Classified Staff Council Meeting Minutes

January 9, 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.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| April Crocket-Goad | Dining Services | Present |
| Kristina Burton | Parking | Excused |
| Maggie Kinney | CEBS – Special Ed | Present |
| Keyleigh Gurney | CEBS - | Present |
| Jill Clark | Registrar | Present |
| 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 | 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 | Present |
| Jude Maes | Facilities | Present |
| Kim Lebsack | Monfort College of Business | Excused |
| Cateline Corbin | Marcus Garvey Cultural Center | Present |
| Crystal Tweeten | Dining Services | Present |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | CEBS – Education Leadership | Excused |
| Kyle Mathes | Human Resources | Present |

With 18 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.

# **Guests – Chair’s Welcome**

1. Marshall introduced Sarah Chase, the new Assistant Director of Human Resources.

# **Minutes**

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

**Treasurer’s Report**

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

**Monthly Report**

1. Marshall Parks- Human Resources
   * + Marshall reported that the holiday calendar for 2019 is available on the web and is still in “draft” mode. They are still determining where to place the Governors’ Holiday. The holiday may be used in the week between Christmas and New Year’s. Andy would like to see the campus closed for that whole week. If we receive another Governors Holiday this year, that may also be placed in that week to allow a full week of holiday. Otherwise, staff may have to use vacation time.
     + Typically the Governor starts making budget decisions that impact pay increases in January. Marshall has not heard anything on this front yet. The salary survey has been completed and is recommending a 2% increase, but nothing has been decided by legislature yet.
     + President Feinstein will be traveling to the capital later this week to try to secure an additional 9% state funding for the University.
2. Kyle Mathes – PASC
   * + The council did not meet in December.
     + PASC and CSC met to discuss and start planning the Employee Banquet. This entails getting a budget approved for the event. Andy will MC this year.
3. Amie Cieminski – Faculty Senate
   * + Tabled

# **Chairperson’s Welcome and Reports**

1. Board of Trustees-No meeting to report on.
2. Student Senate-Student Senate meets this evening. Will update at the next meeting.
3. President’s Leadership Council-
   * + Leadership Council has been in discussion of the 13 items recommended to aide in reducing the budget deficit. There will be a cost savings session next Monday from 9-11 open format for everyone to attend and will be able provide written feedback on each of the 13 cost savings suggestions. All departments and areas on campus will also be asked to reduce their overall budgets. Each division will be given a percentage to cut. Then, how the cuts are determined will be left up to each entity.
     + There is discussion of moving Student Affairs under Campus Community & Climate. In this model, all Student Affairs could be under one area. Maggie voiced her concern that if Student Affairs was also placed under Campus Community & Climate, this could potentially impact the current climate work, which involves including employee/staff voices; she did not want this change to negatively affect progress on workplace climate initiatives.
     + Huron Consulting Group has started their data research. It has been determined that 50% of Coloradoans do not have an opinion of UNC. This provides us a great opportunity to create our niche in the market.
     + Provost Search- Three candidates will be brought to campus this month with an open forum for each of them.

## **New Business**

## Committee Reports

## Constitution and Elections

## Combining Committees Request- It was determined that the original proposal from Jill could not be done based on the Fundraising Committee being in the constitution. Jill will submit a new proposal to combine committees, excluding fundraising. Maggie stated the by-laws would also need to be updated.

## Public Relations- CSC and PASC share a display board in Carter Hall located by the Grad School. The board has not been updated since 2014. The Public Relations committee will look at the board and update appropriately. Maggie suggested to Kyle that PASC should also obtain a key for the board.

## Community Service-

* + The Sock Drive with United Way was a success. We were able to fill up a full bucket of items. United Way picked it up in December.
  + Flowers have been ordered for the Adopt-a-Spot. Patty asked that more than four people sign up to help plant and weed the flowers this year.
  + There are some other community service ideas that will be presented at a future meeting.

## Fundraising-

* We will once again be doing the silent auction at the banquet this year. Jill is encouraging all staff to attend even if you have to pay for your meal this year.
* Yard Sale:
* Reserving Gunter Gym for 2019 Yard Sale- Jill will be able to reserve the gym next week once the reservation system opens for the semester.
* Donation of remaining yard sale items to Journey Christian Church- Council agreed we could donate all leftover items to the church again.
* Need to determine which student groups would be interested in helping pick items up from the dorms. Jude and Dan can also help the week of finals.
* Fundraising committee will pull a planning meeting together and will need as much help as possible from everyone on the council.
* Update on ink/toner recycling- A new bin has been placed in Carter Hall. Kristina was not present to provide an update.

## Scholarship and Professional Development-

* Budget request- The committee would like to request a total of $3000.00 to award up to six $500.00 scholarships this year. If there are not enough applicants that qualify, the committee will not issue the full amount. The committee is also requesting a fund of $1000.00 for Professional Development to aide Classified Staff with conference registration fees if they apply and qualify. Maggie requested a motion to approve the budget request of $4000.00. Moved, seconded and approved.

## Special Events-

* Employee Banquet to take place on March 5th. Planning with PASC has started.
* There is discussion that the only meals that will be paid for will be those that are receiving awards and maybe one guest. There are 122 employees that will be recognized this year.
* Andy Feinstein will MC the event.

1. Employee Recognition- Tabled

## Workplace Culture Committee- Nothing to report.

1. Provost Search Update- Three candidates will come to campus this month. Open forums will be available for each candidate. Jill expressed her enthusiasm about the candidates.

## Campus Committees

1. Statewide Classified Liaison Council
2. Faculty Senate, APASS, Bookstore, Campus Rec., HLC, Compensation, Sustainability, IM&T- There have been issues with Banner being down intermittently. IM&T is working with Ellucian, the vendor., Leave Share, Parking, Transportation & Parking Planning, UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board
3. Other
4. Campus Commons Tour Update- Campus commons is now open. The Pie Café is also open.
5. Nametags, Buttons (Patty), new T-Shirts- Tabled
6. 2018-2019 Photo of CSC took place at 9:30 a.m., Heidi will update the website with the new photo.

**Next meeting**

The next meeting will be February 13th, 2019 at 8:15 a.m. in Candelaria Hall Room 1100.

## **Adjournment**

Meeting adjourned at 9:49 a.m.