Classified Staff Council Meeting Minutes

February 13, 2019 – General Meeting of 2018‐2019 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:15 am by chair, Maggie Kinney. In Heidi Romero’s absence, Amie Cieminski volunteered to take the minutes.

# Roll Call

**Name Department Attendance**

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| --- | --- | --- |
| April Crocket-Goad | Dining Services | Present |
| Kristina Burton | Parking | Present |
| Maggie Kinney | CEBS – Special Ed | Present |
| Keyleigh Gurney | CEBS - | Present |
| Jill Clark | Registrar | Absent |
| Jay Brooks | Housing & Residential Education | Present |
| Patty Chapman | Library | Present |
| Theresa Lane | HSS – Criminal Justice | Present |
| Lindsay Snyder | Admissions | Present |
| Toni Tassone | Facilities Mgmt. & Support Serv | Present |
| Heidi Romero | HSS – Hispanic Studies | Excused |
| Roni Secord | IM & T | Present |
| Kim Arnold | Academic Support & Advising | Absent |
| Steve Smith | IM & T | Excused-Resigned |
| Doug Hendershott | Structural Trades | Present |
| Dan Ries | Facilities | Present |
| Jude Maes | Facilities | Present |
| Kim Lebsack | Monfort College of Business | Absent |
| Cateline Corbin | Marcus Garvey Cultural Center | Absent |
| Crystal Tweeten | Dining Services | Present |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | CEBS – Education Leadership | Present |
| Kyle Mathes | Human Resources | Present |

With 14 voting Council members in attendance, the majority required for a quorum was present. Other attendees were Ruth Bruen, Luz Sosa, Andy Feinstein, and Gloria Reynolds. Steve Smith is leaving UNC. Maggie read his resignation from CSC letter, and Lindsay will join Workplace Climate and Culture in Steve’s place.

# **Agenda**

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

# **Minutes**

Maggie requested a motion to approve the minutes from January. Moved, seconded, and approved.

# **Guests – President Andy Feinstein**

The president was available for any questions. **The council really appreciates his time, candor, and personable nature.**

* Facilities cuts: Michelle’s unit cut will be 3.1%-not sure what percent will affect facilities.
* College deans are each responsible to determine what work load regarding how many classes faculty will would teach.
* Regarding tuition increases, Andy explained the tuition discounting and pros and cons of tuition increases. It’s a delicate balance to attract students and not price UNC out of the market. UNC is using Huron as strategic enrollment management consultant. Governor’s proposed budget includes $4 million increase to UNC.
* Huron will also help with streamlining organizational structure and strategic planning. Need to look at supervisor to employee ratio. Need to look classification of positions.
* Cuts to the Divisions: If there are lay-offs, they will be recommended to president through deans. Andy will meet with each dean and listen to their plans in the next few weeks. President hopes that employees would know by early March if there are any reductions in force. Plans for restructuring of divisions will roll out in the next few weeks. This is challenging because there are reductions in some divisions and also creation of Student Affairs.
* Need to work on retention rates (currently at 70%) within Student Success division. By 2025 would like it to be 80%. Working on increasing 6 year graduation rate. Looking at classes that expose students to several occupational options within a field like medical field.
* Working with Aims to partner and provide student options.
* Big question: How we brand this town and imagine Greeley as a community that values education? Working with District 6, City of Greeley, Aims, and business people. Options include improving transportation, options for nightlife without alcohol, festivals, feel of relationship, safety, 8th Avenue and downtown growth, programs with Aims, etc.
* How was decision made regarding retirement contributions vs. health insurance? President explained factors that went into decision and realizes that it was a pay cut for many and tried to make best choices.
* Working on more cooperation across departments and divisions.
* No word on Osteopathic Medical School since October. On hold for now.
* Andy appreciates all the classified staff. He said that they are the front line for each student. If continuous issues that you can’t figure out, please email Andy with ideas and he will check into the issue.
* UNC has small HR department. Seems like there is lack of cross training and information that is accessible. Need training of employees and to invest in employees. Recommendation: Working at UNC 101. Need cultural shift to an attitude of continual learning. Universities do not have good orientation for faculty or classified. Universities are complex but we can do better coordination and onboarding.
* 60 day hold on posting positions is helping in short term budget issues.
* Need to not only work on cuts but need to invest in our future.

**Treasurer’s Report**

1. Operating Budget- Tabled
2. Foundation Account- Tabled

**Monthly Reports**

1. Marshall Parks/Sarah Chase- Human Resources
   * + Sarah Chase brought chart of changes to tuition waiver program. It is available on the [www.unco.edu/hr](http://www.unco.edu/hr) People should HR if they have questions (Candace at extension 2718).
2. Kyle Mathes – PASC
   * + Looking at fundraisers and making changes. Bake sale or possible chilli cook-off to support Helping Hands program. Kyle will get key to display case to update CSC and PASC display.
3. Amie Cieminski – Faculty Senate
   * + Tabled

*All other reports were tabled and new business was shortened due to question and answer session with the president.*

## **New Business**

1. Toni moved and Roni seconded a motion to give nurse’s association $500 for 9 Health Fair. Motion passed.
2. President’s Report Item: need to start election committee and go through process.
3. **Employee banquet** has changes in cost. Now university will pay for honorees and one guest. Motion by Toni and seconded by Roni for CSC budget to pay for banquet dinner for CSC council members. Motion passed.
4. April moved and Kristina seconded for CSC to pay for half cash bar costs (set-up and employees) for banquet. Motion passed.
5. Toni moved and it was seconded that we table all other items until next time. Motion passed.

**Next meeting**

The next meeting will be March 13, 2019 at 8:15 a.m.

## **Adjournment**

Meeting adjourned at 9:53 a.m.

# **List of Tabled Reports:**

# **Chairperson’s Reports**

1. Board of Trustees-
2. Student Senate-
3. President’s Leadership Council-

## **New Business**

## Committee Reports

## Constitution and Elections

## Public Relations

## Community Service-

## Fundraising-

## Scholarship and Professional Development-

## Special Events-

1. Employee Recognition-

## Workplace Culture Committee-

1. Provost Search Update-

## Campus Committees

1. Statewide Classified Liaison Council
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
3. Other
4. Campus Commons Update- Campus commons is now open. The Pie Café is also open.
5. Nametags, Buttons (Patty), new T-Shirts- Tabled