

## Classified Staff Council (CSC)-Meeting Minutes

January 24, 2022, at 9:00 a.m.

PE 249

### Present:

Sherece Alaniz, Lynette Leachman, Lori Lucero, Cheryl Mincic, Veronica Santistevan, Elizabeth Wolf, Frank Johnson, Daniel Burns

**The meeting was called to order at 9:17 a.m.**

### 1) Approval of the minutes

a) Motion made by Lynette to approve the Meeting Minutes dated November 15, 2022 with one correction to add an “a” to Veronica’s name. Elizabeth seconded, and all were in favor. Motion passed.

### 2) Treasurer’s Report

a) Lori reported the Give Day contribution showed higher than what was previously reported. This is more than likely due to ornament and raffle donations also deposited. Report shows \$720 contribution for Give Day and \$720 foundation match. Lori will confirm the difference between \$1611 and \$1440 to be ornament, Santa Letters and raffle deposits.

### 3) Old Business

a) Give Day Goal not met but still raised \$1440

b) Christmas Ornaments – Cheryl reported \$55 was deposited from the sales of ornaments at the Christmas party.

Ornaments were also sold at the bookstore @ \$183.50. Lori will be issuing a disbursement for that amount to the foundation to deposit in the scholarship account.

c) 50/50 Raffle – Cheryl reported the raffle did well and \$183.50 was deposited in the scholarship account.

### 4) New Business

a) Santa Letters discussion will be put on hold until October 2023, when a vote will be held on whether to keep doing them. If we keep them then we create an easier process and making them due in November.

#### b) Revisions to the wording of the Constitution Article II

**Revised From:** To provide a means to fund annual scholarships for the family members (as indicated on scholarship application) of CSU-Pueblo Classified employees. Recipients will be chosen by the scholarship committee.

**Revised To:** To provide a means to fund annual scholarships for the classified staff and their immediate family members (as indicated on the scholarship application) of CSU-Pueblo Classified employees. Recipients will be chosen by the scholarship committee.

Elizabeth made a motion to approve, Lori seconded. All in favor and motion passed.

c) Revisions to Bylaws-Executive Board

**Revised From:** Classified Staff Employees shall elect an Executive Board before the year-end retreat to read:

**Revised To:** Classified Staff Voting Members shall elect an Executive Board at the retreat. Sherece made a motion to approve, Lynette seconded, and the motion passed.

d) Revisions to Classified Staff Council Scholarship application.

**Revised From:** The Classified Staff Council Scholarship requires that the recipient be a full-time student who maintains at least a 3.0 GPA and has an immediate family member who is a Classified Staff employee at CSU-Pueblo. To maintain eligible to receive this scholarship, recipients must complete volunteer hours as assigned by the Classified Staff Council. Recipients receiving this scholarship will need to coordinate their volunteer duties and hours with members of the Classified Staff Council.

**Revised To:** The Classified Staff Council Scholarship requires that the recipient be a full-time student who maintains at least a 3.0 GPA and is a Classified Staff employee or has an immediate family member who is a Classified Staff employee at CSU-Pueblo. To maintain eligible to receive this scholarship, recipients must complete 4 volunteer hours as assigned by the Classified Staff Council. Recipients receiving this scholarship will need to coordinate their volunteer duties and hours with members of the Classified Staff Council. Recipients must also participate in the Give Day promotion & video by the end of August in the year of receiving the scholarship.

5) External Committee Update

a) University Leadership Team – Elizabeth reported in place of Cheryl.

- Thunderstruck award presented to Stuart Benkert
- Spring enrollment as of 1/20/23 has 2863 students on campus and 350 online.
- Vision 2028 phase I is closing and phase II goals were discussed to maintain retention.
- Discussed what was working and not working with vision and mission.
- Reviewed WIGS tent cards.
- Next meeting is on CSU SPUR Campus as day trip.

b) Faculty Senate – Veronica

- Discussed a certificate for Health Care workers for Spanish. Students can use this additional training for job related opportunities
- They want to initiate an Associate Degree for students who have not completed their degree in General Studies.
- They would like to change verbiage when a student receives a probation notice, from ‘Probation’ to ‘Warning’. Fort Collins believes words like Probation is derogatory, so suggestion is using example ‘Warning’

- Discussed students evaluating Faculty. There are still IT issues with the software module now being used. Need an updated way of trying to evaluate Faculty.
- There will be possibly a 4% increase in tuition, maybe next academic semester.
- Decision on Chick Filet is close to coming here on campus. But no permanent decision yet.

c) President's Budget Advisory Committee – Cheryl reported they haven't met.

d) Information Technology Board – TBA – haven't met

e) Parking Committee – Veronica and Daniel

- Tickets are down, and the committee is working on improving signage.
- Reminder was given on the Monday Minute of campus digest prior notice of campus events.

f) Diversity, Equity & Inclusion – Sherece -

- Retreat was held 12/15/22. Discussed mission, vision and goals.
- Sub-committees were created. Sherece is now on Access and Professional Learning.
- Stipends are in process for the DEI committee which has a name of DEI Taskforce.

g) Controlled Access Policy – Sandy was on this committee, but they haven't met.

## 6) Internal Committee Reports

a) Birthday Grams – Lynnette –

- haven't had any

b) Fundraising – Classified Staff Council –

- Done well and discussed in above “Old Business”

c) Outstanding Employee Awards – Sandie, Frank –

- Frank will meet with Sandy to see what is needed.
- Veronica volunteered to help Frank in place of Sandie

d) Student Scholarship – Lynnette, Lori, Veronica -

- Nothing new to report

e) Welcome – Sherece –

- No info on new hires yet for December and January. Lori suggested congratulating classified staff Wanda Bustillos on promotion from facilities to admin. Sherece will do a revised welcome bag to congratulate.

f) Bylaws Committee – Cheryl, Lynnette, Veronica -

- Changes discussed in New Business

g) Give Day Committee – Elizabeth, Ryan-

- Discussed in Old Business

## 7) Other

- Sandy resigned effective 1/13/23. Sherece volunteered to take over as Secretary.
  - Lynette made a motion to approve, and Veronica seconded, motion passed.
- Cheryl will be out and on limited email access as of 1/26/23.
  - Veronica will fill in for her at Faculty Senate and Elizabeth at ULT.

## 8) Adjournment

- Elizabeth made a motion to adjourn, and Lori seconded, all were in favor. Motion passed.

**Meeting adjourned at 10:10 a.m.**

**Respectively submitted,  
Sherece Alaniz, Secretary**

**Accepted into record on this 27<sup>th</sup> day of January, 2023**

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**President of Classified Staff Council**