Classified Staff Council Meeting Minutes

November 11, 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.
2. President Andy Feinstein attended as guest speaker to provide an overview of the employee moral initiatives the University is currently working on. Details can be found under Marshall’s report below.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| Kim Arnold | Academic Support & Advising | Present |
| Cateline Corbin | Marcus Garvey Cultural Center | Present |
| Sandy Gelatt | Facilities Mgmt./Mail Services | Present |
| Doug Hendershott | Structural Trades | Absent |
| Kim Lebsack | Monfort College of Business | Present |
| Greg Johnson | Facilities (new member) | Present |
| Jude Maes | Facilities | Present |
| Carlye Molpus | Admissions | Present |
| Dan Ries | Facilities Management | Present |
| 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 11 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. It was suggested to send out the meeting notices and agendas to all Classified Staff Employees every month to attend if they wanted. Moving forward, the meeting notices will be sent out to all CSC.

**Chair’s Welcome**

N/A

# **Minutes**

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

**Treasurer’s Report**

* No report. Still working on getting Sandy Gelatt access to the accounting systems.
* Sandy did intercept a check from King Soopers to be deposited.

**Monthly Report**

1. Marshall Parks- Human Resources
* There are currently five employee initiatives that are currently being worked on based on previous survey results from a survey sent to employees last year. All of the initiatives with the exception of the Flex Schedules should be in place by January 1st.
	+ Recognize work done
		- Communicating and talking to staff
		- Writing notes of thanks to staff, showing appreciation
		- Sarah Chase is working on a plan
	+ Flexible Scheduling
		- Moving to 4-day work weeks during the Summer months.
		- Could be four 10 hour or 9 hour workdays- still being determined.
		- Would like to start this program Summer 2021.
	+ Volunteer Paid Leave
		- Each employee would receive 16 hours of paid leave time per year (does not roll over) to utilize to volunteer for local community charities, schools, etc.
	+ Professional Development
		- Exempt staff will be required to complete a 360 degree annual evaluation.
		- Koreen Myers is establishing a Professional Development Advisory Board and will need two representatives from Classified Staff Council.
	+ Employee Wellness Benefits
		- Currently Classified Staff received health insurance premium reductions or credits by participating in the wellness program offered by the state, such as receiving points for completing an annual check-up, etc. A similar program will be setup for the Professional Exempt employees.
* The 2022 Holiday Calendar has been approved. They were still able to find a way to provide the week between the Christmas and New Years as paid holiday leave.
* Headspace program/App will be available to supplement the EAP program for staff.
* COVID Walk-Up Testing site is now available on campus on the West side of Butler Hancock.
	+ Testing site offers cheek swab testing with results emailed or texted in 48 hours.
	+ Free testing, no insurance required. Capacity to do up to 500 tests per day.
	+ Currently open M-F 8-5pm. Extended hours are being considered.

1. Kyle Mathes- PASC update
	* + President Feinstein attended the last PASC meeting to discuss the employee moral initiatives.
		+ Committee chairs were established and assignments were firmed up.
2. Amie Cieminski – Faculty Senate
	* + Pass/Fail or S/U grading options were approved. The Provost office will send out an announcement.
		+ Discussion around suspending faculty annual evaluations for tenured faculty due to no raises being given.
		+ Faculty were weary of their students well-being due to the pandemic.

# **Chair’s Reports**

1. Board of Trustees-
	* Next meeting is this Friday. Everyone is encouraged to listen in. At this meeting they will be announcing the Strategic Vision initiatives and the phasing plans of the initiatives for the next year or so.
2. President’s Council-
	* No update

# **Vice Chair’s Report**

* Last student senate meeting was two weeks ago.
* Discussion around students that have had to quarantine for 10 days and the mental hardship that has on them.
* Gender neutral bathrooms will be located in all buildings across campus with free products installed often needed by students.
* S/U Grading options were discussed.
* Graduation ceremony was discussed.

## **New Business**

1. Committee Reports
	1. Reviewed the Committee List and established members for each of the CSC committees.

## Constitution and Elections

## Public Relations

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, ITC- Roni has agreed to sit on this committee, Leave Share, Parking, UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board, Campus Climate Committee.

**Next meeting**

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

## **Adjournment**

Meeting adjourned at 9:46 a.m.