

**Classified Staff Council**  
Meeting Minutes  
Wednesday, Aug 11 at 10:00am (via Zoom)

**Present:**

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

**Excused:**

Jen De La Torre  
Julie Stevens  
Frank Johnson

**Guests:**

Chris Smith  
Mary Sandoval  
Chad Berry  
Kathleen Hund  
Sherece Alamiz

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**The meeting started at 10:07am**

- **Proposed New Meeting Start Time**
  - Trisha advised she has several conflicts with the 10:00am start time in the next few months.
  - It was suggested that we consider starting at 10:30am going forward.
  - Trisha will update the schedule and confirm availability with the group.
  
- **Approval of Minutes**
  - A motion was made to approve the minutes and the motion was seconded. All in favor, none opposed, and the motion was approved
  
- **Treasurer's Report**
  - In Julie's absence, Jennifer advised the June and July reports were sent to the Executive Board
  - The June (FY21) final numbers are pending and will available later in the year
  - The July (FY22) report is also pending details from Kualii
  - It was noted that last year, the final numbers for fiscal end were available closer to December
  - It was suggested that the June and July reports be distributed to the CSC when finalized
  
- **Old Business**
  - **Compression Study**
    - It was asked if anyone had received updates from HR to date and none confirmed
    - It was noted that the funding was pending the Board of Governor's meeting and it was suggested that approval may be dependent on finalization of this process
    - Trisha advised she would verify the status with HR (at the ULT meeting tomorrow) regarding individual reports and share an update with the group

- **New Business**

- **Committee Selections**

- Following the discussion, a draft of the Committee Selection updates were distributed to the CSC by email (copy below) for additional comments and change requests
- It was noted that some items are TBA and we may need to finalize the selections at next month's meeting.
  1. External Committee Updates
    - a. University Leadership Team - Trisha
    - b. Faculty Senate – Jennifer L., Joleen, Sandie Frank, & Julie
    - c. President's Budget Advisory Committee –Trisha
    - d. Information Technology Board – Sandie & Frank
    - e. Parking Committee – Veronica & Julie (TBA?)
    - f. Diversity Executive Leadership Team – Trisha
    - g. Strategic Planning Committee – TBA (*Trisha will confirm if active committee*)
  2. Internal Committee Reports
    - a. Birthday Grams – Sandie & Joleen
    - b. Fundraising – Classified Staff Council
    - c. Outstanding Employee Awards –Veronica, Makenna Vicki
    - d. Student Scholarship – Cheryl, Joleen, Sandie
    - e. Welcome – Veronica & Yvette
    - f. Bylaws Committee – TBA (*Trisha, Jennifer, Sandie, Steve, Veronica*)

- **Website**

- During the meeting, some pages were reviewed and below are some of the highlights from the discussion.
  - **Student Scholarships**
    - Needs an updated description and information
    - It was suggested to include names of the recent recipients
    - Consider updating or removing old pictures
  - **Holiday Craft Fair**
    - Will remain on the website for now as a potential placeholder
    - It was noted this event required a lot of preparation in the past
    - It was confirmed that the crafts were coordinated with outside vendors
    - It was noted the catering would need to be provided via Aviands
  - **Letters from Santa**
    - It was noted that not many letters were purchased last year (suggested due to COVID) and more letters had been purchased the year prior
    - Sandie, Cheryl, and Steve offered to coordinate the fundraising event this year and will follow-up with Vicki regarding the process
    - The website page will also need to be updated as it currently references Vicki's information
  - **Resources**
    - There were a number of outdated items suggested to be removed
    - It was noted that copies of the information being removed would still be retained on the shared drive folders

- **Guests**
  - Trisha recognized and welcomed all the Guests at the meeting and thanked them for attending the session today
- **LINC Presentation**
  - In Julie's absence, Jennifer provided a brief overview of the presentation below, as the Library has received a number of questions regarding the LINC
    - [https://docs.google.com/presentation/d/1utrgAgH0cE3OU\\_4CZg2V51PD24TdRGnpGT8pfZSYcnQ/edit#slide=id.p](https://docs.google.com/presentation/d/1utrgAgH0cE3OU_4CZg2V51PD24TdRGnpGT8pfZSYcnQ/edit#slide=id.p)
  - There will be an information session on Thurs, Aug 19 at 3pm at the Library

### **Committee Updates**

- Trisha opened it up to the group and asked if any External or Internal Committees had updates to share.
  - **Birthday Grams**
    - Joleen advised there were a total of 8 birthdays acknowledged in the month of August
  - **Diversity Executive Leadership Team**
    - Trisha noted that they had a retreat last week (she was not able to attend).
    - The focus is to continue the development of the bylaws
    - Trisha advised she will also confirm if participation is by appointment (from President Mottet) or if another CSC member may be able to attend going forward
- **The remaining committees (listed below) had not met to date or no updates to share**
  - External Committee Updates
    - University Leadership Team - Trisha
    - Faculty Senate – Jennifer L., Frank, & Julie
    - President's Budget Advisory Committee –Trisha
    - Information Technology Board – Sandie & Frank
    - Parking Committee – Veronica & Julie
  - Internal Committee Reports
    - Fundraising – Classified Staff Council
    - Outstanding Employee Awards – Vicki & Veronica
    - Student Scholarship – Cheryl, & Joleen
    - Welcome – Veronica & Yvette

**Adjournment:** The meeting adjourned at 10:51am.