Classified Staff Council Meeting Minutes

August 12, 2020 – General Meeting of 2020‐2021 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**

|  |  |  |
| --- | --- | --- |
| Kim Arnold | Academic Support & Advising | Present |
| Kristina Burton | Parking | 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 |
| Greg Johnson | Facilities (new member) | Present |
| Jude Maes | Facilities | Present |
| Carlye Molpus | Admissions | Excused |
| Dan Ries | Facilities Management | Excused |
| Heidi Romero | Humanities & Social Sciences | 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 10 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**

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $9982.55
	* Kristina received a check from King Soopers in the amount of $185.81 that still needs to be deposited.
2. Foundation Account- $21,982.36

**Monthly Report**

1. Marshall Parks- Human Resources
* COVID Training module will be released this week for all employees to complete.
* President Feinstein will have a Budget Open Forum next Tuesday.
* Katrina Rodriguez and Mark Anderson will host a re-entry forum next week for faculty and staff.
* Family First Coronavirus Response Act information will be sent out to all faculty and staff. This provides 80 hours of paid emergency sick leave (administrative) in the event an employee or one of their family members comes down with COVID or they need to stay home to care for a sick family member.
* Emergency Public Health Leave Policy has been drafted to allow staff to care for minor children offering 480 hours of leave.
	+ The first 80 hours would be taken in four hour increments at 100% pay.
	+ 10 additional weeks could be taken at 2/3 pay with the ability to utilize sick time to compensate for the additional 1/3 of pay.
	+ Working on a similar policy for faculty.
* Andy will be sending out an announcement offering early retirement to Faculty and Classified Staff in the next few days.
	+ This will apply to those that have 15 or more years of service at UNC. Separation pay would be 1 week of pay/year of service up to 18 weeks.
	+ Currently around 100 CSC employees are eligible.
	+ After the announcement is sent out, Kyle will follow-up with an individual email to each of the people that are eligible. They would then need to apply by September 18th with decisions and approvals being made by early October.
* Marshall announced that as part of the Colorado Partnership for Quality Jobs and Services Act, the state legislature has approved Colorado WINS. This Act recognizes WINS as the certified employee organization, also known as a union, for most classified employees.
	+ 30 minutes of time will be given to Colorado WINS during orientation of new classified employees.
	+ With the union representation, we will still be able to continue with Classified Staff Council.
1. Kyle Mathes- PASC update
	* + First meeting of the year is scheduled on September 2nd.
		+ Election emails went out this week.
		+ Committees will be discussed in September.
2. Amie Cieminski – Faculty Senate
	* + Academic Re-Entry Task Force.
			- Working on a COVID faculty hand-book that will include how to handle office hours, dissertations that can now be done virtually.
			- 47% of classes are face to face or hybrid this semester.
			- Working with the Communications Department to compile information in one place for ease of access.

# **Chair’s Reports**

1. Board of Trustees-
	* + No updates
2. Budget Task Force-
* Do not want to do furloughs or pay cuts. But will evaluate later down the road.
* Fall enrollment numbers are down by about 400 confirmed. Seeing a lot of deferral requests.
* President’s leadership council will start meeting again late August/early September.

# **Vice Chair’s Report**

1. Student Senate-
	* + No report

## **New Business**

1. Committee Reports- Heidi will send out a committee list to members to sign up for committees for the 20-21 year.

## Constitution and Elections

1. Greg Johnson has rejoined the CSC.

## Public Relations- Newsletter can be sent out quarterly or some form of communication to the CSC. Seeking a volunteer to take this on. Will re-visit in September.

1. Seeking Community Service

## 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- New software conversion went on-line on Monday. People should be able to purchase their parking passes next Monday for the year. They can be ordered on-line and will mailed to your home address. Parking enforcement will begin again on September 8th. There will not be any student staff in the front parking office. Four student workers will each work 10 hours/week for parking enforcement. , UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board, Campus Climate Committee.

**Next meeting**

The next meeting will be September 9h, 2020 at 8:15 a.m. via MS TEAMS link

## **Adjournment**

Meeting adjourned at 9:30 a.m.