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# MEETING MINUTES – MARCH 19, 2020

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**Call to Order:** 1 p.m.

**Time:** 1 p.m.

**Location:** Remotely via BlueJeans

**Attendees:** Sarah Gill, Julia Bledsoe, Tina May, Teri McKinney, Dr. Hilgersom, Valerie Kelley, Amber Anaya, Cathy Brewster, Hannah Thomas, Chynna Sandgren, Donna Kamen, Jeffrey Metcalf, Jenny Taufa, Carol Gribbin, Sami Perez, Janet Bicker, Gina True

## Approve Minutes

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Minutes for Feb. 20<sup>th</sup> meeting will be approved at next open meeting.

## Board Member's Reports

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### 1. President's Address

Dr. Hilgersom thanks everyone for being flexible and resilient. This has been a challenging situation but everyone rolling up their sleeves and working together to implement plans has gone well. Students return on Monday and is hopeful that it will go smoothly. There may be some unintended consequences, but we will work together to get them resolved. Dr. Hilgersom was thankful for the classified staff and is so appreciative. She understands there may be complaints and they will go to the frontlines (Admins) first. She hopes everyone is staying safe and enjoying a bit of family time when they can.

### 2. Board Members Report

- President's Report – Julia Bledsoe
  - i. Update on Conversation with the President

Julia asked Dr. Hilgersom to speak about leave and how it is being handled. Dr. Hilgersom stated that if your job functions in a way that you can work from home, you can maintain your duties and will still be paid with no impact on annual or sick leave. In the event that your position does not function well from home, then please work with your supervisor to see if there are any special projects that you can do. If not, then you can go on administrative leave with pay.
  - ii. Update on Employee of the Month Wall

Julia shares that we are out of space on the EOM wall and that the board has discussed this over the academic year with the President who has been quite willing to help fund the project. There have been some updates, so Julia asked for input from Dr. Hilgersom. The Classified Executive Board has had multiple meetings with Jacob Estes and Ben Davis to discuss moving the AED machine so that room can be made for the new EOM panel. It has been determined that the AED unit is not hard-wired, but a stand-alone and should be pretty easy to move. The emergency strobe is hard-wired and will need to be moved, which will cost roughly \$475. Looking to start the project this summer and shouldn't take much from Facilities, maybe just a little patchwork. A quote was obtained for removing all lettering and repositioning everything, which was quite expensive, so have asked to adjust the quote to leave decals in place and just add another panel. Julia asked if the President's Office would still be willing to help pay for panel if Classified Council

was to pay for moving the strobe and AED device. Julia will ask Jacob to send the new quote to Dr. Hilgersom and herself.

iii. Classified Symposium

Hopefully we should be back on campus and still be good to go for Classified Symposium. Cathy Brewster and Julia Bledsoe are not sure as to what will happen though. Cathy is going to get things lined up and have the speakers/workshops in place, but not sign contracts. Cathy feels we can wait until late April or the first part of May to finalize everything. The Classified Symposium plans to join forces with the Administrative Professionals event as the themes are very similar. Administrative Professional's theme is *In It Together* and Classified Council's theme is *Unity*. Cathy said the events should begin Wednesday, July 8<sup>th</sup>. On the morning of July 9<sup>th</sup> there will be a brunch, an update from Dr. Hilgersom, and the ever-popular smoothie bar in afternoon. A unity lunch will be held on July 16<sup>th</sup> in the Student Center. Julia asked if the classified staff had any ideas for workshops. The benefits people will be coming in as it was fairly popular last year. A safety and security workshop will be held along with plans of a session covering money/financial planning; we may work with FLAMES to offer the financial workshop. With the 30-day shelter, financial planning and saving will most likely be in everyone's forefront.

iv. Julia had no other updates and asked if anyone had questions about the current situation or things they wished to share?

- Amber Anaya is grateful for the opportunity to work from home and feels this has been an easy transition.
  - Jeffrey Metcalf misses his two screens and many feel the same.
  - Julia is grateful she has opportunity to work from home and that we are all still employed and still being paid. If college did not come up with the administrative leave with pay the facilities folks may not have been paid. Julia is concerned for the state's future and shares that we should be prepared for furloughs. Furloughs have not been addressed with anyone, but just from her prior experience and knowledge she says we should be prepared.
  - Janet Bicker is experiencing minor issues with Workday. Some functions are not transferring over such as with the Add Job process. Lauren in HR recommended Janet to manually type some info in rather than use the look-up tool.
  - Donna Kamen agreed with what Janet shared. If you cannot get info to pull up, you'll need to type the info in. Workday is acting a bit slow. Donna is available to help if we need it. She will be sending out an email to all mailboxes in the very near future.
  - Tina having small trouble connecting to the VPN at times and added that IT have been extremely quick to respond and assist.
  - Jeffrey agrees IT has been very helpful. He lost access to his drives and they were quick to respond to him.
  - Cathy has had great experience with IT too. Her computer is a bit older and IT was able to remote into her computer to get her up and running.
- Vice President's Report – Tina May
    - i. Faculty Senate Update

Chancellor attended and gave updates regarding the multiple searches going on. Searching for UNLV President and the Board of Regents position. He also spoke about how the institutions will be handling campus closures due to the Coronavirus. (Amber believes the Presidential searches have been put on hold). Jeffrey is waiting to build some classes specifically PEX classes for the upcoming Soccer season, so waiting on Faculty Senate items. Julia will reach out to Virginia to see if things can be pushed through.

- Secretary's Report – Sarah Jacobsen-
  - i. No Report
- Treasurer's Report – Sarah Gill
  - i. Operating- \$6,256.94
  - ii. Emergency Loan- \$1418.50
  - iii. Employee Recognition- \$1615.89
- Hospitality Officer's Report – Teri McKinney
  - i. One flower arrangement was sent out to a classified staff member for the passing of their Mother.

### **3. Suggestions for Classified Symposium**

Julia says everyone loved the rock painting. If you have any ideas please send them to us. Classified Council really has tried to reach out to Facilities, so would like to add/offer some things that they'd be interested in. Heather Maye did a LEAN workshop last year and Cathy is working to get her to do another workshop. Julia felt it was fun, engaging, and informative.

### **4. Nominations for Classified Officers**

Please get involved if you feel that you have some time to donate and want to make changes for the classified staff. The call for nominations will go out soon.

### **5. Bylaws amendment**

- Extend officers service to end of July. Board responsibilities end in June and we feel that the extension would be helpful to the new board so that the exiting board is not leaving the new board to carry on without much experience. The current board is thankful for Tina May as she was on the board last year and really helped us get up and running for this year. Will look for a vote on this in the next meeting.
- The Executive Board is looking to add another position to Classified Council. This new position will be titled NSHE Representative and the incumbent will attend monthly meetings held by the All NSHE Classified Council. For now, Julia Bledsoe has agreed to be the President of the NSHE Classified Council through December 2020. Will look for a vote on this in the next meeting.

### **6. Reminder: Employee of the Year Nominations**

Nominations for the Employee of the Year are coming! If you know anyone who is doing an outstanding in your area or outside of your area, please nominate them or encourage others to nominate them. May 12<sup>th</sup> is set for the TMCC Award and Recognition ceremony. June 5<sup>th</sup> will be the EOM/EOY dinner celebration hosted by the President.

### **7. Adjournment- 1:53pm**