Classified Staff Council Meeting Minutes

February 10, 2021 – General Meeting of 2020‐2021 year

1. The Classified Staff Council (CSC) meeting was called to order at 8:15 am by Interim Chair, Roni Secord.

# Roll Call

**Name Department Attendance**

|  |  |  |
| --- | --- | --- |
| Kim Arnold | Academic Support & Advising | Present |
| Sandy Gelatt | Facilities Mgmt/Mail Services | Present |
| Doug Hendershott | Structural Trades | Absent |
| Greg Johnson | Facilities | Present |
| Jude Maes | Facilities | Present |
| 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 | Present |
| Amie Cieminski | Faculty Senate | Present |
| Kyle Mathes | PASC | Present |
| **GUESTS** | | |
| Andy Feinstein |  |  |
| Dan Maxey |  |  |
| Koreen Myers |  |  |

With 8 Council members in attendance, the majority required for a quorum was present.

1. President Andy Feinstein attended as a guest to provide some general university updates and answer questions.
   1. Andy is working with University Advancement who will be coordinating the annual employee recognition virtually this year. The event will take place the first week in March. More information will be sent out this week.
   2. Prepping for the Board of Trustees meetings that will take place over the next two days. The UNC strategic plan and priorities will be discussed, as well as the budget.
   3. Overall budget is doing well. Currently there is no deficit spending.
   4. Fall enrollment was down by 11% overall.
   5. Working with the state to obtain vaccines for front line staff and faculty.
   6. Planning for in-person instruction in the Fall.
   7. Andy will once again start visiting/attending faculty and department meetings around campus this year.
   8. The governor’s office has proposed a 2.5% salary increase for Classified Staff.
   9. It was mentioned that hiring practices for new staff does not automatically entail advertising open positions on diversified venues to aid in seeking out a more diversified applicant base.
   10. The Assistant VP of Finance position was mentioned and asked if there are any organizational updates occurring based on this position being posted. This is a replacement position.
2. Koreen Myers attended as a guest to provide an update on staff professional development.
   1. Since last March, Koreen has been working on the foundation work with IM&T in determining the venues for on-line training and how to incorporate this into Canvas.
   2. This includes the roll out of compliance training and securing appropriate space for professional development to include computers for staff that do not have daily access to a computer.
   3. CETL will coordinate all faculty related training.
   4. LinkedIn Learning will remain a resource for everyone.
   5. Koreen also is a part of the Development Task Force committee that includes CETL and IM&T on how to roll out professional development.
   6. Koreen solicited a volunteer to participate on the Professional Development Advisory Committee (PDAC). They will meet quarterly with their first meeting taking place next week. Janis Hooper has agreed to participate on this committee.

# **Agenda**

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

**Chair’s Welcome**

Roni announced Employee of the Year nominations will be sent out this week, along with information for the virtual employee recognition event that will take place.

# **Minutes**

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

**Treasurer’s Report**

* Operating Budget balance: $10,518.33- this includes a recent deposit for the King Soopers fundraising.
* Foundation account balance: $21,424.05

**Monthly Report**

1. Marshall Parks- Human Resources

* Capital request has been initiated to locate a space to house Professional Development being as to how this is a part of the Universities strategic goals.
* Summer 4-day work weeks will more than likely be setup to close campus departments early on Fridays, giving full time staff 4 administrative hours for the week (pro-rated based on FTE status). This will alleviate the longer work days that may affect child care, etc. for staff. A final decision and announcement will be sent out in early March.
* Employee recognition will take place the first week of March. More announcements coming. The Build a Bear recognition program will be rolled out at this time as well.
* The ASC Summit will take place February 16th with the ASC folks. The meeting will include reviewing the survey results and breaking out into groups to discuss.
* A 2.5% salary increase for Classified has been proposed. More than likely staff would see a 1.5-2% increase to offset any inflation in benefit costs.

1. Kyle Mathes- PASC update
   * + President Feinstein visited the last PASC meeting as well and provided the same updates and information.
     + Marshall Parks also attended the meeting and provided similar updates.
     + Kyle has put a push out to professional exempt managers that have classified staff asking them to encourage their employees to join the council.
2. Amie Cieminski – Faculty Senate
   * + Approved an updated faculty grievance policy.
     + Discussion of vaccine availability.

# **Chair’s Reports**

1. Board of Trustees-
   * The BOT will be meeting over the course of the next two days.
2. President’s Leadership Council-
   * Working with the City of Greeley on water rights. City discussed options on where new water lines will be installed.

# **Vice Chair’s Report**

1. Student Senate

* Had their general business meeting last week. Full meeting taking place later today. Roni can post any immediate updates in the Teams Meeting Chat.

## **New Business**

1. Committee Reports

## Constitution and Elections

## Public Relations

1. Community Service
   * Adopt a Spot volunteers needed to coordinate the planting and weeding/maintenance of the CSC/PASC flower bed location on the corner of Kepner Hall parking lot. Planting takes place in May, with weeding throughout the Summer.
   * Jude Maes can help with any questions.
   * Heidi will forward the information to Kyle Mathes to share with PASC.

## Fundraising

* Shared the instructions on how to add CSC to King Soopers accounts.
* It was mentioned we may be able to setup an Amazon Smile account. Sandy will check into this for us.

1. Scholarship and Professional Development

* Received a total of 17 applications of which 13 were eligible. 11 are undergrad and 2 are graduate. Committee is working on reviewing and ranking.
* Final selections will be presented at the March meeting for vote.
* Deadline to submit names to Financial Aid office is March 15th.

## Workplace Culture

1. Statewide Classified Liaison Council
   * 1. Janis Hooper is still considering the liaison position.
2. HLC, Compensation, Sustainability, ITC, Leave Share, Parking, Work Environment Task, Inclusive Hiring Practices, University Center Advisory Board

**Next meeting**

The next meeting will be March 10, 2021 at 8:15 a.m. via MS TEAMS link

## **Adjournment**

Meeting adjourned at 9:46 a.m.