Classified Staff Council Meeting Minutes

December 12, 2018 – General Meeting of 2018‐2019 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:20 am by chair, Maggie Kinney.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| April Crocket-Goad | Dining Services | Excused |
| Kristina Burton | Parking | Present |
| Maggie Kinney | CEBS – Special Ed | Present |
| Keyleigh Gurney | CEBS -  | Present |
| Jill Clark | Registrar  | Excused |
| Jay Brooks | Housing & Residential Education  | Present |
| Patty Chapman | Library | Excused |
| Theresa Lane | HSS – Criminal Justice | Present |
| Lindsay Snyder | Admissions | Excused |
| Toni Tassone | Facilities Mgmt. & Support Serv | Excused |
| Heidi Romero | HSS – Hispanic Studies | Present |
| Roni Secord | IM & T | Present |
| Kim Arnold | Academic Support & Advising | Present |
| Steve Smith | IM & T | 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 | Excused |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | CEBS – Education Leadership | Excused |
| Kyle Mathes | Human Resources | Present |

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. Agenda was later amended to table items we did not have time to cover to allow more time for the guest speaker, Marshall Parks to present.

# **Guests – Chair’s Welcome**

1. Marshall Parks was asked to provide information regarding the lay-off process for Classified Staff. He provided handouts outlining the process that included how employees will be notified, their retention rights, what happens with health benefits, how pay is determined if unemployment is filed and approved, contact information for Weld County Workforce Center and employee EAP resources on campus. All of the handouts provided will be published on the HR website before the new year.
2. Marshall hopes to know the full impact of employees that would be affected by mid-March to implement by the new fiscal year (July 1).
3. The retention/bumping rights are within a radius distance (that Marshall could not confirm) to the University. So if a position is affected at UNC with an individual that has bumping rights, they could move to another state job in the same classification within a certain radius to the University. Marshall will not publish the list of who has bumping rights. As of now, there are roughly 35 UNC employees.
4. If you are laid off, you are eligible for unemployment for up to 26 weeks. The pay for unemployment is about 60% of your current pay.
5. Options to reduce FTE status will be posted on the Human Resources website for supervisors.
6. If an employee is retired with PERA, they can take another job with a state or county entity contributing to PERA, but are limited to not working more than 110 days each calendar year.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $8000.19
2. Foundation Account- $21,470.53
* Still waiting for the Spooktacular invoice to process.
* King Soopers balance: $1505.00. Roni did post a document to TEAMS explaining how the King Soopers cards work for anyone to use and distribute.

**Monthly Report**

1. Marshall Parks- Human Resources
	* + Marshall presented the process for lay-offs for Classified Staff.
2. Kyle Mathes – PASC
	* + Working on obtaining funds for Helping Hands. PASC will be having a bake sale in early spring with the proceeds going to Helping Hands. They plan to distribute the funds around Spring Break.
		+ Stress Bears can be purchased in Human Resources. They have made $300.00 to-date on the sale of the bears.
		+ Sponsored a first time home buying seminar on November 28th. Kyle has not received feedback on the class yet.
		+ PASC is in the process of looking at how to review their by-laws.
		+ Will not have a meeting in December. PASC will resume in January.
3. Amie Cieminski – Faculty Senate
	* + There are no senate meetings scheduled in December.
		+ November meeting included a Budget 101 presentation.
		+ No specific updated from senate except they were all encouraged to attend the Task Force Open Forum on January 8th and Report on Cost Savings Measures on January 14th.

# **Chairperson’s Welcome and Reports**

1. Board of Trustees-Tabled
2. Student Senate-Tabled
3. President’s Leadership Council-
	* + Maggie encouraged everyone to attend both meeting in January that will be held at the University Center
			- January 8th 2-4pm- Task Force Open Forum
			- January 14th 9-11- Report on Cost Savings Measures
		+ All Classified Staff should work with the supervisor to ensure their attendance to arrange appropriate coverage, etc. You should not receive overtime for attending these sessions.

## **New Business**

## Committee Reports

## Constitution and Elections

* New member Crystal Tweeten was nominated and accepted into the council. This brings our membership up to 20 members.
	+ Roni is still trying to recruit within her department.

## Combining Committees Request- Tabled

## Public Relations- Tabled

## Community Service-

* + Council has decided to continue with Adopt-a-Spot.
	+ It was asked if mulch could be spread after the flower/plants are planted. We can work with Jude Maes to have that done.

## Fundraising-

* Status of reserving Gunter Gym for 2019 Yard Sale- Tabled
* Donation of remaining yard sale items to Journey Christian Church- Tabled
* Update on ink/toner recycling- Tabled

## Scholarship and Professional Development-

* Budget request- Tabled

## Special Events- Tabled

1. Employee Recognition- Tabled

## Workplace Culture Committee-

* + Classified Staff Ombudsman Role- Maggie Kinney was recommended to be appointed as the Ombudsman for UNC. Currently this role does not have defined guidelines and would not be a paid role and would be considered service. Maggie would trial the position for the University so the committee can determine if this is something they would like to fulfill as a permanent role.
	+ Maggie would act as an employee resource and advocate within the University.
	+ Motion was made and approved to have Maggie fill this role.
1. Provost Search Update-Tabled

## Campus Committees

1. Statewide Classified Liaison Council- Tabled
2. Tabled: Faculty Senate, APASS, Bookstore, Campus Rec.- can only have one member from Classified Staff as a voting member. Currently there are two on the committee. , HLC, Compensation, Sustainability, IM&T, Leave Share- Keyleigh and Maggie are on this committee., Parking- restructuring parking permits. Adding residential permits for dorm parking, Transportation & Parking Planning, UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board
3. Other
4. Campus Commons Tour Update- Tabled
5. Nametags, Buttons (Patty), new T-Shirts- Tabled
6. 2018-2019 Photo of CSC- Tabled until January 9th at 9:30 a.m.

**Next meeting**

The next meeting will be January 9th, 2019 at 8:15 a.m. in the Council Room.

## **Adjournment**

Meeting adjourned at 9:48 a.m.