

## Classified Staff Council

### Meeting Minutes

Wednesday, Oct 20 at 10:30am (via Zoom)

#### Present:

Trisha Pocius, Joleen Ryan, Julie Stevens, Jennifer Lawson, Sandra Bandimere, Makenna Linn, Veronica Santistevan, Yvette Martinez

#### Excused:

Jen De La Torre, Frank Johnson, Cheryl Mincic

#### Guests:

Chris Smith

Elizabeth Wolf

Sherece Alaniz

Mary Sandoval (*joined at 11:10*)

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#### The meeting started at 10:33

- **Approval of Minutes**
  - A motion was made to approve the minutes (Sandi) and the motion was seconded (Joleen).
- **Treasurer's Report**
  - Julie advised that the report included payroll deductions and candy purchase for Birthday Grams. It was also noted that the final year-end report is still pending.
  - Any questions? None
- **Old Business**
  - **Give Day Reminder – Thurs Oct 28**
    - Trisha will be sending follow-up emails and reminders to all the Classified Staff
    - For those interested, the CSU Pueblo Foundation also has information that can be shared via social media
- **New Business**
  - **COWINS**
    - It was noted that COWINS has asked to attend a Classified Staff Council meeting
    - Following the discussion and vote, COWINS will be invited to attend as a Guest at the meeting in December.
    - Some additional highlights from the discussion included:
      - Individuals are not required to be a member (optional)
      - If join, the fees are based on a percentage of your salary
      - Voting period is from Oct 6 – Nov 16 (do not have to be a member to vote)
      - A flyer was distributed at the previous meeting and Trisha offered to forward along
      - It was also noted that a recent email sent by Jen Martin-White to Classified Staff included a link to the FAQs for COWINS.

- **External Committee Updates**
  - Diversity Executive Leadership Team – Trisha
    - Bylaws have been signed recently
    - Trisha will forward to the group when finalized
  - Faculty Senate – Sandie, Jennifer L., Joleen,
    - Sandie advised the following updates were shared at the meeting in September: Enrollment is down, 3% raise on tuition is expected, and the IT survey was discussed
  - Parking Committee – Veronica & Julie
    - Julie suggested to remind individuals to obtain parking passes
    - It was also noted that Adjunct Professors receive a discounted rate
  - No updates and/or the group did not meet for the other committees listed below:
    - University Leadership Team - Trisha
    - President’s Budget Advisory Committee –Trisha
    - Information Technology Board – Sandie & Frank
  
- **Internal Committee Reports**
  - Birthday Grams – Sandie & Joleen
    - Joleen advised there were 16 birthdays in October including one of our Council Members – Happy Birthday!
  - Welcome – Veronica & Yvette
    - Veronica advised no new staff members to date and she also received a box of donated items that can be used for welcome gifts
  - No updates and/or the group did not meet for the other committees listed below:
    - Fundraising – Classified Staff Council
    - Outstanding Employee Awards –Veronica, Makenna
    - Student Scholarship – Cheryl, Joleen, Sandie
    - Bylaws Committee – Trisha, Jennifer, Sandie, Veronica
  
- **Committee Update**
  - Trisha advised that Steve Hodge is no longer a member of the Classified Staff Council and will not be participating in committees.
  
- **Misc. / Topics**
  - Classified Staff Supplies
    - Veronica asked if the items had been picked up and Makenna confirmed these are being stored in the Records Room
  - Christmas Decorations
    - Following the discussion and vote, it was decided to reduce the price to \$5.00 each
    - Chris Smith offered to display these in the Book Store in November and advised that \$1.00 will go to the Book Store as processing fee.
    - Makenna will drop off soon and Trisha offered to mention this as an Email Digest update
  - Door Decorating Content
    - If anyone is participating in the event, Mary advised to email Jen Martin-White
  - Konica Minolta Copier
    - Mary advised the toner supplies are currently on backorder and individuals will need to set-up an account to enter in the copy details for billing purposes
    - Mary offered to forward an email to others if needed with more information
  
- Anything else? None. A motion was made to adjourn the meeting and seconded.

**Adjournment:** The meeting adjourned at 11:22