Classified Staff Council Meeting Minutes

September 11, 2019 – General Meeting of 2019‐2020 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:19 am by chair, Lindsay Snyder.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| April Crocket-Goad | Dining Services | Present |
| Kristina Burton | Parking | Present |
| Jill Clark | Registrar  | 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 | Present |
| Kim Arnold | Academic Support & Advising | 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 |
| Crystal Tweeten | Dining Services | Present |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | CEBS – Education Leadership | Present |
| Kyle Mathes | Human Resources | Present |

With 15 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.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $10,202.45
2. Foundation Account- $22,546.00

**Monthly Report**

1. Marshall Parks- Human Resources
* Marshall presented the newly approved final holiday calendar for the year that includes being off from December 21 through January 1, 2020.
	+ Specific departments, ie, facilities, payroll, etc. will have additional alternate calendars to ensure they are able to meet deadlines during that time.
	+ Marshall will start working on holiday calendar for next year and will maybe have it available to review at our next CSC meeting.
	+ The cost associated with the campus closure over the holidays would be with those that are able to accumulate more paid time off vs. having to use it for time off during that period.
	+ Any questions or concerns regarding the holiday calendar should be sent to Human Resources
* Classified Staff Flu Shot clinic will take place October 9, 2019 from 8-10 in the council room. Free flu shots for all employees and their dependents.
* Marshall will participate in discussions regarding the compensation report for the state in the next couple of weeks. He will provide updates at our next meeting.
	+ Salary survey data is collected for this report mainly from the Denver area so our bands tend to be about 14-15% higher than our local region. The salary data is pulled from the previous year. Marshall will share this information with Classified Staff.
* Organization Survey Update
	+ Huron provided recommendations that were then presented to the Steering Committee and Student Success.
		- Consisted of a 20 page powerpoint.
		- Most were concerned about the trust in our leadership.
		- 5-7 pp reporting to a supervisor on average.
		- Realized how fragmented out work was. An example would be to centralize Travel Authorizations or EPAF’s for efficiency and expertise.
	+ Communications will start on campus the first of October regarding recommendations and action items.
	+ Everyone is encouraged to attend one of the SESS sessions.
* Strategic visioning sessions are also scheduled over the next couple of weeks to determine our 10-20 year plan.
1. Kyle Mathes- PASC
	* + PASC did not meet in August. They will meet next week.
2. Amie Cieminski – Faculty Senate
	* + Currently gearing up with nominations for various committees for the year.
		+ Reviewed a revised code of conduct for students from the Board.
		+ Faculty are echoing same concerns about being able to fill jobs.

# **Chair’s Reports**

1. Board of Trustees-
	* + Aims2UNC program will kick-off today. This will provide a seamless transition from Aims to UNC for the student.
			- Students will be able to utilize UNC resources will attending Aims.
			- This is the first program of this sort in Colorado
			- Stephanie Torrez would be the primary UNC contact for this program
			- Steve Mitchell and Erika Feskovea are the contacts from Aims.
		+ Capital development team was on campus to discuss the 3.5 million dollar boiler replacement.
2. President’s Leadership Council-
* There are four strategic plan forums to aid in identifying UNC’s vision.
	+ The forum breaks people up into groups by faculty or staff and asks them five question.
	+ Focus is on vision this Fall to take to the Board of Trustees in November for approval.
	+ Once vision is approved, work will start on the mission statement.
* Currently investigating digital badging for students to better able them for career readiness. Jay referred to this as a “co-curricular resume”.
	+ Students would earn certificates or badges once specific training has been completed to add to their resume.

# **Vice Chair’s Report**

1. Student Senate-
	* Discussed the pending changes to the LAC requirements. No immediate plans moving forward.

## **New Business**

1. Committee Reports- a new committee sign up form was distributed for members to sign up for committees. There are two new committees that were added: Information Management Committee and Interfaith Engagement Committee. Community Service, Special Events and Employee Recognition have all been combined into Workplace culture.

## Constitution and Elections-

* + CSC By-Laws review committee had their first meeting and reviewed the constitution and made edits. The committee will meet again early next week to review the by-laws. After all edits/changes are in place, the committee will take it to the council for review.

## Public Relations

## Community Service

## Fundraising-

1. Scholarship and Professional Development

## Workplace Culture-

* Jill indicated that she has already reserved the space and date for the Spooktacular and has sent that information to CSC officers.

## Campus Committees

1. Statewide Classified Liaison Council
	* Toni requested the information that was presented at the last meeting and hopes to have it by our next meeting.
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

**Next meeting**

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

## **Adjournment**

Meeting adjourned at 9:34 a.m.