Classified Staff Council Meeting Minutes

October 10, 2018 – 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 | 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 | 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 | Present |
|  |  |  |
| Marshall Parks | Human Resources | Present |
| Amie Cieminski | CEBS – Education Leadership | Present |
| 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**

Anne Huerter from Monfort College of Business Accounting/CIS attended with Kim Lebsack.

# **Minutes**

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

**Treasurer’s Report**

1. Operating Budget- $8000.19
* Received two checks from Yankee Candle.
* King Soopers Card balance is $880.00
	+ Pre-loaded $5.00 King Soopers cards will not be given out as an employee recognition item this year due to the payroll paperwork requirements. This was a suggestion to do as the annual recognition in place of a logo gift item.
	+ Roni has a “how to” instruction sheet on how to use the King Soopers Cards. She will send this out to everyone.
1. Foundation Account- $22, 413.01

**Monthly Report**

1. Marshall Parks- Human Resources
	* 81 Classified Staff received their flu vaccines at the flu shot clinic yesterday.
	* Budget savings: Reviewing early retirement incentives for faculty positions. Nothing has been mentioned on offering an early retirement incentive for Classified Staff. Also reviewing tuition waivers as part of the budget savings. Nothing has been determined or decided.
2. Kyle Mathes – PASC
	* PASC and CSC were represented at the Homecoming event last Saturday.
	* The fundraiser at Brix on Monday seemed to do well.
	* Kyle will be able to provide details and outcomes of the homecoming and Brix fundraiser event at our next meeting.
3. Amie Cieminski – Faculty Senate
	* Decided there was no reason to pass a resolution on Freedom of Speech at the University. The State law already covers this and it was decided there is enough in place already.
	* Discussing policy regarding incomplete grades.
	* Academic Portfolio Task force has been setup to make recommendations for program cuts or resources to ramp up enrollment regarding budget savings.

# **Chairperson’s Welcome and Reports**

1. Board of Trustees- Next meeting is in November. Anyone is welcome to attend.
2. Student Senate- Meets every other Wednesday.
	* Discussing a new initiative regarding holiday observation by students and making accommodations to do so.
	* Working on sponsoring a mental health week sometime in November. This has typically been held in the month of October.
	* Changing Student Councilor titles to Student Senators. This is a more descriptive title of what they do.
3. President’s Leadership Council
	* Three task forces with subcommittees created with around 150 people participating on the committees. The names/areas of focus for the Task Committees are:
		+ Academic Portfolio
* To review programs’ viability and evaluate which programs to focus on enrollment and sustainability.
* Academic Support Subcommittee
	+ To review any functions that can be centralized or streamlined to make things more efficient.
* Student Success
	+ - Student Affairs
	+ All task forces and subcommittees will present their findings in early December to the President’s Leadership Council. There will be an opportunity for campus feedback. Then, the President will make final decisions and implement beginning in the Spring.
	+ Deans will receive updates on the Task Forces.
	+ Maggie will ask Theo Kalikow (Interim Provost) to attend our next CSC meeting in November to provide an update and overview on the task forces.
	+ PASC and CSC chairs meet with Andy on a monthly basis. One area they mentioned they needed help in was encouraging managers and supervisors to be supportive of their staff participating in the councils and campus committees and allowing them time away from their work to do so.
		- Maggie will take any feedback we have to President Feinstein for discussion
			* Toni asked Maggie to mention that she received a lot of feedback from staff that they were not pleased that the annual football tailgate/employee appreciation day was cancelled and that employees were offended and felt unappreciated.

## **New Business**

## Committee Reports- Maggie requested that all committees submit their budgets requests for approval.

* Spooktacular budget was previously approved by way of email vote. They will be sharing the expense of the event with PASC.
* Annual employee recognition- looking at providing a $5.00 or under gift for around 450 people. Jill will have more info later.
* Added Keyleigh to the State Classified Liaison Committee.

## Constitution and Elections-

* Caitlin Corbin has been accepted as a new (returning) member to the council.
* Our visitor Trevor from last month is also still interested in joining and his supervisor is supportive.
* It was suggested to combine the Fundraising, Special Events and Employee Recognition committees due to their overlapping responsibilities. Jill will put together a proposal and submit it to the Constitution and Elections committee for further review.
* It was also suggested to review all of our bylaws and determine if there are any other changes that need to be made at the same time. Maggie mentioned that the Workplace Culture Committee members no longer need to receive trainings as stated in the by-laws.
* Constitution and Elections committee will meet in early November to review and discuss the proposals to present at November’s Classified Staff Council Meeting.

## Public Relations-

## Community Service-

## Fundraising-

## Yankee Candle Fundraising has received $42.00 so far.

## The ink cartridge/toner collection bin at Michener has been picked up recently. No one knows who picked up the cartridges. Kristina will try to find out and will work on putting a list together of drop off sites so we can advertise those in the Newsletter. Roni in IM&T is willing to be a drop off location.

* + Yard sale- Need to reserve Gunter Gym. Jill will check with the 25 Live Scheduler to see how we would go about reserving it for the same timeframe as years past.

## Scholarship and Professional Development-

## Had first meeting and discussed the timelines for reviewing and selecting undergraduate applications for awards.

* + Discussed the need to advertise to the Classified Staff based on the number of applications and those qualified for the scholarship last year.
	+ The committee will propose budget/funding at the next meeting.

## Special Events-

## Spooktacular- is at 7 a.m. not 7 p.m. Multiple members have requested a corrected announcement go out in UNC today. They did publish a correction; however, it was hard to see.

1. Employee Recognition-
	* Pepper Mueller from PASC is meeting with Human Resources to work out a budget for the Employee Recognition Banquet.

## Workplace Culture Committee-

## Maggie, Steve and Jay are on the Campus Climate Steering Committee

* + An ombudsman will be added for Classified Staff. Maggie has agreed to take on that role, however, if anyone else is interested, please let her or April know. This person would be a point of contact to direct inquiries to the right campus resources.
	+ The committee will meet again next month.
1. Provost Search Update-
	* Jill is our representative on the search committee. They recently met for the first time. Maggie sent out a link to provide recommendations for the search. The search committee is very focused.

## Campus Committees

1. Statewide Classified Liaison Council-
2. Faculty Senate, APASS, Bookstore, Campus Rec., 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- this board is not involved in Campus Commons. Maggie provided Jay’s contact info to the person to include him on the meetings.
3. Other
4. TEAMS Update- Chad Pohja provided a demonstration of the tool
	* + Communication application to replace Skype for Business.
		+ Functions include: Instant messaging, video conference, screen sharing, file sharing, chat room
		+ This will integrate with SharePoint
		+ MS Outlook plug in is available.
		+ All executive board members have the ability to add new members to the CSC Teams folder.
5. Campus Commons Tour Update- Tabled
6. Nametags, Buttons (Patty), new T-Shirts- Tabled
7. 2018-2019 Photo of CSC- Heidi is trying to arrange a group photo at our meeting in November. She will notify everyone if she is able to get something lined up.
8. Official Function Forms- Spooktacular form has been submitted.

**Next meeting**

The next meeting will be November 14th, 2018 at 8:15 a.m. in the Council Room.

## **Adjournment**

Meeting adjourned at 10:09 a.m.