Classified Staff Council Meeting Minutes

July 10, 2019 – General Meeting of 2019‐2020 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:15 am by chair, Maggie Kinney.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| April Crocket-Goad | Dining Services | Absent |
| Kristina Burton | Parking | Present |
| Maggie Kinney | CEBS – Special Ed | Present |
| Keyleigh Gurney | CEBS - | Excused |
| Jill Clark | Registrar | Present |
| Jay Brooks | Housing & Residential Education | Present |
| Patty Chapman | Library | Present |
| Theresa Lane | HSS – Criminal Justice | 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 | Excused |
| Doug Hendershott | Structural Trades | Present |
| Dan Ries | Facilities | Present |
| Jude Maes | Facilities | Excused |
| Kim Lebsack | Monfort College of Business | Present |
| Cateline Corbin | Marcus Garvey Cultural Center | Excused |
| Crystal Tweeten | Dining Services | Absent |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | CEBS – Education Leadership | Excused |
| Kyle Mathes | Human Resources | Absent |

With 12 Council members in attendance, the majority required for a quorum was present.

# **Agenda**

Agenda approved. Maggie requested a motion to approve the agenda. Moved, seconded and approved.

**CSC 2019-2020 Officer Elections and Continuing Members**

1. Officer Elections-

* April Crocket-Goad was elected for Treasurer. Vote by acclamation.
* Heidi Romero was elected for Secretary. Vote by acclamation.
* Toni Tassone was elected for Vice Chair. Vote by acclamation.
* Lindsay Snyder was elected for Chair. Vote by acclamation.

1. Continuing Members-

* Maggie Kinney and Keyleigh Gurney have now completed their emergency year and will not be returning.
* Teresa Lane will not be returning to the council due to increasing work commitments.
* Everyone else present at the meeting indicated they will remain on the council. We will need to follow-up with the absent members.

**Chair’s Welcome**

The meeting was officially handed over to the new council chair.

Welcomed Luz Sosa at the start of the meeting from Stryker Institute who attended with consideration of joining.

Lindsay provided a big thank you to Maggie on behalf of the council for her outstanding job as council chair the last two terms.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $10,536.10
   * + Kristina will work with April to provide year-end statement updates at our next meeting.
     + Kristina is working on ensuring April and Lindsay will have the appropriate Banner access to CSC financial reports.
2. Foundation Account- $22,238.48

**Monthly Report**

1. Marshall Parks- Human Resources

* A 3% across the board raise has been issued for all Classified Staff. Marshall sent letters out yesterday notifying people of their new pay rate. This year it was not based on merit due to the increase in PERA contributions. Marshall suspects it will go back to merit based next year.
* There have been issues with Kaiser enrollment this year. If anyone is experiencing any issues, contact Megan Bauer in HR immediately and verify the deductions on your next paystub are accurate.
* Marshall is not able to provide any updated on a campus closure over the holidays and what days we might be closed yet.
* The Organizational Design Assessment committee received a 97% response rate to the activity survey that was sent out in June. Huron has conducted over 100 interviews and 180 people came to the open forum. A report with the findings and recommendations will more than likely be released in late August or September.

1. Kyle Mathes – PASC (Kristina provided updates in Kyles absence.)

* PASC committees will meet next week.

1. Amie Cieminski – Faculty Senate
   * + Faculty are out for the Summer. No updates.

# **Chair’s Reports**

1. Board of Trustees-
   * + Met last month for end of fiscal year and to approve the FY20 budget. Next meeting will take place in October.
2. Student Senate-
   * + Does not meet over the Summer.
3. President’s Leadership Council-

* The next meeting will take place in August. Andy will be conducting visioning sessions with the campus in the Fall.

## **New Business**

## Committee Reports

* A committee report has been received from Patti for community service. Toni has prepared one for Professional Development and Jill will provide her report later today for her committees.

## Constitution and Elections-

* + Jill would like to review the by-laws to continue her proposal to combine some committees that seem to have a lot of overlap.

## Public Relations

## Community Service

* Patti has created a sign-up genius link that was distributed to Classified Staff to assist with the weeding of the flower bed through the Summer. Patti once again brought up the idea of putting something there that is low or no maintenance in the future.

## Fundraising-

* Discussed the idea of having a talent show.

1. Scholarship and Professional Development

## Special Events-

1. Jill once again discussed doing more small events for CSC throughout the year besides the Spooktacular and recommended adding a calendar with events and deadlines to our website.
2. Employee Recognition-

* All recognition gifts have been distributed.

## Workplace Culture Committee

## Campus Committees

1. Statewide Classified Liaison Council
2. Faculty Senate, APASS, Bookstore, Campus Rec., HLC, Compensation, Sustainability, IM&T- Anyone with a laptop may have issues accessing the network on July 18th., 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 August 14, 2019 at 8:15 a.m. in Campus Commons Room 2200.

## **Adjournment**

Meeting adjourned at 9:43 a.m.