lindsay Snyder | Admissions | Present |
| **REPRESENTATIVES** |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | Faculty Senate | Present |
| Kyle Mathes | PASC | Present |
| **GUESTS** |
|  |  |  |
|  |  |  |

With 12 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**

We made it to June!

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $9778.30
	* Kristina has received a check from King Soopers for $204.25 that still remains to be deposited
	* Roni checked in with Old Chicago to inquire about honoring the Pizza Pals cards. They were not accepting them during the COVID closure for carry out orders. Roni will follow up to see if they will accept them now that they are open.
2. Foundation Account- $21,655.08- The last date that Kristina received a status on this account was 4/27/20.

**Monthly Report**

1. Marshall Parks- Human Resources
* Open enrollment was a success. Everyone was enrolled considering the circumstances of not being on campus.
* Return to campus work plan was shared. Plan has three scenarios that were presented based on the employee’s circumstances. The plan is available on the [HR website.](https://www.unco.edu/human-resources/employee-resources/covid-19-hr-guidance/20200604Return-to-Work-Guide.pdf)
	+ The plan is to only bring staff back to campus that are necessary. Ground and facilities crews are currently on campus and other dining and residential staff that are necessary.
	+ When staff does return to campus, it will be phased in with 50% of the workforce working on campus.
* Marshall indicated that the Administrative Service Models have all been transitioned and are in effect. Trainings are taking place. There is a “[who can help you”](https://www.unco.edu/reorganization/administrative-service-center/get-help.aspx) guide that identifies who is responsible in each area across campus.
1. Kyle Mathes- PASC update
	* + Working on elections and who may be interested in officer positions. Members are also deciding if they will remain on the council.
2. Amie Cieminski – Faculty Senate
	* + Faculty senate is on recess.
		+ Amie is sitting in on the Academic Re-Entry Task Force. They are meeting weekly to figure out what Fall courses will look like.
			- Three categories of courses are being considered:
				1. Campus required
				2. Campus preferred
				3. On-line ready
		+ Common definitions used for on-line teaching formats: Synchronous, asynchronous, self-paced, high interaction. Trying to define the on-line delivery method used from the various styles.
		+ Need to consider the safe distancing/room capacity issues. Room capacity will need to be less than 1/3 of capacity. Looking at adjusting schedules for a mixed face to face.
			- Mixed face to face model with 1/3 students attending different classes throughout the week with the rest doing on-line. Hard to plan for a course using this model.
		+ Roni indicated that IM&T is currently replacing microphones and some updates in the high-tech classrooms. She has heard that Zoom meetings have gone over well for teaching.

# **Chair’s Reports**

1. Board of Trustees-
	* + Next meeting is this Friday.
2. President’s Leadership Council-
* The meetings for PLC have taken the shape of COVID-19 Task Force. Group has been split into two workgroups to work on different tasks. Lindsay is on the University Wide Savings task force that is charged with reviewing all aspects of savings. Savings ideas include exempt benefit premiums; range of budget cuts across the board; and other savings ideas.
	+ Highly unlikely the state will issue raises this year.
	+ A PERA bill was recently signed into law that will increase the employee’s contribution by 1.5%.

# **Vice Chair’s Report**

1. Student Senate-
	* + Currently on recess.

## **New Business**

1. Committee Reports-

## Constitution and Elections

* A revision to the by-laws to conduct officer elections in June was never completed, so the elections will remain in July.
* Officer Elections will take place next month. We decided to move the meeting to July 15th to allow more people in attendance to vote. If you are interested in running for a position or have questions, please reach out to any of the current officers; Lindsay, Heidi or Kristina.

## Public Relations

1. Community Service
	* Need a new Adopt-A-Spot liaison with Patty retiring. The plants have been planted for the year. Need someone to take over scheduling the weeding and maintenance of the spot for the remainder of the summer. Roni has agreed to take this role on. Jude has offered assistance as well.

## Fundraising

1. Scholarship and Professional Development

## Workplace Culture-

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, Inclusive Hiring Practices, University Center Advisory Board, Campus Climate Committee.

**Next meeting**

The next meeting will be July 15h, 2020 at 8:15 a.m. via MS TEAMS link

## **Adjournment**

Meeting adjourned at 9:18 a.m.