

CLASSIFIED STAFF COUNCIL

Retreat Minutes

Friday, May 19, 2017

Attendees: Vicki Becker, Mary Ann Henrich, Stephen Hodge, Trisha Pocius, Paul Wallace, Lori Blasé, Liam Harty, Joleen Ryan, Veronica Santistevan, Cindy Sufian, Kim Wharton

Speaker: Kristyn White-Davis, PHD

MBA Director / Special Assistant to the Dean / Chair – Hasan School of Business

Dr. White-Davis spoke on the effects of how communication has and is evolving, especially in the work environment. She discussed global communication, growing diversity in the workplace, different categories in business, along with traits of effective email. Maintaining professionalism is advised using proper English, grammar, and punctuation for conciseness, clarity, courtesy and correctness.

Approval of Minutes: Trisha Pocius made motion to approve, Stephen Hodge 2nd; all approved both March 2017 and April 2017 minutes, with a change to spelling of Melody Grublak's last name from Grublac to Grublak.

Treasurer's Report: as of 02/15/17

- a. Operating: \$1029.91
- b. Reserve: \$781.17
- c. Discretionary: \$1471.20
- d. Scholarship: \$26,534.08

C.S.C. Officer's Responsibilities:

- a. President: most of the responsibility
 - i. "spends" C.S.C. funds
 - ii. Point of contact
 - iii. Participates in many committees and attends meetings
 - iv. Creates monthly agenda
- b. Vice President: fills in and assists President
- c. Secretary: Takes and types up monthly meeting minutes
- d. Treasurer: Manages and reports on all four Council accounts:
Operating, Reserve, Discretionary, Scholarship

Election of 2017-18 officers, (take office July 01, 2017):

- a. President: Vicki Becker
- b. Vice President: Trisha Pocius
- c. Treasurer: Stephen Hodge
- d. Secretary: Joleen Ryan

Classified Staff Council Members for 2017-2018

(Meetings still ADM. 109, 10am-11:30am Third Wednesday of each month)

Vicki Becker
Lori Blasé'
Liam Harty
Stephen Hodge
Lynnette Leachman
Trisha Pocius
Stacy Righini
Joleen Ryan
Veronica Santistevan
Cindy Sufian
Paul Wallace
Kim Wharton

Old Business:

Classified Staff Employee picnic scheduled – Wed. June 7th, 2017

Life Science Bldg. Atrium

Need volunteers for setup/pick up food from King Soopers/cleanup

New Business:

- a. Vicki will schedule meeting with new incoming President Mottet
 - i. Regarding Classified Staff Council processes and issues

External Committee Updates and 2017-2018 representatives:

University Leadership Team: Vicki Becker

- i. Maestro grant:
 - 1. High school students taking classes 1 month before fall semester begins...may stay and attend 2017-18.
- ii. Our University scored well with Higher Education Learning Commission's visit previous month.
- iii. Enrollment slightly down currently same with all in state.
- iv. Data analysis company, Capture Higher Ed., is now replacing Royal.
- v. In-State tuition in California is higher than our Colorado WUE, (Western Undergraduate Education), rates.

Faculty Senate – Paul

- i. Sustainability Committee – to get campus more “green”.
- ii. Recycling on campus – promote and teach

University Budget Board – Vicki and Trisha

- iii. Reviews budgets

Instructional Technology Board – Liam

Parking Committee – Stephen and Veronica

- i. Votes on parking ticket appeals

Statewide Liaison Council – Trisha/Stephen

- i. May be eliminated

University's Board on Diversity and Equality – Veronica
Strategic Planning Task Force – Stephen

- i. Reviews long term goals

Internal Committees Reports

- a. Birthday Grams – Cindy and Lori
- b. Convocation – Vicki, Kim, Trish and Lori
- c. Fundraising – Classified Staff Council
- d. Outstanding Employee Awards – Lori and Cindy
- e. Classified Staff Student Scholarship – Veronica, Liam, Lynette and Cindy
- f. Website – Lallo
- g. Welcome – Lori and Joleen

Adjourned: 04:00pm