

Classified Staff Council

Meeting Minutes

Wednesday, Sept 15 at 10:00am (via Zoom)

Present:

Trisha Pocius, Joleen Ryan, Julie Stevens, Jennifer Lawson, Sandra Bandimere, Makenna Linn, Veronica Santistevan, Steve Hodge, Jen De La Torre, Frank Johnson

Excused:

Cheryl Mincic
Yvette Martinez

Guests:

None

The meeting started at 10:03am (*no agenda*)

- **Approval of Minutes**
 - A motion was made to approve the minutes (Joleen) and the motion was seconded (Veronica). All in favor, none opposed, and the motion was approved
- **Treasurer's Report**
 - Julie advised that some initial income was received from payroll contributions and last year's Give Day donations, and there were no other updates to share
 - Any questions? None
- **New Business**
 - **Committee Selections**
 - Following the discussion, the final committee selections are noted below:
 - External Committee Updates
 - University Leadership Team - Trisha
 - Faculty Senate – Sandie, Jennifer L., Joleen,
 - President's Budget Advisory Committee –Trisha
 - Information Technology Board – Sandie & Frank
 - Parking Committee – Veronica & Julie
 - Diversity Executive Leadership Team – Trisha
 - *Strategic Planning Committee – TBA*
 - Internal Committee Reports
 - Birthday Grams – Sandie & Joleen
 - Fundraising – Classified Staff Council
 - Outstanding Employee Awards –Veronica, Makenna
 - Student Scholarship – Cheryl, Joleen, Sandie
 - Welcome – Veronica & Yvette
 - Bylaws Committee – Trisha, Jennifer, Sandie, Steve, Veronica
- **Old Business**
 - None discussed

- **Give Day**
 - During the meeting, it was confirmed that the Give Day application was submitted and the application submitted this year was similar to last year
 - It was noted that this year Give Day will take place on Thursday, October 28
 - Jennifer offered to distribute a copy to the group by email following the meeting

- **Committee Supplies**
 - It was asked how supplies for the committees are purchased (i.e. Birthday Grams).
 - Joleen advised we are able to use a pCard for purchases if tax-exempt status has been arranged with the vendor. If tax-exempt status has not been arranged, we can purchase the items (with personal funds) and submit a form for reimbursement (less the tax).
 - It was noted that reimbursements are no longer processed by the Cashier's office and must be submitted via Kualii
 - It was asked if the items could be purchased via Shop Catalog instead of a personal reimbursement and this is TBA
 - It was noted that the items provided by the Welcome Committee were donated previously by other areas (such as the Book Store or Marketing)
 - Julie suggested that we establish a budget for the supplies needed for each of the committees in the future for the Treasurer's Report

- **CSC Supplies**
 - Trisha advised that Vicki Becker requested to arrange a pick-up of all the Classified Staff Council supplies from her office (*as she is retiring soon*)
 - Following the discussion, Trisha advised she would distribute a copy of the email to the group to coordinate the next steps and determine storage placement in the future

Committee Updates

- Trisha asked if there were any External Committee or Internal Committee updates to share, and noted there were no updates from ULT, PBAC or the Diversity Executive Leadership team

- **Birthday Grams**
 - Joleen advised there were 9 birthdays for September, the candy supplies are now gone, and she will purchase more candy soon

- **Parking Committee**
 - Julie noted there have been a number of appeals with claims that students were told there would be no parking tickets due to COVID-19
 - Julie advised there were no changes to the parking policies during this time and individuals were still expected to obtain parking permits
 - Julie noted that the parking permits are connected to the license plate numbers – and that a maximum of (3) vehicles are allowed per permit
 - It was asked if the work study students from the Parking and Safety Office walk around the parking area and take pictures of vehicles – and if they have shirts or name tags
 - Julie confirmed that photographs are taken (for evidence of parking violations) and will check with Laurie Kilpatrick if shirts or name tags are worn

- **The other remaining committees (listed below) had not met to date or no updates to share**
 - **External Committee Updates**
 - Faculty Senate
 - Information Technology Board
 - **Internal Committee Reports**
 - Fundraising
 - Outstanding Employee Awards
 - Student Scholarship
 - Welcome
 - Bylaws Committee

Misc. / Other Questions or Comments

- **Website**
 - Joleen noted she would update the website with the final Committee Selections
- **Pictures**
 - It was asked if there would be an opportunity to take updated photos (TBA)
- **Calendar Alignment**
 - It was asked if the decision was finalized and Trisha confirmed
 - Trisha advised the new alignment would go into effect Fall of 2022
 - It was confirmed that a communication was distributed by President Mottet regarding the changes and Trisha advised she would distribute a copy of the email to the group following the meeting
- **Banner vs. AIS Reporting**
 - During the meeting, there was some discussion regarding the reporting differences and Trisha provided a short demonstration in Banner (Course Master Report)
 - Joleen noted that she requested a “Major and Minor Report” and could distribute this to others as needed – and Trisha and Makenna both requested a copy
- **CSC Meeting Time**
 - Trisha confirmed she does has potential conflicts in Oct and Nov – and advised she would send an updated invitation the group for the 10:30am start time
 - It was also noted that, for the remainder of this year, the CSC meetings would continue to be via Zoom (*with no in-person option at this time*).
- Trisha asked if any other questions or topics of discussion?
 - None

Adjournment: The meeting adjourned at 10:43am.