

**Classified Staff Council**  
Meeting Minutes  
Wednesday, Feb 17 at 10:00am (via Zoom)

**Present:**

Trisha Pocius, Jennifer Lawson, Julie Stevens, Sandra Bandimere, Jen De La Torre, Makenna Linn, Cheryl Mincic, Veronica Santistevan, Frank Johnson, Lynnette Leachman, Joleen Ryan

**Excused:**

Yvette Martinez

**Guests:**

None

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**The meeting started at 10:03am**

- **Approval of Minutes**
  - A motion was made to approve the minutes and the motion was seconded. All in favor, none opposed, and the motion was approved
  
- **Treasurer's Report**
  - Julie advised notes had been added to the report to provide clarification regarding the market gains or losses of the investment of the funds and the administrative fees related to the appraisal
  - Any questions? None
  
- **Old Business**
  - No items discussed
  
- **New Business**
  - **Presidential Task Force on Calendar Alignment**
    - Trisha advised that the group will be meeting on Fridays starting this week (3-4:30pm)
    - Trisha will attend along with Kathleen Hund and Jennifer offered to be a back-up
    - There will be representatives from Faculty Senate, CSC, and APC in attendance
    - It was asked if the holiday schedule in December will change with the new alignment (this is anticipated) and there was some initial feedback and discussion today

**External Committee Updates**

- **University Leadership Team** – Trisha
  - Trisha advised the group had not met and no updates to share
  
- **Faculty Senate** – Jennifer L., Frank, & Julie
  - Jennifer advised some of the highlights of the presentation and discussion included:

- **President Mottet**
    - **FY22 Budget**
      - PBAC will be meeting on Thursday to discuss FY22 budget shortfalls expected and will review available one-time funds, strategies, and goals
    - **Banner**
      - Highlighted in the Monday Minute today
    - **CSU Economic Impact Study**
      - Briefly highlighted in Monday Minute and everyone is encouraged to see the full report on the website
    - **Calendar Alignments**
      - During the meeting, a timeline was shared with the group
      - Some key dates included – Task Force meeting this Friday, a survey will be distributed to the students the following week, and this will be finalized in April to be presented to the BOG (in May).
- **Provost Abdelrahman**
  - **LINNC at LARC**
    - Highlighted the new center being built with existing resources and developing efficiencies across campus with Technology, Tutoring and Library Services in one location
  - **SPUR Campus**
    - Currently in development in Denver with a focus on Food / Health / Water
    - Faculty were encouraged to consider ways to collaborate
- **Calendar Alignment**
  - Jennifer noted there was lots of discussion on this topic with mixed comments and the group was presented with 4 Options at the meeting
  - Jennifer indicated that President Mottet had developed a specific timeline with an expected rollout of communications which will be presented at the Presidential Task Force meeting this week
  - Jennifer noted that this timeline did include a survey to the students and asked Trisha to keep the CSC group informed when feedback opportunities are available
- **Committees and Boards**
  - Jennifer noted that the majority had not met or had updates to share
- **President’s Budget Advisory Committee – Trisha**
  - Trisha advised that the group had not met to date.
  - Jennifer added that the group is expected to meet on Thurs to discuss FY22 budget shortfall

- **Information Technology Board** – Sandie & Frank
  - Sandie advised the group did not meet and Jennifer confirmed that Dr. Massey advised at Faculty Senate the group had not met to date.
- **Parking Committee** – Veronica & Julie
  - Veronica advised the group had not met yet and they may be meeting in March
- **Diversity Executive Leadership Team**
  - Trisha reminded the group to complete the survey (due today) and advised they would be developing bylaws and goals in the future.

### Internal Committee Reports

- **Birthday Grams** – Sandie & Joleen
  - Joleen thanked Sandie for delivering the Birthday Grams
  - Sandie advised there were 10 birthdays this month – including one of our Council Members (Happy Birthday!)
- No other updates from the other Internal Committees listed below:
  - **Welcome** – Veronica & Yvette
  - **Fundraising** – Classified Staff Council
  - **Outstanding Employee Awards** – Vicki & Veronica
  - **Student Scholarship** – Lynnette, Cheryl, & Joleen
- **Other questions or comments?**
  - **Parking Permits**
    - It was asked if these expire after one year and confirmed these are valid for two years
  - **New Promotion**
    - Congratulations to Frank Johnson who has been promoted to Materials Supervisor!
  - **Banner**
    - Another training session is scheduled this Friday at 2pm (for Advisors) and it expected that additional training will be rolled out in April
    - It was noted that the training sessions recently have been more focused on troubleshooting as opposed to training and there are some short videos posted
    - The Registrar’s Office is developing training documents at this time and it is expected that there will be a central place for the location of materials in the future
    - Registration will continue in PAWS in Summer and the Fall Schedule will be in Banner
    - It was asked if Banner will replace AIS for Student Employment (eventually) and it was noted that some HR functions are also expected to be in AIS (for some time)
  - **Work Anniversaries & Recent or Upcoming Retirements**
    - Following the discussion, Jennifer asked if the group considered recognition related to work anniversary dates, as opposed to or in addition to Birthday Grams and Trisha advised it may be something to consider for the future.
  - **Other Questions?**
    - None

### **Adjournment**

- A motion was made and seconded with none opposed - and the meeting adjourned at 10:59am.