Classified Staff Council Meeting Minutes

March 27, 2019 (Rescheduled) – 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 | Excused |
| Kristina Burton | Parking | Present |
| 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 | Excused |
| Lindsay Snyder | Admissions | Present |
| Toni Tassone | Facilities Mgmt. & Support Serv | Excused |
| Heidi Romero | HSS – Hispanic Studies | Present |
| Roni Secord | IM & T | Present |
| Kim Arnold | Academic Support & Advising | 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 15 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.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $7578.76
   * + Will be paying for banquet and garage sale expenses soon.
     + The King Soopers balance is $1780.00
2. Foundation Account- $22,527.20

**Monthly Report**

1. Marshall Parks- Human Resources
   * + Marshall reported that the legislative session is in its early phase. So far, no changes have been announced for PERA. A 2% pay increase has been proposed.
     + The new health insurance will roll out sometime next week. Classified Staff will be receiving an email. A benefits fair has also been scheduled, and that information will also be sent out.
     + UNC will conduct a job fair on April 8th for those who were laid off. County and state resources will be present at the fair, as well as, an abundance of employers.
2. Kyle Mathes – PASC
   * + Discussed elections and recruitment at the council’s last meeting.
     + PASC has updated their by-laws to include gender neutral terms.
     + Discussed having a monthly get together for employee morale and engagement.
     + Evaluating the first-time home buyers’ course and if PASC will continue to offer it beyond the scheduled session in April.
3. Amie Cieminski – Faculty Senate
   * + There was discussion of naming the different rooms in the new commons based on donations that were given to the University. The new lobby will be named after Kay Norton and has caused some controversy.
     + The budget crisis has made people more aware of how the University’s finances work. There is more knowledge on credit hour production and how that affects the University. Michelle Quinn’s office was to send out the PowerPoint presentation that was presented at faculty senate.
     + Faculty senate dispersed two scholarships. One to Nursing and one to Criminal Justice.

# **Chairperson’s Welcome and Reports**

1. Board of Trustees-
   * + The board has implemented new committees. They will focus on:
       - Strategic Enrollment Management
       - Student Success
       - External Engagement and Strategic Partnership
       - Change Management (Climate/Culture)
2. Student Senate-
   * + - The UC Council room is being updated. The student senate photos have been removed and will be archived with the library.
       - Student LEAF group is going to put up a solar power flower at the Cesar Chavez Cultural Center.
       - The senate would like their work to be more inclusive of graduate students.
       - Since the University College will be eliminated, Student Senate is working on reconfiguring their representatives.
3. President’s Leadership Council-
   * + - Andy shared the Strategic Enrollment and Student Success (SESS) report from Huron in UNC Today.
       - Committees are being formed for enrollment strategies. More information will follow.
       - The space committee is looking at various spaces and relocating departments.

## **New Business**

## Committee Reports

## Constitution and Elections

## Combining Committees Request- There has not been time to work on this.

* + Elections need to be coordinated. Requested to have the nomination form announced and accessible from UNC Today.

## Public Relations-

## Heidi has the names of the previous CSC Employees of the Year and has the plates to have engraved and add to the plaque.

## There are two enclosed display boards that both contain CSC information. The boards are located in an obscure Carter hallway with no exposure. It was suggested to move the boards. Heidi will check with the space committee (Nate Haas) about the possibility of moving them to the UC Council Room or somewhere in the UC.

## Community Service-

* + $500.00 will be contributed to the 9 Health Fair. The Student Nurses Association (SNA) has invited all CSC members to the lunch on the day of the fair in the Panorama room.
  + The council received a thank you note from United Way for the sock drive that was conducted in December.
  + Big Bones Pet Drive was a success. We received an abundance of donations. Specifically, in the bin located in Carter Hall. Suggested to continue this and have the bins in high traffic/department locations.
  + Adopt a spot is coming up soon. Patty will create a sign-up and distribute it to all Classified Staff.

## Fundraising-

* Yard Sale:
* May 11th from 7-12pm.
* LEAF Student group will be assisting with the pick-up of items from the dorms.
* Journey Church will once again pick up all unsold items for their fundraiser. Our contact is Kerese Arnold, a UNC Accountant.
* Chairs and tables for the gym are reserved.
* Decided to advertise in Tidbits, Greeley Tribune and KUNC

1. Update on ink/toner recycling
   * Going well- nothing new to report.
2. Scholarship and Professional Development-

* The committee awarded four $500.00 undergraduate scholarships with the option to award 1 or 2 graduate student scholarships when their application window closes on June 1.
* The committee also awarded a $95.00 professional development scholarship to a Library Tech to cover conference registration fees.

## Special Events-

* Employee Banquet tomorrow. Doors open at 5:00 pm.
* Andy will give the welcome speech. CSC and PASC will collaborate to MC the event.
* Employee of the Year plaques are available for pick up.
* Photographer will be there to take photos.
* Maggie will deliver an award to a 30-year service employee who cannot make the banquet.
* Jill will arrange a post mortem meeting to discuss improvements or what works best.

1. Employee Recognition- Nothing to report.

## Workplace Culture Committee-

* University Climate Steering Committee is meeting every two weeks.
* Maggie and Dan watched a bullying in the workplace workshop webinar.

1. Provost Search Update-
   * The new provost will arrive April 1. Theo will be around for the transition.
   * Nancy Sileo will be returning as faculty in the College of Ed/Special Education.

## Campus Committees

1. Statewide Classified Liaison Council- the first meeting of the year is scheduled for April 5th in Golden. Lindsay will be attending. CSC will pay for registration and lodging.
2. Faculty Senate, APASS, Bookstore, Campus Rec., HLC, Compensation, Sustainability, IM&T-TSC is moving to the third floor in Carter Hall. I.T. in Snyder Hall will also be relocating to Carter. Michener desktop support will remain where they are., Leave Share, Parking, Transportation & Parking Planning, UC, Work Environment Task, CETL, Inclusive Hiring Practices, University Center Advisory Board
3. Other
4. A local donor awarded $8000.00 scholarships to students in Monfort School of Business.

**Next meeting**

The next meeting will be April 10, 2019 at 8:15 a.m. in the Council Room at the University Center.

## **Adjournment**

Meeting adjourned at 9:55 a.m.