Classified Staff Council Meeting Minutes

September 12, 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  | Excused |
| 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 | Excused |
| Kim Arnold | Academic Support & Advising | Excused |
| 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 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.

# **Guests**

Trevor Lucus from IM&T came to see what Classified Staff Council is all about. He has been employed with UNC for three weeks and was a previous student of the University.

# **Minutes**

Available minutes from the previous meeting were emailed out to the council for review. Maggie has since made some revisions. The revised minutes will be re-sent for review and to be voted on at the next council meeting.

**Treasurer’s Report**

1. Operating Budget- $7994.03, same as last month.
* No new statements were available for the King Soopers cards balance.
* Still trying to coordinate a lunch for the previous winner of the Spooktacular. Kristina will follow up with Morgan Gray regarding this issue to see what would need to be done in order to provide lunch for the winner. It was suggested to issue a gift card to the winner. Toni Tassone will also contact the individual to determine how she wants to move forward with her award.
1. Foundation Account- $22, 269.25

**Monthly Report**

1. Marshall Parks- Human Resources
	* 60 Day hiring slow-down is still in place. Any positions under a salary of $35K/year are able to continue to hire without the 60-day wait period such as dining and custodial.
	* Human Resources is looking at retirement plans for exempt staff.
	* Flu shots will be available on October 9th from 8am-11am at the University Center prior to the contracted vendor show. Megan Bauer will be sending out an announcement soon.
2. Kyle Mathes – PASC
	* PASC has organized their committees for the year and are currently pushing communications out to the masses on what is happening with PASC and CSC. They are also reviewing speakers for the speaker series. Theo will speak at the next presentation series in place of Andy who had to cancel.
	* PASC will be having a fundraiser on October 8th at Brix Taphouse and Brewery from 4-10pm. 10% of the proceeds will go to PASC. Anyone is welcome to come.
	* PASC will have a tent setup to sell logo item(s) as a fundraiser at the homecoming week game. Currently deciding between a stuffed bear or other items.
	* PASC started utilizing a collaboration system via MS Outlook as an instant messaging tool that can be setup for closed groups of people. It was discussed whether CSC would like to have something similar setup to centralize the council’s communication. The name of the program is MS Teams and is an add-in to MS Outlook.
		+ - CSC decided to use TEAMS. Moved, seconded and approved to use MS Teams. Maggie will contact Chad to see how we go about setting it up.
3. Amie Cieminski – Faculty Senate
	* Senate is up and running. Committees have been determined. Heavy discussions around academic freedom in a public university and what it means. No decisions regarding policy on this have been made.
	* 15 people on the faculty senate received a tour of the new Campus Commons. Tours can be setup through Kirk.
		+ - CSC decided to try to have a group tour setup. Toni said she could check-in with Kirk to see if we could do one.
			- A Video tour is available from the UNC website as well.
	* University Commons is still on track with the budget. Looks as though there is approval to hire custodial for the building.
	* A University Center Advisory Board exists, but it is unclear whether this board encompasses the new campus commons.
		+ - Maggie feels it would be important for someone from the Classified Staff Council to provide input on the new campus commons. Maggie will reach out to Jay Dinges to see if the committee includes the campus commons.
	* Andy and Theo are up to speed. Amie and Lindsay both agree that the message relayed from Theo is that things are going to start moving fast now.
	* Amie was not certain that UNC Leadership has yet decided what is our institutional focus is going to be.

# **Chairperson’s Welcome and Reports**

1. Board of Trustees- Have not met yet, no update.
2. Student Senate- Meets every other Wednesday. Maggie provided some collective updates from the previous meetings:
	* Student senate receives $50K annually to distribute to student groups to use for events, guest speakers, etc. They can issue funds to the same student groups up to 3 years. If you know of any student groups that need funding, they can request it through the senate.
	* City Council members from Greeley came to one of the last meetings.
		+ - Provided information on the G-Town tours.
			- Anyone with a UNC ID or school ID can ride the city buses for free.
	* The president of student senate was selected to participate in the Provost search and interview process. They wanted to have representation of a total of four students on the committee. Grad students feel left out of things and they are 25% of the population. Student senate had requested that a grad student rep be one of the four that participates on the interview committee for the new provost.

## **New Business**

## Committee Reports- Maggie requested that all committees vote on a chair for each committee and send the information to Maggie or Heidi

## Constitution and Elections- No update

## Public Relations- No meeting has occurred. Heidi recently added the CSC meetings to the UNC Event Calendar

## Community Service-

* + - * Community Fest will not take place this year. A decision has been made to spend the funding on deepening partnerships with the Greeley community and downtown.

## Fundraising-

## Yankee Candle Fundraising has been setup by Theresa. A notification was emailed out to the Classified Staff Distribution list yesterday. Theresa is currently working on the department mailers for this. The sale runs through January 10th, 2019.

## The ink cartridge/toner collection bin is no longer available in Carter Hall. The library is still collecting ink and toner cartridges. Kristina will contact the recycle team to request a pick-up at Michener.

* + Yard sale- Decided we would like to do this again. Suggested to divide between 2 student groups. Plan more proactively and setup a separate committee for this event.
	+ It was also suggested to combine the Fundraising and Special Events committees.

## Scholarship and Professional Development-

## Heidi received an email indicating that one of the awardees was not enrolled full time for the Fall semester so Financial Aid could not issue the $250.00 Fall semester award. An email went out to the current committee to vote on what to do with the $250.00 award. Heidi will communicate final decisions to the financial aid office by weeks’ end and they will notify the impacted student of the final decision regarding their funding.

## Special Events-

## Spooktacular- Decided to have the event this year. Jill suggested doing something different with the food/burritos. Maybe could offer a first come, first serve for breakfast. Jill asked Kyle if PASC would like to participate in this event as well, he will check and get back to her.

1. Employee Recognition-
	* Jill will follow up with PASC rep to setup some planning meetings for the Banquet starting in November.
	* Maggie mentioned that there is a bulletin board in Carter Hall that CSC and PASC share to place announcements and employee recognition that she now has the key for if anyone is interested in updating it.

## Workplace Culture Committee-

## The first meeting did take place. April has been named as the committee chair. The first meeting with Katrina and Marshall will take place on 9/13/18.

## Welcome Committee-

## This was an ad hoc committee. Decision made to eliminate this committee.

## Campus Committees

1. Statewide Classified Liaison Council- Lindsay has no updates.
2. Faculty Senate, APASS, Bookstore, Campus Rec., HLC, Compensation, Sustainability, IM&T, Leave Share- Keyleigh and Maggie are on this committee., Parking, Transportation & Parking Planning, UC, Work Environment Task, CETL, Inclusive Hiring Practices
3. Other
4. Provost Search Update-
	* Maggie will be finding out who the committee is really soon. The goal is to have the person hired this semester.
5. President’s Leadership Council Update-
	* The committee includes all kinds of representation from across campus. Andy encourages everyone to speak.
	* PASC chair and CSC Chair have a standing monthly meeting with Andy, if you have anything you would like Maggie to bring up at that meeting, let her know.

**Next meeting**

The next meeting will be October 10th, 2018 at 8:15 a.m. in the Council Room.

## **Adjournment**

Meeting adjourned at 9:56 a.m.