

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

Meeting Minutes
September 26, 2008
Charleston Campus – C-225

Call to Order: President Kevin Stich called the meeting to order at 2:00 pm.

Roll Call:

Anita Cullors	present
Jody Goggans	excused
DJ Johnson	present
Cat Maihen	excused
Sean Markum	excused
Melony Marshall-Haynes	present
Jamie Moseley	present
Peggy Osgood	present
Vickie Peoples	present
Lee Prescott	excused
Cindy Ray	present
Derek Smith	present
Sue Smuskiewicz	present
Kevin Stich	present
Philip Turco	excused
H.R. Liaison:	
Kathy Eghoian	present

Welcome and Introductions

Kathy Eghoian was introduced as the new liaison from Human Resources, replacing John Scarborough.

Minutes

Quorum was not established at the beginning of the meeting, so the approval of the minutes was moved to later in the agenda. Minutes from the April 2008, June 2008 and election meeting were approved for filing and will be posted to the Council web pages.

Treasurer's Report

Peggy Osgood presented the report. Balances for month ending August 31, 2008:

Main Account: \$2512.85

State Account: \$495.00

Awards Account: \$2087.62

Cabinet Report

Kevin Stich noted that there are 37 construction projects coming up, as well as the new Integrate program that is scheduled to be finished in 2011. A second round of budget cuts is expected, but preserving jobs is a priority. Reminder: 1% equates to about \$1,000,000 in budget discussions.

Classified Employee of the Month

Caroline Vizcarra, Green Valley Tech Center, nominated by Josh Ruter.

New Business:

Council Vacancies – Corey Cohen has resigned from Council, which leaves 15 of the 18 seats filled. Kevin Stich will send out an e-mail to the Classified List, soliciting volunteers to fill vacancies for the current term (through June 30).

Committees – Kevin Stich will e-mail all representatives to determine their interest in serving on the standing committees. (Per bylaws, our standing committees may include, but not be limited to Fundraising, Classified Employee of the Month, Bylaws, budget and Ethics/Conduct.

Many of the college committees (parking, childcare, etc.) are no longer meeting and we will discuss council representation to those when and if they reconvene. DJ Johnson's name has been submitted as a classified representative (2 year term) to the CAPE Advisory Board. Final appointment is made by Dr. Richards.

Meeting Ideas – Discussion was held regarding dates, times and types of meetings to increase participation and guarantee quorum. Kevin Stich will look into the possibility of a teleconferenced meeting that would eliminate the need to drive to another campus to meet.

Website/Newsletter -- Cindy Ray volunteered to take over the task of maintaining Council's webpage. Melony Marshall-Haynes, Sue Smuskiewicz and DJ Johnson volunteered to work on a newsletter that would be distributed primarily via e-mail, with a few copies printed for areas where employees do not normally have computer access.

Jamie Moseley noted that KC Brekken (College and Public Relations) is a good source of information on employee events for the newsletter.

Information Dissemination Ideas/Goals –

Kevin Stich is looking for ideas on how to better disseminate information to classified staff, as well as to determine a few goals for this year. He will send an e-mail to council reps who were absent from this meeting. Suggestions from those present were: Training, communication, council visibility, better food services, and fundraising.

Motion (Melony Marshall-Haynes): "...to have the "Boo-Gram" activity again this year."
Motion carried.

Melony, Cindy Ray and Vickie Peoples agreed to lead this activity and will serve as reps for their respective campus/areas.

Motion (Peggy Osgood): "...that the money raised from the Boo-Grams go towards a 'hats off' type of staff recognition event." Motion carried.

Motion (Peggy Osgood): "...to buy three Marie Callendars \$100 gift certificates to sell in November, with proceeds going to CSN's Angel Tree program. Motion carried.

Tickets will be sold for \$2 each or 3 for \$5.00

Note: Derek Smith arrived at 3:00 p.m., establishing quorum for the meeting.

Other discussion topics included having shirts for Classified Council members (which has been done in the past) to increase awareness of the members and CC itself and to have a CC table set up once a month at each campus so that staff can ask questions, find out who we are, etc.

CSN Proposed Mission and Vision Statement

Derek Smith serves on the Strategic Planning Steering Committee, and he shared info from their Sept. 19 meeting, stressing the importance of everyone getting involved in the process. The committee will finalize the language on October 30. We are encouraged to review the information online and send comments to Derek.

What's Up with Classified?

Kathy Eghoian reminded everyone of the deadline to send in Winter Break forms to HR. A new "critical life" insurance has been rolled out. Catastrophic leave has been approved for Mariana Wilson.

Approval of Minutes: Minutes from the April 2008, June 2008 and election meeting were approved for filing and will be posted to the Council web pages.

Future Meeting Dates:

October 24 – teleconference from CY and WC campuses (to be confirmed)

November 21

December 19 (potluck)

Roundtable:

Cindy Ray asked about having a spirit day – perhaps Mondays – everyone could wear football jerseys/colors.

Sue Smuskiewicz asked that the annual approval of the Standing Rules be placed on the agenda for the next meeting, with an e-mail sent to all council representatives asking them to review in advance.

Adjourn:

Meeting was adjourned at 4:20 p.m.

Submitted by Sue Smuskiewicz

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

Meeting Minutes

June 26, 2008

Cheyenne Campus – Room 1058

Call to Order: President Sue Smuskiewicz called the meeting to order at 2:04 pm.

Roll Call:

Rachel Bennett	no longer with CSN
Angel Clemens	Excused
Loy Ann Keoke	Present
Sonia King	Excused
Cat Maihen	Excused
Sean Markum	Absent
Melony Marshall-Haynes	Present
Brandy Mendiola	Present
Jamie Moseley	Absent
Peggy Osgood	Present
Nikki Peterson	Present
Lee Prescott	Excused
Cindy Ray	Present
Sue Smuskiewicz	Present
Kevin Stich	Present
Christiane Trice	Present
Korin Valles	Present

John Scarborough (H.R. Liaison) Present

Welcome and Introductions

Courtesy seats were extended to next term's council representatives: Derek Smith, Jody Goggans, DJ Johnson, Anita Cullors, Corey Cohen, Philip Turco and Vickie Peoples.

Quorum was not established for this meeting.

Treasurer's Report

Peggy Osgood presented the report. Balances for month ending May 31, 2008:

Main Account: \$3,974.75

State Account: \$232.41

Awards Account: \$166.52

Cabinet Report

Printed minutes will be sent out via e-mail to the College. Sue Smuskiewicz reported that Ruben Kihuen and Larry Mason were the main presenters talking about the Educational Advisory Boards that have been established with the Asian, Native-American, Hispanic and African-American communities.

Classified Employee of the Month

Ingrid Rivera, Workforce & Economic Development, nominated by Granville Brown.

Guest Speakers

Patty Charlton (VP of Finance), Anne Zemek de Dominguez (General Counsel) and Paul Schmitt (Director of Customer Service and Employee Relations) gave an overview of budget issues and their positions as relative to classified staff.

What's Up with Classified?

John Scarborough reminded everyone that the deadline to sign up for the Flexible Spending Accounts is June 27. July will be a health insurance premium holiday.

Unfinished Business:

Employee Recognition Event – The event was deemed a success by all. Employees appreciated the fact that it was on all three campuses and a daytime event. Final accounting will appear in June's treasurer report. Total expenses (food, water, decorations, door prizes) were \$7,466.43; Dr. Richards paid \$5,893.41. Total income was \$282.00 (Mesquite drawings). Total cost to Classified Council was \$1,291.02.

Council Committee Assignments/Reports

Bylaws – No report

Classified Employee of the Month – No report

Fundraiser Committee – No report

Grant-in-Aid – No report.

Retirements: The committee recommended that we have a small quantity of cards pre-printed for retirees or people leaving the College, which would be cheaper than buying cards and give a consistent message.

College Committee Reports:

C.A.P.E. Advisory Board (Kevin Stich) –

Childcare at Henderson (Sonni King, Angel Clemens) – No report.

Food Services (Jamie Moseley) – No report.

Parking (Cat Maihen) -- No report.

Convocation: (Sue Smuskiewicz) It will be a similar format to last year's event – at the Hilton. Sue asked if there was an interest in obtaining a table for Council in the "vendor" area, from 9–10 am? Could display Hats Off pictures, etc. She will ask K.C. Howard if there would be a charge. In 2007, we were given a table free of charge.

Ad Hoc Budget Committee (Cindy Ray) – The committee met again briefly on June 20, after Dr. Richards college-wide forum on the budget cuts and proposed legislative session.

New Business:

Council Elections & Vacancies

Elections for vacant Council positions were held in June. There were ten (10) empty seats – nine (9) for two-year terms, one (1) for a one-year term. Eight people submitted their names, and as there were not more candidates than empty seats they were declared elected by acclamation: Corey Cohen, Anita Cullors, Jody Goggans, DJ Johnson, Vickie Peoples, Derek Smith, Kevin Stich and Philip Turco. Corey and Anita were interested in serving only a one-year term.

Council will need to address the issue of filling the other vacancies to insure adequate representation.

Endowed Scholarship for Homeless Youth

Faculty member Judy Stewart is getting a committee together to work with the CSN Foundation to create a scholarship for homeless students and had asked Sue Smuskiewicz if Council would like to be involved in the planning of an event to be held in the fall that would benefit this cause. There was a general consensus to support this activity.

Roundtable:

Christiane Trice expressed concern about the amount of cockroaches in the student services area at Cheyenne.

Incoming representatives were welcomed; Sue Smuskiewicz distributed appreciation certificates to outgoing representatives.

Next meeting: To be determined by the continuing and new Council representatives.

Adjourn:

Meeting was adjourned at 4:00 p.m.

Submitted by Sue Smuskiewicz

COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL
Meeting Minutes
June 26, 2008 4:00 pm
Cheyenne Campus – Room 1058

Call to Order: President Sue Smuskiewicz called the meeting to order at 4:05 pm

1. Roll Call

Corey Cohen	excused
Anita Cullors	present
Jody Goggans	present
DJ Johnson	present
Cat Maihen	excused
Sean Markum	absent
Melony Marshall-Haynes	present
Derek Smith	present
Philip Turco	present
Jamie Moseley	absent
Peggy Osgood	present
Vickie Peoples	present
Lee Prescott	excused
Cindy Ray	present
Sue Smuskiewicz	present
Kevin Stich	present

H.R. Liaison:

John Scarborough	present
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2. Welcome

3. Election of Classified Council Officers

The following individuals were nominated and elected for the one-year term beginning July 1, 2008:

Kevin Stich - president
Cat Maihen - Vice-President
Sue Smuskiewicz – Secretary (pro tem)
Peggy Osgood – Treasurer

4. Election of Representative to Serve on Executive Board

Vickie Peoples was nominated and elected to serve as the member-at-large representative to the Executive Board.

4. Date of Next Meeting

July 23, 2008 – West Charleston Campus, Cindy Ray offered to secure a room. Additional discussion will be held at the next meeting to determine what dates/times will work best for future meetings.

5. Adjourn

Meeting was adjourned at 4:20 pm.

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

Meeting Minutes

March 28, 2008

Cheyenne Campus – Room 1058

Call to Order: President Sue Smuskiewicz called the meeting to order at 2:15 pm.

Roll Call:

Rachel Bennett	Present
Angel Clemens	Excused
Loy Ann Keoke	Excused
Sonia King	Present
Cat Maihen	Present
Sean Markum	Present
Melony Marshall-Haynes	Excused
Brandy Mendiola	Present
Lori Nielsen	Excused
Jamie Moseley	Excused
Peggy Osgood	Excused
Nikki Peterson	Excused
Lee Prescott	Absent
Cindy Ray	Present
Sue Smuskiewicz	Present
Kevin Stich	Present
Christiane Trice	Excused
Korin Valles	Excused

John Scarborough (H.R. Liaison) Present

Welcome and Introductions

We did not have quorum to do business.

Classified Council Minutes:

To be approved at next meeting.

Treasurer's Report:

Lori sent e-mail with report

Cabinet Report:

Sue said that the report of cabinet minutes will be sent to all. Patty Charlton presented capital improvements at Cheyenne Campus and discussed the approval and funding process for the projects.

Classified Employee of the Month

There was a tie and people still had not turned in their voting forms. Will wait to see the tie breaker.

What's Up with Classified?

John Scarborough reminded everyone that the request for Catastrophic Leave for Cheryl Waite is going out again. Also, the Health Assessment portion of open enrollment will go from Apr.1- May 31.

Sue suggested we work on an awareness program for staff – if just half of our 450 employees could donate 8 hours of sick leave per year, it would put 225 days in the catastrophic leave bank. It would be a good way for employees to help out fellow employees, without collecting money, food, etc.

Unfinished Business:

CAPE Staff Training review: Kevin's Facilities Mgt. people did an outstanding job of setting up our treats. Well attended by staff.

Book Vouchers/Tuition Assistance - No report.

Employee Recognition Event - They got a bid from Memphis BBQ to do a simultaneous luncheon at each campus. This was given to Patty C. just to see if it's in the ballpark.

She was a bit concerned about the price (about \$18 per head = appx. \$8000) so they're collecting other bids and will send her 2-3 different quotes. Those present came up with a date of Thursday, May 22, from 11:00 am – 1:00 p.m. It'd be after exams/graduation and should be a good time for most employees.

Council Committee Assignments/Reports:

Bylaws – No report

Classified Employee of the Month – No report

Fundraiser Committee – No report

Grant-in-Aid – No report.

Retirement Recognition – No quorum to create committee

College Committee Reports:

C.A.P.E. Advisory Board (Kevin Stich) – coming out with a new brochure, need for technology training and recognition of such training. Fall convocation theme is “**Working Together for a Safe and Bright Future.**” Working on a crisis intervention team through CSN police.

Childcare at Henderson (Sonni King, Angel Clemens) – On hold because of the budget.

Food Services (Rachel Bennett) – Rachel is off committee, Sue will try to find someone outside council since there are no volunteers

Technology Assessment (Sue Smuskiewicz) –The committee’s final report has been sent to Dr. Richards.

Parking (Cat Maihen) -- No report

Environmental Sustainability (Sue Smuskiewicz) – CSN is trying to become more green and environmentally conscious. Kevin said that Facilities Management has already started to order all green products.

President Search (Robert Sharp) – Nothing new to report.

Ad Hoc Budget Committee (Cindy Ray)– Nothing new to report.

New Business:

Rachel is leaving so Brandy volunteered to serve on the Awards Committee

Roundtable:

Sean reminded everyone about the *United Way Campaign*. You can pick your own non-profit to donate to, if you like. Payroll deductions can be as little as \$5 a paycheck. Check with Sean if you want more info.

Sonni said the *Take Your Daughters and Sons to Work Day* planning meeting is April 9. It’s a multi-campus event this year. Contact Angel Clemens for more info.

Next meeting: April 24, Henderson

Adjourn:

Meeting was adjourned at 3:35 pm.

Submitted by Brandy Mendiola

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

Meeting Minutes

February 28, 2008

Charleston Campus – Room C-223

Call to Order: President Sue Smuskiewicz called the meeting to order at 2:05 pm.

Roll Call:

Rachel Bennett	Present
Angel Clemens	Excused
Loy Ann Keoke	Present
Sonia King	Excused
Cat Maihen	Present
Sean Markum	Present
Melony Marshall-Haynes	Absent
Brandy Mendiola	Present
Lori Nielsen	Present
Jamie Moseley	Present
Peggy Osgood	Excused
Nikki Peterson	Present
Lee Prescott	Absent
Cindy Ray	Present
Sue Smuskiewicz	Present
Kevin Stich	Present
Christiane Trice	Present
Korin Valles	Excused

John Scarborough (H.R. Liaison) Present

Welcome and Introductions

Classified Council Minutes:

January meeting minutes were approved for filing.

Treasurer's Report:

Balances as of **January 31, 2008:**

Main Acct: Beginning balance 3926.96, Revenues \$0.00, Expenses \$0.00,
Encumbered \$0.00, Ending balance \$3926.95

State Acct: Beginning balance \$409.82, Revenues, \$0.00, Expenses \$165.00**
Encumbered \$0.00, Ending balance \$244.82

Awards Acct: Beginning balance \$1198.02, Revenues \$0.00, Expenses \$206.30
Encumbered \$0.00, Ending balance \$991.72

**College budget cuts decreased this account by \$164. Add'l dollar was for copies.

Cabinet Report:

No report. Sue was only able to attend the latter part of the Cabinet meeting.

Classified Employee of the Month

Annette Lanzo, in Health Related Professions, nominated by Cassie Gentry.

What's Up with Classified?

John Scarborough reminded everyone of the request for Catastrophic Leave for Cheryl Waite and to complete the Winter Break Survey that was e-mailed to all employees.

Unfinished Business:

CAPE Workshops

CAPE is finalizing the list of workshops for staff on March 26 and 27 – to include pre-press requirements, from Printing Services I-service, MS 2007, Stress Management.

Motion (Kevin Stich)...to provide light refreshments for the workshops at both campuses, paid out of the main account. Motion passed. Kevin will take care of shopping and set up.

Book Vouchers/Tuition Assistance - No report.

Valentine/AIG Activity

Sue thanked Cat, Brandy, LoyAnn, Angel and Lori for helping the AIG Retirement reps at the three campuses to distribute the cookies. Patti Peterson has called to thank us for that opportunity and said the reps had a great time.

Employee Recognition Event - No report.

Council Committee Assignments/Reports:

Bylaws - Approval of Standing Rules: e-mail approval was received from Kevin Stich, Melony Marshall-Haynes, Nikki Peterson, Cindy Ray, Cat Maihen, Rachel Bennett, Lori Nielsen, Brandy Mendiola and Christiane Trice. Sean Markum, Jamie Moseley and Loyann Keoke also voted to approve.

Classified Employee of the Month

The committee appointed at the last meeting met and created a new nomination form, based solely on narrative and not extra-curricular activities/committees. Scoring would be blind, with the VP who coordinates the program not voting, as he/she would know the names that are submitted.

There was discussion about keeping the voting process impartial and possible conflict of interest for council members to nominate or be nominated.

Motion (Lori Nielsen)...to try the new form and blind-vote process for two months.
Motion passed.

Fundraiser Committee – No report.

Arrival of Guests

Dr. Mike Richards and VP of Finance, Patty Charlton –Dayar came by to acknowledge the efforts of Council and classified employees. Patty updated everyone on the budget and what scenarios would be in place for the new fiscal year. Upcoming maintenance projects were discussed, including the closing of the “C” building at Charleston during the summer.

Retirement Recognition

Sue Smuskiewicz, Kevin Stich and Marilyn Parker met on February 22 to discuss ideas for recognizing classified employees when they retire from CSN, with one idea being to always offer to provide a cake for the party (when there is one). Notification from Human Resources would be essential to properly plan. Kevin had suggested that this should be a standing committee. No action was taken due to time constraints.

Grant-in-Aid – No report.

College Committee Reports:

C.A.P.E. Advisory Board (Kevin Stich) – was covered in CAPE workshop report above.

Childcare at Henderson (Sonni King, Angel Clemens) – No report

Food Services (Rachel Bennett) -- No report. Next meeting is scheduled for March 5

Technology Assessment (Sue Smuskiewicz) –Final report is being prepared by Sondra Cosgrove for Dr. Richards.

Parking (Cat Maihen) -- No report

Environmental Sustainability (Sue Smuskiewicz) – next meeting February 29

President Search (Robert Sharp) – Nothing new to report.

Ad Hoc Budget Committee (Cindy Ray)– Nothing new to report.

New Business:

None

Roundtable:

Christiane asked that we all remind students of the importance of filling out the FAFSA form, as it is the basis of getting state grants, Even if they are not eligible for federal aid, it may result in eligibility for state aid.

Next meeting: March 27 at Cheyenne

Adjourn:

Meeting was adjourned at 4:05 p.m.

Submitted by Brandy Mendiola

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

Meeting Minutes

January 24, 2008

Cheyenne Campus – Room 1443

Call to Order: President Sue Smuskiewicz called the meeting to order at 2:05 pm.

Roll Call:

Rachel Bennett	Present
Angel Clemens	Excused
Loy Ann Keoke	Present
Sonia King	Excused
Cat Maihen	Excused
Sean Markum	Present
Melony Marshall-Haynes	Excused
Brandy Mendiola	Excused
Lori Nielsen	Present
Jamie Moseley	Present
Peggy Osgood	Present
Nikki Peterson	Present
Lee Prescott	Excused
Cindy Ray	Excused
Sue Smuskiewicz	Present
Kevin Stich	Present
Christiane Trice	Present
Korin Valles	Excused

John Scarborough (H.R. Liaison) Present

Welcome and Introductions

CAPE Presentation

Anneli Adams and Linda Chapman asked what specifics staff would like to see offered during the two-day inservice (March 26 & 27). They are preparing a Needs Assessment to be given to deans, department chairs and directors.

Council needs to talk with staff and find out what hinders them? Supervisor? Schedule? Workload? Sue suggested that we talk up the in-service on Feb. 14 when we go office to office (AIG/Council Valentine activity). We can create our own “track” of classes – similar to the catalog that CAPE put out each semester for faculty.

Classified Council Minutes:

November minutes were approved for filing.

Treasurer's Report:

Balances as of **November 30, 2007**

Main Acct: Beginning balance \$3499.92, Revenues \$153.00, Expenses \$340.82, Encumbered \$0.00, Ending balance \$3312.10

State Acct: Beginning balance \$515.08, Revenues, \$0.00, Expenses \$32.02, Encumbered \$0.00, Ending balance \$483.06

Awards Acct: Beginning balance \$1607.62, Revenues \$0.00, Expenses \$206.30 Encumbered \$0.00, Ending balance \$1401.32

Balances as of **December 31, 2007**

Main Acct: Beginning balance \$3312.10, Revenues \$1134.85, Expenses \$520.00, Encumbered \$0.00, Ending balance \$3926.95

State Acct: Beginning balance \$483.06, Revenues, \$0.00, Expenses \$73.24, Encumbered \$0.00, Ending balance \$409.82

Awards Acct: Beginning balance \$1401.32, Revenues \$0.00, Expenses \$203.30 Encumbered \$0.00, Ending balance \$1198.02

Lori Nielsen also noted that she had responded to a request from VP of Finance, Patty Charlton-Dayar, about the budget cut scenarios to our state account and their effect on Council. We have already amended our meeting schedule to eliminate some inter-campus travel expenses and anticipate that there would be no hardship to us as long as mileage reimbursements from members remain the same.

Cabinet Report:

Sue Smuskiewicz had e-mailed Council members copies of the written reports from the December meeting.

Classified Employee of the Month

Charlene McLean, nominated by Dan Morris, is the CEoM for January.

Motion (Nikki Peterson): to review and revise, if necessary, the CEoM form and scoring system. Motion carried.

Committee members: Nikki Peterson, Angel Clemens, Peggy Osgood, Kevin Stich, Lori Nielsen, Marilyn Parker.

What's Up with Classified?

John Scarborough reminded everyone of the budget reduction forums being held at the three main campuses.

Unfinished Business:

Book Vouchers: Lori Nielsen presented info she had received from Business Services re documentation and time frame/requirements for reimbursements. Christiane Trice suggested that the name of the assistance perhaps be re-named to something like Tuition Assistance program, to reflect that money could reimburse other supplies, not just books. Lori and Christiane will work on a finite form and guidelines to present at a future meeting.

Winter Closure Recap: John Scarborough suggested that we go on record as being generally in support of the closure and would welcome the opportunity to do it again. Sue and John will work on a memo to send to Dr. Richards, but will run it by Council beforehand. Primary concerns were the inequities in the departments about the ability to accrue comp time and not being notified in enough time to plan accordingly.

Apportionment of Council Members:

In accordance with our 1/25 apportionment of council members to staff, current numbers indicate that we could add at least one council member at this time. It was agreed that, with the budget cuts and no vacant positions being filled automatically, we should wait until the summer elections, re-look at the numbers then, and add the position, if necessary.

Council Committee Assignments/Reports:

Bylaws - Approval of Standing Rules: It was the recommendation by the committee that the SRs need to be approved by 2/3 of the fixed members of Council. Motion (Kevin Stich) ... to send out to Council requesting an e-mail vote to approve the Standing Rules. Motion carried.

Fundraiser Committee - Lori Nielsen asked if there was any interest in doing a March craft/bake sale... with ½ funds going to the book/tuition assistance and the other to, perhaps, the Foundation. Christiane Trice asked about doing an April Fools event instead of a bake sale... Lori will convene the committee to brainstorm.

Grant-in-Aid – Chair Christiane Trice had nothing new to report, but she does not want to drop the issue. Sue will ask Patty Charlton to attend the next Council meeting.

Ad Hoc Budget Committee – Cindy Ray was our rep to this College committee. Their findings and recommendations have been sent out via e-mail. The Board of Regents meets Feb. 7 & 8 to discuss further. Cindy said that one of the suggestions on the table was that staff would take time off and donate a day's pay to the Foundation.

College Committee Reports:

C.A.P.E. Advisory Board – no report

Childcare at Henderson – survey results were submitted by Sonni King (attached)

Food Services -- no report

Technology Assessment – next meeting is scheduled for Feb. 15

Parking – no report

Environmental Sustainability – committee is to tour UNLV facility in February.

President Search –(see page 5)

New Business:

Valentine Activity with AIG Retirement: Patti Peterson from AIG indicated that they will have staff to cover the 3 campuses – they'll provide a wrapped cookie. Council will

provide a label for the cookies – “We love what you do for CSN.”—or something to that effect. One or more council members need to accompany them during distribution.

Employee Recognition Event: Sue said it would be fiscally irresponsible of us to ask for the president to host an evening gathering as he’s done the past couple years. Sean Markum and will work on some other ideas: to get together – at one campus or at each one.

Retiree Recognition: Sue asked for a committee to be formed to come up with a plan/budget line item to honor CSN classified retirees –Marilyn Parker, past council member said she would help on this too.

Round Table: Christiane asked about the status of ventilation problem with the restrooms at Cheyenne – Kevin will mention this again to Brad Jensen. Peggy Osgood asked about Council members being able to be nominated/selected as CEO. LoyAnn asked about meeting via Webcast or teleconference to save mileage.

Next meeting: February 28 at West Charleston

Adjourn:

Meeting was adjourned at 4:20 p.m.

Submitted by Brandy Mendiola

1/3/08

To: Classified Council

From: Robert Sharp

Re: President Search Committee

The last meeting of the CSN Presidential Search Committee was held on Monday, December 10. At this meeting, the members of the advisory committee completed the leadership quality statement and the minimum qualifications that we expect of the candidates. Also, the Regents' Committee approved an advertising budget that is not to exceed \$5,000.00. It was further noted that CSN will bear all costs associated with the Presidential Search.

The next meeting of the CSN Presidential Search Committee has been scheduled for Thursday, April 17. At this meeting the Committee will begin the formal interview process with the field of candidates put forward by the executive search firm, Cizak and Associates, Inc. We are expecting to interview no fewer than five candidates.

This field, in turn, will be reduced to three finalists after the Committee has conducted the initial interviews. The final candidate for the position of President will be one of these three finalists. The final selection of a candidate will be made by the Regents' Committee.

Should you have additional questions, please feel free to contact me.

Thank you,

Robert Sharp, Financial Services
Travel/Disbursements Section

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

Meeting Minutes

February 28, 2008

Charleston Campus – Room C-223

Call to Order: President Sue Smuskiewicz called the meeting to order at 2:05 pm.

Roll Call:

Rachel Bennett	Present
Angel Clemens	Excused
Loy Ann Keoke	Present
Sonia King	Excused
Cat Maihen	Present
Sean Markum	Present
Melony Marshall-Haynes	Absent
Brandy Mendiola	Present
Lori Nielsen	Present
Jamie Moseley	Present
Peggy Osgood	Excused
Nikki Peterson	Present
Lee Prescott	Absent
Cindy Ray	Present
Sue Smuskiewicz	Present
Kevin Stich	Present
Christiane Trice	Present
Korin Valles	Excused

John Scarborough (H.R. Liaison) Present

Welcome and Introductions

Classified Council Minutes:

January meeting minutes were approved for filing.

Treasurer's Report:

Balances as of **January 31, 2008:**

Main Acct: Beginning balance 3926.96, Revenues \$0.00, Expenses \$0.00,
Encumbered \$0.00, Ending balance \$3926.95

State Acct: Beginning balance \$409.82, Revenues, \$0.00, Expenses \$165.00**
Encumbered \$0.00, Ending balance \$244.82

Awards Acct: Beginning balance \$1198.02, Revenues \$0.00, Expenses \$206.30
Encumbered \$0.00, Ending balance \$991.72

**College budget cuts decreased this account by \$164. Add'l dollar was for copies.

Cabinet Report:

No report. Sue was only able to attend the latter part of the Cabinet meeting.

Classified Employee of the Month

Annette Lanzo, in Health Related Professions, nominated by Cassie Gentry.

What's Up with Classified?

John Scarborough reminded everyone of the request for Catastrophic Leave for Cheryl Waite and to complete the Winter Break Survey that was e-mailed to all employees.

Unfinished Business:

CAPE Workshops

CAPE is finalizing the list of workshops for staff on March 26 and 27 – to include pre-press requirements, from Printing Services I-service, MS 2007, Stress Management.

Motion (Kevin Stich)...to provide light refreshments for the workshops at both campuses, paid out of the main account. Motion passed. Kevin will take care of shopping and set up.

Book Vouchers/Tuition Assistance - No report.

Valentine/AIG Activity

Sue thanked Cat, Brandy, LoyAnn, Angel and Lori for helping the AIG Retirement reps at the three campuses to distribute the cookies. Patti Peterson has called to thank us for that opportunity and said the reps had a great time.

Employee Recognition Event - No report.

Council Committee Assignments/Reports:

Bylaws - Approval of Standing Rules: e-mail approval was received from Kevin Stich, Melony Marshall-Haynes, Nikki Peterson, Cindy Ray, Cat Maihen, Rachel Bennett, Lori Nielsen, Brandy Mendiola and Christiane Trice. Sean Markum, Jamie Moseley and Loyann Keoke also voted to approve.

Classified Employee of the Month

The committee appointed at the last meeting met and created a new nomination form, based solely on narrative and not extra-curricular activities/committees. Scoring would be blind, with the VP who coordinates the program not voting, as he/she would know the names that are submitted.

There was discussion about keeping the voting process impartial and possible conflict of interest for council members to nominate or be nominated.

Motion (Lori Nielsen)...to try the new form and blind-vote process for two months.
Motion passed.

Fundraiser Committee – No report.

Arrival of Guests

Dr. Mike Richards and VP of Finance, Patty Charlton –Dayar came by to acknowledge the efforts of Council and classified employees. Patty updated everyone on the budget and what scenarios would be in place for the new fiscal year. Upcoming maintenance projects were discussed, including the closing of the “C” building at Charleston during the summer.

Retirement Recognition

Sue Smuskiewicz, Kevin Stich and Marilyn Parker met on February 22 to discuss ideas for recognizing classified employees when they retire from CSN, with one idea being to always offer to provide a cake for the party (when there is one). Notification from Human Resources would be essential to properly plan. Kevin had suggested that this should be a standing committee. No action was taken due to time constraints.

Grant-in-Aid – No report.

College Committee Reports:

C.A.P.E. Advisory Board (Kevin Stich) – was covered in CAPE workshop report above.

Childcare at Henderson (Sonni King, Angel Clemens) – No report

Food Services (Rachel Bennett) -- No report. Next meeting is scheduled for March 5

Technology Assessment (Sue Smuskiewicz) –Final report is being prepared by Sondra Cosgrove for Dr. Richards.

Parking (Cat Maihen) -- No report

Environmental Sustainability (Sue Smuskiewicz) – next meeting February 29

President Search (Robert Sharp) – Nothing new to report.

Ad Hoc Budget Committee (Cindy Ray)– Nothing new to report.

New Business:

None

Roundtable:

Christiane asked that we all remind students of the importance of filling out the FAFSA form, as it is the basis of getting state grants, Even if they are not eligible for federal aid, it may result in eligibility for state aid.

Next meeting: March 27 at Cheyenne

Adjourn:

Meeting was adjourned at 4:05 p.m.

Submitted by Brandy Mendiola

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

Meeting Minutes

March 28, 2008

Cheyenne Campus – Room 1058

Call to Order: President Sue Smuskiewicz called the meeting to order at 2:15 pm.

Roll Call:

Rachel Bennett	Present
Angel Clemens	Excused
Loy Ann Keoke	Excused
Sonia King	Present
Cat Maihen	Present
Sean Markum	Present
Melony Marshall-Haynes	Excused
Brandy Mendiola	Present
Lori Nielsen	Excused
Jamie Moseley	Excused
Peggy Osgood	Excused
Nikki Peterson	Excused
Lee Prescott	Absent
Cindy Ray	Present
Sue Smuskiewicz	Present
Kevin Stich	Present
Christiane Trice	Excused
Korin Valles	Excused

John Scarborough (H.R. Liaison) Present

Welcome and Introductions

We did not have quorum to do business.

Classified Council Minutes:

To be approved at next meeting.

Treasurer's Report:

Lori sent e-mail with report

Cabinet Report:

Sue said that the report of cabinet minutes will be sent to all. Patty Charlton presented capital improvements at Cheyenne Campus and discussed the approval and funding process for the projects.

Classified Employee of the Month

There was a tie and people still had not turned in their voting forms. Will wait to see the tie breaker.

What's Up with Classified?

John Scarborough reminded everyone that the request for Catastrophic Leave for Cheryl Waite is going out again. Also, the Health Assessment portion of open enrollment will go from Apr.1- May 31.

Sue suggested we work on an awareness program for staff – if just half of our 450 employees could donate 8 hours of sick leave per year, it would put 225 days in the catastrophic leave bank. It would be a good way for employees to help out fellow employees, without collecting money, food, etc.

Unfinished Business:

CAPE Staff Training review: Kevin's Facilities Mgt. people did an outstanding job of setting up our treats. Well attended by staff.

Book Vouchers/Tuition Assistance - No report.

Employee Recognition Event - They got a bid from Memphis BBQ to do a simultaneous luncheon at each campus. This was given to Patty C. just to see if it's in the ballpark.

She was a bit concerned about the price (about \$18 per head = appx. \$8000) so they're collecting other bids and will send her 2-3 different quotes. Those present came up with a date of Thursday, May 22, from 11:00 am – 1:00 p.m. It'd be after exams/graduation and should be a good time for most employees.

Council Committee Assignments/Reports:

Bylaws – No report

Classified Employee of the Month – No report

Fundraiser Committee – No report

Grant-in-Aid – No report.

Retirement Recognition – No quorum to create committee

College Committee Reports:

C.A.P.E. Advisory Board (Kevin Stich) – coming out with a new brochure, need for technology training and recognition of such training. Fall convocation theme is “**Working Together for a Safe and Bright Future.**” Working on a crisis intervention team through CSN police.

Childcare at Henderson (Sonni King, Angel Clemens) – On hold because of the budget.

Food Services (Rachel Bennett) – Rachel is off committee, Sue will try to find someone outside council since there are no volunteers

Technology Assessment (Sue Smuskiewicz) –The committee’s final report has been sent to Dr. Richards.

Parking (Cat Maihen) -- No report

Environmental Sustainability (Sue Smuskiewicz) – CSN is trying to become more green and environmentally conscious. Kevin said that Facilities Management has already started to order all green products.

President Search (Robert Sharp) – Nothing new to report.

Ad Hoc Budget Committee (Cindy Ray)– Nothing new to report.

New Business:

Rachel is leaving so Brandy volunteered to serve on the Awards Committee

Roundtable:

Sean reminded everyone about the *United Way Campaign*. You can pick your own non-profit to donate to, if you like. Payroll deductions can be as little as \$5 a paycheck. Check with Sean if you want more info.

Sonni said the *Take Your Daughters and Sons to Work Day* planning meeting is April 9. It’s a multi-campus event this year. Contact Angel Clemens for more info.

Next meeting: April 24, Henderson

Adjourn:

Meeting was adjourned at 3:35 pm.

Submitted by Brandy Mendiola