

Classified Staff Council
Meeting Minutes
Wednesday, Jan 20 at 10:00am (via Zoom)

Present:

Trisha Pocius, Jennifer Lawson, Julie Stevens, Sandra Bandimere, Yvette Martinez, Jen De La Torre, Makenna Linn, Cheryl Mincic, Veronica Santistevan

Excused:

Frank Johnson, Lynnette Leachman, Joleen Ryan

Guests:

Chris Smith, Lori Lucero, Kristal Wood, Steve Hodge, Kathleen Hund, Cindy Hall

The meeting started at 10:01am

- **Introduction / Welcome Guests**
 - Trisha welcomed all guests to the meeting and the attendees introduced themselves to the group
- **Approval of Minutes**
 - A motion was made to approve the minutes and the motion was seconded. All in favor (yes), none opposed, and the motion was approved
- **Treasurer's Report**
 - Julie will forward to the group for review when available
 - She is seeking clarification from the Foundation regarding "Allocated Income" line item
 - Feedback was shared that this might be related to Gives Day or Payroll deductions
 - It was noted that (2) Santa Letters and (5) Ornaments were purchased and this will be posted on next month's report.
 - Julie advised all Council Members have been added to the Raffle License for future fundraising
 - Any questions? (None)
- **Old Business**
 - **Website Update**
 - Trisha advised that permissions have been granted and Julie confirmed she has access
 - Veronica offered to review for content and confirmed that permission was not needed
 - Jennifer asked who is best to contact about updating the notes on our website, as currently only the 2018 meeting notes are posted
 - Trisha advised to work with Julie and Joleen directly for any requested updates
 - **Compression Study** –
 - Trisha advised she is gathering information and it is anticipated this may be targeted for next year, as the last study was completed three years prior.

- What is the Compression Study?
 - Trisha clarified that this is similar to an Equity Study and the purpose is to evaluate and determine if any gaps in salary for similar positions occur with considerations given regarding years of experience.
 - It was noted that COLA (cost of living) may not always “catch-up” and there may be potential gaps
 - There is a gap primarily in Facilities and this study would include all positions
 - It was also noted that IT was previously on a Scale System
 - Jennifer noted that Joleen, Julie, and Sandie originally volunteered for this project and Trisha had recommended a 5 person ad-hoc committee
 - Trisha clarified that members of the ad-hoc committee did not have to be Council Members and to let her know if you are interested in joining

- **Bylaws Committee**
 - Trisha advised that the Bylaws were distributed (by email) and there was a suggestion to form a committee to review.
 - Following the discussion the following individuals volunteered: Trisha, Jennifer, Sandie, Steve Hodge
 - Trisha noted that she would also check with the (3) Council Members not in attendance today to see if they would like to volunteer for the committee.
 - Any questions? (None)

- **External Committee – Admin Pro Council Meetings**
 - Trisha noted that Admin Pro is meeting today (due to Convocation Week reschedule)
 - Trisha advised she will be meeting with Abby in the near future to see if we could have cross representation at our meetings.
 - More information expected in the future

- **New Business**
 - **Fundraising**
 - Trisha noted she would like to discuss at the next meeting in February and gather more fundraising ideas from the group.

 - **COVID-19 Testing Requirements**
 - It was asked if anyone has gone through the process and could provide more details, as some participants were not able to attend the COVID-19 Sessions at Convocation Week
 - Several attendees shared feedback or questions and below is a recap of some highlights:
 - Feedback / Comments:
 - It was noted that two tests are conducted during the first visit (for follow-up weekly testing, only one test is needed) and notification is only provided if you test positive for COVID-19.
 - Currently, it is a walk-up process (may need to wait outside for some time – plan accordingly) and once you are in the testing area, the process is relatively quick (go in one door / out another door)

- It is expected that the (return to work) portal will be available in February and more information will be distributed in the future – including scheduling appointments for testing and accessing results.
- It was also noted that a new Leave System must be implemented by the end of January (FMLA / Sick Leave) and the portal is expected to be rolled out following this implementation
- **Questions:**
 - What if an individual does not have a smart phone?
 - Paper formats will be available
 - What if an individual is unable to do a nasal swab for testing?
 - It was recommended to contact Carol Daugherty or COVID-19 Committee for possible optional cheek swab method.
 - Will those who are working remotely also be required to complete daily health assessments or only those on campus regularly?
 - TBA
 - Are work study students doing the health check screening at the doors and which department is overseeing them?
 - Yes, work study students – if you know of an individual seeking employment, direct them to Laurie Kilpatrick as she is hiring.
 - Did they record the COVID-19 Sessions for those who were unable to attend?
 - No

External Committee Updates

- **University Leadership Team** – Trisha
 - Trisha advised the group will meet again on Jan. 28 and the last meeting in December was regarding COVID-19 (no updates today)
- **Faculty Senate** – Jennifer L., Frank, & Julie
 - Jennifer advised the main discussion during the meeting on Jan 20 was regarding the Calendar Alignment. Some of the highlights of the presentation and discussion included:
 - **President Mottet**
 - **Calendar Alignments**
 - A survey was distributed to Faculty and the results have been reviewed
 - Additional feedback will be gathered from the ASG, APC, and CSC
 - This topic will be taken to the BOG Meeting in May 2021 (to be operational in the Fall)
 - There is recognition that the CSU System has provided funding to support CSU Pueblo (such as Vision 2028, Technology Upgrades, etc.)
 - This is an opportunity to enhance student services and expand opportunities due to NetID (such as curriculum sharing and expertise).
 - It would result in a 16 Week calendar that aligns with Start and Stop Times and provide an opportunity to honor holidays when they occur

- There are a variety of ways that may be possible to go forward (for example, possibly adjusting Convocation Week with professional development opportunities throughout the semester)
- It is expected that the Faculty Senate will provide some recommendations
- **Provost Abdelrahman**
 - **NetID / Blackboard**
 - Adam Pocius shared an update regarding the status of student accounts (primarily new students or incoming) and advised IT is working through the queue for access issues
 - It was recommended to continue sending tickets and requests
 - **Current Semester**
 - Red Dial (1st Two Weeks)
 - Expected to be “Orange” on February 1 and it is expected that the status of operations will continue to be evaluated on a two-week basis
 - All in-person classes must be approved with the Provost’s office and it was requested that those classes that can continue to be online do so
 - **Enrollments**
 - Higher in Graduate Studies and Online Classes
- **Committees and Boards**
 - A preliminary reading was conducted during the meeting – and this will be revisited at the next meeting and no items were voted.
- **Any Questions / Comments**
 - Trisha expressed recognition and appreciation for all the work by IT Department
 - It was noted that a HelpDesk ticket is the best method, as it helps to ensure more efficient operations for the IT Department and managing workload
- **President’s Budget Advisory Committee** – Trisha
 - Trisha advised that the group had not met.
- **Information Technology Board** – Sandie & Frank
 - Sandie advised the group did not meet
- **Parking Committee** – Veronica & Julie
 - Julie advised the group had not met
- **Diversity Executive Leadership Team**
 - Trisha advised that the group is working out the basics at this time including priorities
 - It was noted that the Martin Luther King Jr. Day event was great and a video may be posted for those who were unable to attend

Internal Committee Reports

- **Birthday Grams** – Sandie & Joleen
 - Sandie noted that some will be delivered next month
- **Welcome** – Veronica & Yvette
 - Veronica advised there are (4) new individuals and she will coordinate with Yvette
- No other updates from the other Internal Committees listed below:
 - **Fundraising** – Classified Staff Council
 - **Outstanding Employee Awards** – Vicki & Veronica
 - **Student Scholarship** – Lynnette, Cheryl, & Joleen
- **Other questions or comments?**
 - Jennifer noted that Julie had posted a comment in the chat session
 - Trisha provided a recap of the comments as follows:
 - Please be sure to cc: Julie and Joleen for any website updates
 - If you use Cascade, you will also need to have the “C” of your NetID in caps to login
 - Anything else?
 - No other comments or questions

Adjournment

- The meeting adjourned at 11:01am