Classified Staff Council Meeting Minutes

October 9, 2019 – General Meeting of 2019‐2020 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:22 am by chair, Lindsay Snyder.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| April Crocket-Goad | Dining Services | Present |
| Kristina Burton | Parking | Present |
| Jay Brooks | Housing & Residential Education  | Present |
| Patty Chapman | Library | Excused |
| Lindsay Snyder | Admissions | Present |
| Toni Tassone | Facilities Mgmt. & Support Serv | Present |
| Heidi Romero | HSS – Hispanic Studies | Present |
| Roni Secord | IM & T | Excused |
| Kim Arnold | Academic Support & Advising | Present |
| Doug Hendershott | Structural Trades | Present |
| Dan Ries | Facilities | Excused |
| Jude Maes | Facilities | Present |
| Kim Lebsack | Monfort College of Business | Present |
| Cateline Corbin | Marcus Garvey Cultural Center | Present |
| Crystal Tweeten | Dining Services | Absent |
| **REPRESENTATIVES** |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | Faculty Senate | Present |
| Kyle Mathes | PASC | Absent |
| **GUESTS** |
| Maggie Kinney |  |  |
| Jen Rodriguez |  |  |
| Andy Feinstein |  |  |

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**

Andy Feinstein visited to address any questions or concerns.

* He encouraged all to attend the Town Hall on Monday, October 14th.
* Five vision themes will be discussed, one of which is Faculty and Staff Professional Development or as Andy would like to include in this theme, quality of life.
* The work session will consist of groups of eight people compiling their ideas and notes onto boards.
* The Social Research Lab will document and share the results. Andy wants to present these to the Board of Trustees in mid-November.
* Andy committed to following through on the work that is being done. He is aware that this has not always been the case.
* Discussion regarding hate incidents on our campus and surrounding campuses and how those have been addressed.
* Andy has heard that some staff do not feel that we are moving fast enough. There has been a lot of groundwork completed and it will take some time to implement the organizational changes. You cannot do everything at once.
* Discussed that managers may not interpret the messaging that Andy intends to their staff. It can be relayed with a negative spin. This causes worry and frustration on the employees.
* Discussed the spans and layers of management and that the optimal number of direct reports per manager is 5-7.
* UNC has had its’ highest graduation rate since it was tracked in May.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $9587.21
2. Foundation Account- $22,699.76

**Monthly Report**

1. Marshall Parks- Human Resources
* Classified Staff Flu Shot clinic taking place today from 8-10 in the council room. Free flu shots for all employees and their dependents.
* UNC has moved from Skillsoft to Linkedin Learning. An official roll out has not been announced. All employees have free access via a link in URSA.
	+ CETL discontinued offering professional development.
	+ Linkedin Learning offers training modules across multiple platforms on leadership, project management, customer service, etc.
	+ Certificates of completion and badging are available. You can send your certificates to HR to be added to your personnel file if you would like.
* The legislative process will begin soon. No updates yet.
1. PASC update provided by Kristina Burton
	* + Discussed fundraising at their last meeting. They will be arranging a fund raising get together every month. CSC will be involved as well.
2. Amie Cieminski – Faculty Senate
	* + Gearing up with nominations for various committees for the year.
		+ Currently there are four Dean searches going on.
		+ Encouraging everyone that can to attend the Town Hall meeting next week.

# **Chair’s Reports**

1. Board of Trustees-
	* + No updates
2. President’s Leadership Council-
* There is a Town Hall meeting on Monday, October 14th at 10am in the Ballrooms to provide input into the visioning for UNC. Andy would like to see at least 300 people attend/participate.
	+ The President’s Leadership Council will split into five different teams to focus on topics.
* Sean Broghammer will attend a future CSC meeting to discuss Strategic Enrollment and Student Success (SESS) plans.

# **Vice Chair’s Report**

1. Student Senate-
	* + Student Senate is hosting a Trunk or Treat on October 31st. Toni asked if the CSC wanted to be involved and purchase candy.
		+ There was discussion of cars on campus displaying hate messages.
			- Student senate is putting together a walk-through of all of the student resources on campus to find out what is available to students.
		+ Discussed having a student rep attend the CSC meetings.

## **New Business**

1. Committee Reports-

## Constitution and Elections-

* + Committee meeting was scheduled last week, had to cancel and will reschedule later.

## Public Relations

## Community Service

## Fundraising

* Hump Day Fundraiser at Roma’s restaurant on 10/16 from 5-7pm. 25% of proceeds go to CSC and PASC.
1. Scholarship and Professional Development

## Workplace Culture-

* Kim announced the upcoming events that will be taking place. Flyers and announcements will be sent out for each event to the Classified Staff list serv.
	+ Homecoming Spirit Week 10/14-10/18
	+ Hump Day Fundraiser 10/16
	+ CSC and PASC Spooktacular on 10/31
	+ Chili Mac Cook Off 11/6
* Workplace culture committee requested $100.00 to pay for supplies and Bear Bucks prizes for the upcoming Fall events. **VOTE:** All in favor of giving the Workplace Culture Committee $100.00 for supplies and prizes.

## Campus Committees

1. Statewide Classified Liaison Council
2. Faculty Senate, APASS, Bookstore, Campus Rec.- Will be meeting at the end of October, HLC, Compensation, Sustainability, IM&T-Long distance codes will be discontinued. A dual sign in system will be implemented when logging in off campus. SPAM email will now be clearly marked “External” in the subject line. , Leave Share, Parking, Transportation & Parking Planning, UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board, Campus Climate Committee- will have their first meeting on 10/31. Lindsay, Jay and Maggie Kinney are on this committee.

**Next meeting**

The next meeting will be November 13, 2019 at 8:15 a.m. in Campus Commons Room 2200.

## **Adjournment**

Meeting adjourned at 9:45 a.m.