

Classified Council Minutes

Thursday, May 18, 2017 | 2pm – 4pm | CHI 208

Roll Call

Sarah Renkes

Present: Barbara Burgess, Angel Clemens, Tracy D' Ambrosia, Conni Harris, Sarah Renkes, Somer Rodgers, Susan Ross, Laura Vazquez, John Woodbury, Shelley Dean

Excused: Brisa Arias-Leon, Melodie Clay, Irma Fregoso,

Approval of April Minutes

Sarah Renkes

Approved

Treasurer's Report

John Woodbury

Main Account:	\$2,267.96
2016-2017 Angel Program Net	\$1,276.56
2016-2017 Main Account Net	\$991.40

Travel/Mileage:	\$67.34
Operating:	\$50.00

Awards Account:	\$240.30
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What's Up with Classified

Shelley Dean

- Cat Leave – Joe Martino – Facilities
- Open enrolment is very active right now closes May 31st
 - Mailing forms need to be post marked by May 31st
 - Any outstanding documentation -birth certificates, Marriage Licenses due to PEPB by June 16th 2017
 - Kathy Eghoian can also submit the documentation
 - 2 HPN plans
 - New cards for all
 - Current HPN plan stays the same
 - Full time students are now covered as long as it is an accredited institution anywhere in the united states
 - Travel for member and student also covered
 - HSA changes can be made online at any time on their web site
 - Wellness credit is back – make sure doctor codes it as a wellness check

Classified Employee of the Month

Susan Ross

** Not Determined**

Committee Reports

Executive Leadership Team

John Woodbury

- OTS working on email migration. Upgraded features, more security, 100 GB. Email storage. More info can be found at <https://www.csn.edu/email>
- Campus District Model – proposed visit from Dr. Jerry Sue Thornton, June 28,29 & 30
- Faculty Senate working on a bunch of policy revisions
 - Curriculum, travel, sabbatical, academic integrity, workload, animals on campus, policy development, dept. chair election, acceptable use, grade appeal, spring break schedule, disruptive student, smoking... If you search policies, all of them will come up; you can click to see status.
 - Question regarding the Smoking issue – how can the facility determine what Classifieds do
 - Need smoking areas away from all doors
 - Question regarding Facility Senet wanting student services open until 7 pm 5 days a week?
 - Four 10's

Diversity Council

Sarah Renkes

- Setting up training modules to incorporate various areas of diversity like the Customer Service Excellence training
 - Working on incentives to complete the various training
 - Stipend – gift...
 - Questioned how that would work with Classifieds
 - Supervisor incentive or mandate to allow Classifieds to participate
- Increase Diversity in the Search committees as the same people are picked for the committees
 - Mentioned that Classifieds are not being used for search committees the same after the change in who needs to be part of the committees
 - Require all search committee members to complete the Diversity training modules to insure that all individuals on the committee have a real understanding of Diversity and what it means to CSN

Off for summer

Strategic Futures Task Force

Sarah Renkes

Completed waiting on approval

Classified Legislative Committee

Somer Rodgers

No new updates

Work Climate Committee

Somer Rodgers

- Pace survey in the fall
- Have the committee have various Professionals and Administrators provide updates
 - Once a month – webinar where all employees would be able to watch and ask questions from their desk
 - Remove silos – how one department effects another department

Constituent Concerns

John Woodbury

- Employee was concerned regarding the menu for the recognition week
 - Employee was guided to read the RSVP regarding the menu
 - Email regarding the menu was also sent

Unfinished Business

John Woodbury

Employee Recognition Week May 22- 26

TAKE PICTURES OF ALL EVENTS!!!!

Wristbands – deliver on Monday, 5/22; labels say “Thanks for ALL you do!”

Move Night Delivery – deliver on Wednesday 5/23; labels have Redbox code!

Ice Cream Social - 12:30p-2:30p (event starts at 1p)

- NLV – CYC2638 - John, Susan, Sarah, Irma, Laura
- Charleston – D lobby - Barbara, Tracy, Shelley, Conni, Somer
- Henderson – HNC224 - Angel, Melodie, Brisa

Toppings/ Whip Cream

Henderson Ice Cream will be delivered by Korin, sometime before Tuesday.

Dennis' freezer is already in Henderson.

Charleston Ice Cream is being picked up at NLV by Conni Jo on her way to Ice Cream Social.

Luncheon - 10:30a-1:30p (event runs from 11:30a-1p)

Balloons will be delivered at 10:30.

Point People

- NLV – John 702.245.4040 with Susan, Sarah, Irma, Laura
- Charleston – Somer 702.845.0901 with Barbara, Tracy, Conni, Shelly
- Henderson – Angel 702.513.5531 with Brisa
- Swing – John 702.245.4040 with Barbara, Laura

Please text John 702.245.4040 once caterer arrives and food is set up. Take pictures of setup.

RSVP's

- NLV - 100
- CH 69 - 120
- HN - 32
- SW - 25

Luncheon Prizes – John will determine the prize/employee ratio (the calculation will be figured using the amount of employees that are participating in the drawing) and interoffice prizes to each campus along with supplemental compensation forms. If prizes were purchased by a Council member, form will be marked as such. Winner still needs to sign form; however, they will not be accessed tax.

For example, if there are 20 prizes, and 200 employees participating, that equals 1 prize for every 10 employees. If Charleston has 100 employees, they would get 10 prizes. If Henderson, has 10 employees, they would get 1 prize, etc.

New Business

John Woodbury

Election

- Email Call for applicants June 1st
- Email reminder June 6th
- Application due June 8th
- Ballot sent June 9th
- Votes Due June 15th
- Results announced June 20th

Council members whose terms are up

- Barbara Burgess – WC
- Melodie Clay - HN
- Conni Jo Harris - SUM
- Sarah Renkes - NLV
- Somer Rodgers - HNDT
- Susan Ross - NLV

Potluck

- Email invite June 1st
- Email reminder June 12th
- Potluck June 22nd - June Whitley

Public Comment

No comment

Adjourn - 3:02