

Classified Staff Council
Meeting Minutes
Wednesday, July 21 at 10:00am (via Zoom)

Present:

Trisha Pocius, Joleen Ryan, Jennifer Lawson, Julie Stevens, Sandra Bandimere, Makenna Linn, Cheryl Mincic, Veronica Santistevan, Lynnette Leachman, Yvette Martinez, Frank Johnson, Steve Hodge

Excused:

Jen De La Torre

Guests:

Kat Abernathy
Jennifer Quintana
Niki Toussaint

The meeting started at 10:03am

- **Compression Study Update**
 - During the meeting Kat Abernathy provided a presentation (Classified Compensation Review), which included the following highlights:
 - Goal:
 - The goal was to conduct a review using data from the 2021-2022 Annual Pay Plan from the Division of Human Resources at DPA (Colorado Department of Personnel and Administration)
 - Review Team Members included:
 - Kat Abernathy, Executive Director of HRIE
 - Jennifer Quintana, Manager of HR Operations
 - Corey Shilling, Director of Institutional Research
 - Trisha Pocius, President of Classified Staff Council
 - Some of the key definitions highlighted included:
 - Time in Rank (length of time in Classified Title, rounded down to nearest year).
 - Pay Range (minimum and maximum as defined by the DPA based on a 30 year projected career, and the Time In Rank determines where an employee should be in the range)
 - Methodology
 - Workbook originally developed in 2018 by Jennifer Quintana and determined appropriate Time in Rank for all employees
 - In 2021, this was updated from the DPA 2021-2022 Pay Plan by Corey Shilling
 - Results
 - 109 Classified positions reviewed
 - 80% In Range / 2% Over Range / 18% Under Range
 - Funding of \$54,345 to bring those positions in the “under range” to within pay range (90% of DPA rate)
 - It was noted that this is a projection of funding needed and will need to be presented to the Board of Governors

- The requested funding will also need to be approved by BOG and the VP of Finance and Administration
 - Gender Equity Findings
 - It was noted there were no disparities based on the results of the report
 - COLA & Equal Pay for Equal Work
 - It was noted that the Colorado Governor determines any merit or COLA increase
 - Equal Pay for Equal Work provides protection from discrimination in pay
 - Recommendations
 - Establish an internal process for annual review of Classified Staff employees
 - Provide an individual compensation study report for each Classified employee over 0.5 FTE (in the near future) and on an annual basis going forward
 - Provide opportunity for employees to view results of the study report (with individual names removed for confidentiality) via a physical copy located in HR
 - Follow-up Questions?
 - Send an email to hr@csupueblo.edu
 - Trisha thanked the group for sharing the update today and attending the meeting.
 - At 10:26am, Kat Abernathy, Jennifer Quintana and Niki Toussaint departed the meeting
- **Approval of Minutes**
 - A motion was made to approve the minutes (Joleen) and the motion was seconded (Sandie). All in favor, none opposed, and the motion was approved
- **Treasurer's Report**
 - Julie advised no report distributed today – there were some minor increases in the Foundation area related to payroll deductions and it's expected that the end of fiscal year report will be available next month
- **Old Business**
 - None discussed.
- **New Business**
 - **New Members**
 - Trisha welcomed our New Council Members in attendance at the meeting today – Veronica Santistevan and Steve Hodge
 - **Vote for Executive Board**
 - Following the discussion, a motion was made (Sandie) to keep the current members in the positions of the Executive Board (Trisha Pocius as President / Joleen Ryan as VP / Julie Stevens as Treasurer / Jennifer Lawson as Secretary) to next year – and the motion was seconded (Joleen). All in favor, none opposed, and the motion was approved.
 - **August Meeting Reschedule**
 - It was noted that this meeting currently conflicts with Convocation Week and it was recommended that the date is changed to Wed, Aug 11
 - Julie noted that she would be out that day and will plan to provide the updated Treasurer's Report prior to the next meeting

External Committee Updates

- **Parking Committee** – Veronica & Julie
 - Julie shared the following updates:
 - Gold lines have been added across campus to indicate Reserved Spaces
 - There is no state funding for parking related expenses and signage – and these expenses are paid out of the parking allotment
 - It was noted that 750K was the cost to repave one of the parking lots
 - It is expected there will be a 25% increase in parking fees to pay for expenses
 - Some additional items being considered for the future include increasing the fines for parking in handicap spaces and possibly adding Parking Mobile features in parking lots for convenience of making payments.
 - In the future the Parking Committee and Appeals Committee will be combined to streamline decisions.
 - Any questions?
 - When will the 25% increase in fees go into effect?
 - Expected next year
 - Will fiber optic locations be part of the process for repaving in the future?
The last time repaving was done, a cable was damaged
 - Julie will follow-up with Laurie Kilpatrick (or the Parking Committee) regarding this question
- **The following External Committees had not met to date**
 - **University Leadership Team** – Trisha
 - **Faculty Senate** – Jennifer L., Frank, & Julie
 - **President’s Budget Advisory Committee** – Trisha
 - **Information Technology Board** – Sandie & Frank
 - **Diversity Executive Leadership Team** - Trisha

Internal Committee Reports

- **Birthday Grams** – Sandie & Joleen
 - Joleen advised there were a lot of birthdays in July and confirmed that the date listed on the candy bars is a “best buy date” and that more candy bars will be purchased again soon.
- **Student Scholarship** – Lynnette, Cheryl, & Joleen
 - Lynnette advised there were 6 applicants who qualified and the following (4) individuals received scholarships this year:
 - Dante Bartolo, Skyler Gutierrez, Shaina Rippetoe and Isabella Mobley
 - Congratulations to all the recipients!
 - Lynnette advised that she is term limited this year and another individual will be needed for this committee in the future

- **Outstanding Employee Awards** – Vicki & Veronica
 - It was noted that some of the CSC members attended the event and the winner and nominees were as follows:
 - Mary Sandoval Administrative Assistant III Teacher Education Program, won the Outstanding Classified Staff Award
 - The following employees also received a nomination for this award
 - David Bartolo, IT Professional/ Database Administrator/ Programmer Analyst
 - Eleanor Casares, Administrative Assistant II, Extended Studies
 - Lynnette Leachman, Assistant to the Dean of the College of Health Education and Nursing
 - Makenna Rademaker, Administrative Assistant III, Exercise Science & Health Promotion
 - Congratulations to all the individuals!

- **Committee “How To” Documents**
 - Following the Outstanding Employee Awards discussion, it was suggested by Veronica that we consider developing how to documents, instructions, and other helpful information for the processes related to the various committees
 - It was suggested that each committee consider how they might approach this idea (as opposed to creating another committee) and that we would continue to discuss this in the future
 - It was also suggested that Veronica contact Vicki Becker, as she is a helpful resource with lots of background and information on the various committees

- **Fundraising** – Classified Staff Council
 - Give Day
 - It was noted the deadline for the application is due Sept 10
 - It was suggested that we consider updating the video
 - Trisha advised she would follow-up with Keelan regarding the project

- **The following Internal Committees had not met to date or no updates to share**
 - **Welcome** – Veronica & Yvette

- **Website Update**
 - It was asked if we could share an update regarding the status - and Joleen confirmed some preliminary changes have taken place to date
 - It was suggested that we add this topic to the meeting in August to review and discuss potential changes or updates as a group

- **Ad-Hoc Bylaws Committee**
 - It was recommended that we add this Committee to the agenda as a new “Internal Committee,” and the work can continue related to updating the Bylaws and finalizing the details for the Executive Board vote selection for next year

- **Other Comments or Questions?**

- **Future Guest Speakers**

- Trisha advised she would reach out to President Mottet to see if he may be available to attend a future meeting (maybe in August?)

- **AIS**

- It was noted that President Mottet advised (in another meeting) that information is being gathered and discussions are taking place regarding possible alternative options

- **Zoom Classroom**

- It was noted that IT is currently looking into the possibility of offering this as an option for classes in the Fall for CHASS

- **Fall Operations**

- It was asked if there are any known restrictions related to gathering
 - None communicated to date - and it was noted that signage and other related items have been removed from most areas and buildings, and that chairs have been returned to most gathering spaces

- **NetID**

- It was asked how NetID information is being distributed to Adjunct Faculty and what processes are in place for notifications.
 - Following the discussion and a short demo, Makenna offered to email the group a copy of the email template that she distributes with information regarding NetID and PID to new employees.

Adjournment: The meeting adjourned at 11:26am.