Classified Staff Council Meeting Minutes

April 14, 2021 – General Meeting of 2020‐2021 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:14 am by Interim Chair, Roni Secord.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| Kim Arnold | Finance and Administration | Present |
| Mark Gebhardt | Dining Services | New Member |
| Sandy Gelatt | Facilities Mgmt/Mail Services | Present |
| Keyleigh Gurney | CEBS | Present |
| Doug Hendershott | Structural Trades | Present |
| Janis Hooper | Graduate School | Present |
| Greg Johnson | Facilities  | Absent |
| Jude Maes | Facilities | Excused |
| Ian Mickells | Dining Services | New Member |
| Carlye Molpus | Admissions | Present |
| Dan Ries | Facilities Management | Present |
| Heidi Romero | Humanities & Social Sciences | Present |
| Roni Secord | IM & T | Present |
| **REPRESENTATIVES** |
| Marshall Parks | Human Resources | Absent |
| Amie Cieminski | Faculty Senate | Present |
| Kyle Mathes | PASC | Present |
| **GUESTS** |
| Andy Feinstein |  |  |
| Dan Maxey |  |  |
|  |  |  |

With 9 Council members in attendance, the majority required for a quorum was present.

# **Agenda**

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

**Chair’s Welcome and Guests**

* President Feinstein provided university updates and thanked everyone for getting us through the last year.
	+ We will have 90% on campus instruction in the fall. UNC will be hosting events again in fall semester.
		- Andy is not in support of mandating vaccines.
		- Reviewing work from home and determining when to bring staff back to campus.
		- Would like to continue to invest and support in bringing back our International Enrollment.
	+ For the third year in a row the budget is looking good.
	+ There will be a 3% pool for employee raises. Faculty salary increases will be addressed as well.
	+ We are in a better place this semester with the pandemic compared to numbers of cases we had last semester. Testing is still being conducted at Bishop Lehr.
	+ Commencement ceremonies will take place on May 8th and 9th at Nottingham Field. Anticipating 500 guests.
	+ Email Andy directly if you want to discuss anything.

# **Minutes**

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

**Treasurer’s Report**

* Operating Budget balance: $10,521.80
* Foundation account balance: $21,578.89

**Monthly Report**

1. Kyle Mathes and Megan Bauer for Marshall Parks- Human Resources
* Specific positions were reviewed on campus for pay equity. The impacted employees (roughly 10%) were notified and received their pay equity increase as of April 1st. There are still a few more positions being reviewed and if they are eligible will be contacted and paid retro-active to April 1st.
* Long bill currently has a state increase of 3%.
	+ PERA contributions are going up to 10.5% this year. It is undetermined if part of the 3% increase would be taken for the PERA contribution increase.
* Open enrollment for health benefits started yesterday. It is passive, so you can automatically roll over items from last year with the exception of FSA’s.
* Human Resources is currently hiring and interviewing for two vacant positions.
* COWINS is identifieing a representative for Higher Education. For more information, visit the website: <https://dhr.colorado.gov/about/labor-relations>
1. Kyle Mathes- PASC update
	* + Andy attended the last PASC meeting and provided the same updates with similar questions and discussion.
		+ Koreen Myers attended PASC and provided updates on professional development.
2. Amie Cieminski – Faculty Senate
	* + Discussed the following policies: S/U Grading or this semester, faculty converting from contract renewable to tenure track policy, and frequency and need of faculty evaluations.
		+ Discussed on-line exam proctoring and the costs involved.
		+ LAC coursework and overlap and how to advise and support students.

# **Chair’s Reports**

1. Board of Trustees-
	* Nothing to report.
2. President’s Leadership Council-
	* Discussed raises, FY22 Budget, ASC and SFS survey update, HSI update, and tuition increases for students.

# **Vice Chair’s Report**

1. Student Senate
* Roni is stepping down as vice chair and has requested a volunteer to step into the roll. It would require attending student senate meetings every other Wednesday afternoon.

## **New Business**

1. Committee Reports

## Constitution and Elections

* + Announced and welcomed two new members: Mark Gebhardt and Ian Mickells, both from Dining Services.

## Public Relations

* + Looking for someone to assume the Classified Staff Newsletter. It can be distributed quarterly.
1. Community Service
	* Adopt a Spot discussed the lack of interest for someone to take the lead on this and that this may be something we have to give up- Ian Mickells will see if this is something he can coordinate with his other adopt a spot locations this summer and let us know at our May meeting.

## Fundraising

1. Scholarship and Professional Development
* Scholarships were awarded for the 21-22 year. We received notice that the foundation is requesting that everyone utilize ALL of their funds available and distribute. Still waiting to hear back if we can continue to roll some funds over from year to year.

## Workplace Culture

1. Statewide Classified Liaison Council
	* Keyleigh Gurney is our representative for this committee and will follow up to see if there are any meetings to attend.
2. **Sustainability (LEAF)-** Earth Week events run next week. Earth week meals will be served in the dining halls that are now open to the public. **ITC**- Updating SMART classrooms, reviewing rules and access to forward UNC emails to non UNC accounts, restoring check out equipment. **Campus Rec (CRAB)** – meeting next week**.**  **Professional Development Task Force (PTAC)**- first quarterly meeting in February with discussion of developing a training cycle, Banner training, practical skills, and compliance training. **Inclusive Hiring Practices**

**Next meeting**

The next meeting will be May 12, 2021 at 8:15 a.m. via MS TEAMS link

## **Adjournment**

Meeting adjourned at 9:38 a.m.