

# MEETING MINUTES – OCTOBER 15, 2020

**Date:** October 15, 2020

**Time:** 1:00 pm

**Location:** [BlueJeans](#)

*“The power of imagination makes us infinite.” John Muir*

Attendees: Amber Anaya, Tina May, Rachel Blackburn, Toni Hippert, Katt Warner, Chynna Sandgren, Julia Bledsoe, Sarah Jacobsen, Jackie Draper, Hallie Madole, Cynthia Olivo, Brooke Goins, Janet Bicker, Elise Cummins, John M. Johnson, and 2 anonymous guests

## 1. Approve Minutes

Move to approve. Rachel Blackburn motioned for approval, Amber Anaya seconded. All in favor. None Opposed. No abstentions. Minutes approved.

## 2. Board Members Report

- **President’s Report – Julia Bledsoe**

- The COVID Crisis Management Taskforce continues to work very hard. Ben Davis continues to stay on top of things along with NSHE. Tentative plans are to start spring with 10% more in person classes.
- Nothing else to report

- **Vice President’s Report – Chynna Sandgren**

- Chynna expresses her thanks for the EOM nominations. She is compiling them for catchup

- **Secretary’s Report – Katt Warner**

- No Report

- **Treasurer’s Report – Sarah Gill (proxy Rachel Blackburn)**

- Emergency Loan           \$1,618.50
- Employee Recognition   \$1,615.89
- Operating                   \$6081.83\*

\*Pending purchase of \$425 for EOM/EOY Wall

- **Hospitality Report – Rachel Blackburn**

- Since last meeting there have been the following has been sent out: A card to President Hilgersom, condolences card to Leslie Combs who lost a family member, and Congrats to Teri McKinney on her new position!

- **NSHE Representative Report – Tina May**

- Julia said that NSHE not very active since last meeting.
- Next Meeting 10/21/2020
- Tina May is new NSHE Classified Council Representative and she will take her position in January 2021 as this is a traditional yearly position and not a fiscal.
- Discussed was what system will be used for next year's meetings, and NSHE is working on refining bylaws. There were some drafted some in fall 2019, they not really fitting to NSHE model right now. This leaves 3 persons not holding office. This is not an equal representation. NSHE should let Officers do the work. There may be some tweaking to do on bylaws. This will be discussed next year. We are also working on Standardizing EOY we working on this with Sherry Olson at the Human Resources NSHE level. We are not quite clear on the procedure but we will get a start on it.
- The next open meeting NSHE Statewide October 28, 2020. Julia is hoping to present the meeting scheduled for upcoming year.

### **3. Classified Council Stipend**

- Discuss distribution President approved and has left it Classified Council to determine distribution.
  - Executive Board will discuss and hopefully make a determination at our next meeting

### **4. Distinguished Classified Grant-in-Aid**

- Presented to the Cabinet?
  - This was discussed with the President at the last Leadership meeting and the President will check to be sure this was presented to the Cabinet. The President has approved the stipend and will provide a memo to Classified Council so future Councils will understand that the stipend is ongoing.

### **5. EOM/EOY wall update**

- The new panel is up and Jacob Estes the Facilities Project Coordinator will update the letter sizing. It is smaller than the other font. Chynna will update next meeting.

### **6. Classified Birthday's acknowledge interest "opt in" survey status.**

- It has been decided that Hospitality will send a private greeting to recipients instead of to All Classified as not to bombard people with emails.

### **7. Encouragement for Classified employees to participate in Classified Council events and meetings**

- This has been an ongoing challenge in previous years. There seems to be an ebb and flow to interest. President Hilgersom is very supportive. This has tended to be one department specifically recently. Please reach out to the Executive Board if there are any issues with not being able to attend.

**8. Take-a-ways from the Classified/Facilities Buyout informational meeting. There were two meetings held. One in the morning and one in the afternoon to accommodate Custodial employees. Custodial showed interest in:**

- Computer literacy classes
- Access to Computers for custodial and probably facilities
- Benefits informational session in with Spanish translator. This is vital.

**9. Upcoming Events: Virtual Halloween, Silent Auction, Virtual Potluck and Recipe Book, Christmas ideas**

- Sent out 2 registration flyers for the Halloween Spooktacular. The times were changed due to conflict with President's office event drive thru trick or treat and costume contest. We may need to cancel if no more registrations come in.
- Tina May virtual flyer being drawn Janet and I are working on getting pricing for the cookbook, Marketing is working on the Flyer part and I discussed Ideas on how we are going to set up the cookbook. Diner, lunch, breakfast and snack or Seasonal. It will depend on the recipes we get.
- Silent auction baskets. We have about 6 or 7 for sure but have not collected yet. If we do not get a lot of interest, we may need to cancel this event as well.
- President Hilgersom is not sure of any plans for Christmas
- It was mentioned by a participant that there seems like a lot of burn out regarding virtual participation.

**10. Blood Drive**

- Statewide blood drive is shaping up. On November 3<sup>rd</sup> and 4<sup>th</sup> it will be onsite at the RDMT Student Center. On November 10<sup>th</sup> it will be at Edison and November 10<sup>th</sup> at Redfield. Grate Basin College in Elko also has some dates on calendar. UNR is not having any on site events due to the number of positive cases for COVID. Anytime now thru November 25<sup>th</sup> you can go to any blood drive location and tell them you are with NSHE and NSHE will get credit.
- There have been so many outside catastrophes that there is a need for blood.

**11. New NSHE Budget Reduction Taskforce Chair Patrick Carter**

- The first meeting will happen sometime in November. It has yet to be determined if TMCC will have someone on the advisory board. There will be only Regents on the NSHE taskforce. Julia has not had a chance to reach out to see if someone can represent on the advisory board.

**12. ARJ5 / Question 1**

- Julia has sent out some info regarding the ARJF and asks that you please vote and make sure you educate your self on this. I would mean that Regents may not be elected officials but appointed. It will position them to be more political representatives and not community representatives. Classified Council will continue to report to the governor no matter what.
- Discussion occurred on if anyone has any ideas to help with managing workload? What's everybody doing? Is anybody's workload causing you to get comp time? Some office's workload seems to be too much. It was mentioned that some employees in one office were earning comp time during the start of the Fall semester due to being understaffed and having less resources while working from home. Part of these problems have been resolved and they will see what happens when next semester begins.

- Julia said that if you are putting in comp time it must be approved in advance and you must have a variable signed. Must sign a Classified Staff Compensatory Time Agreement. You do not have to take comp time. You can request to be paid overtime. She also stated that it is important to know what your rights are. The Classified Staff Compensatory Time Agreement form has no expiration date. You can, however change your mind. Another option is do not work over 8 hours a day. You are responsible for that if they are not going to pay you.

\*\* When Julia came to TMCC the law is that you are to be paid out the comp hours if you reach 60 hours. Regardless if you agree to collect comp time. This is a law at state level, even at TMCC.

Come December if you haven't used your comp time or annual leave you can lose it. The law now says that you can carry over 320 hours where as previously it was only 240. The rest you lose after December of each year. They have to pay you out your comp time. Julia reached out to HR and spoke to BCN HR to see who is responsible for auditing this topic. \*The employee and HR is responsible. We must keep bringing it up!!

With retirements, we do not know if these positions are going to be filled. For instance in Facilities and Custodial, also the English department.

- **If anyone has anything to discuss or thinks of anything reach out to Classified Council at [classifiedcouncil@tmcc.edu](mailto:classifiedcouncil@tmcc.edu).**

**13. Next Meeting: November 19, 2020, 1-2pm via BlueJeans**

**Adjourned 2:02pm**