

**COLLEGE OF SOUTHERN NEVADA  
CLASSIFIED COUNCIL**

Meeting Minutes  
Thursday, April 16, 2009  
Cheyenne Campus Conference Room B  
Charleston Campus- Human Resources #407  
Phone Conference

**Call to Order:** President Kevin Stich called the meeting to order at 2:20pm.

**Roll Call:**

Anita Cullors	absent
Ron Eppley	present
Jody Goggans	present
Debra "DJ" Johnson	present
Cat Maihen	present
Melony Marshall-Haynes	excused
Jamie Mosley	excused
Peggy Osgood	present
Vicki Peoples	present
Arlen Prescott	absent
Pam Ragonese	excused
Cindy Ray	present
Derek Smith	present
Sue Smuskiewicz	present
Kevin Stich	present
Philip Turco	absent
Cheryl Waites	present

H.R. Liaison:

Kathy Eghoian	absent
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**Introductions/Interim Council Representative**

Kevin Stich introduced Alaina Priscu, from Social Sciences, who will complete the term of Sean Markum.

**Approval of Minutes:** Minutes of the February meeting were approved for filing with a correction made to the March Classified Employee of the Month – Amanda Spotofora.

**Treasurer Report:**

	<u>January 2009</u> (corrected):	<u>February 2009</u>	<u>March 2009</u>
Main Acct. 8777-870-8740	\$2963.00	\$2504.95	\$2494.20
State Acct. 8103-830-5525	\$ 495.00	\$ 495.00	\$ 495.00
Awards Acct. 8223-830-5672	\$1062.12	\$ 858.82	\$ 670.52

Peggy Osgood reported that during her absence, some information was not received by Debbie Johnson, so a corrected report was issued for the month of January. Expenditures were for three new Classified Employee of the Month (CEoM) award plaques for each campus (\$458.70) and printing for legislative/advocacy post cards (\$10.75) from the main account. The awards account reflects monthly transactions for the CEoM.

**Cabinet Report:** Kevin Stich reported that Dr. Richards has forums scheduled at each campus on May 14, starting at 8:15 am at West Charleston. The CSN Mission Statement and Vision Plan have been revised and were presented at Cabinet, as well as the CSN Report to the People. The College & Public Relations campus survey re communication is complete with 368 people responding. Efforts are being made to revamp communication via the "all" e-mail to publicize events.

**What's up with Classified?:** Derek Smith reported that open enrollment for health benefits is being moved forward to September/October, with an effective date of November 1, 2009 thru June 30, 2010. The flexible spending account is NOT affected and remains on the July 1 – June 30 time frame.

**Classified Employee of the Month:** Warren Reeds, Grounds Maintenance II. Nominated by Tina.... was voted CEO of the Month for May.

**Old Business:**

**Employee of the Month Plaques** – Cat Maihen reported that all CEO of the Month displays are up to date, including a few missing names from prior years.

**Classified Inservice Days (March 2009)** – A success with 93 attendees and kudos were extended to Classified Council by CAPE staff. There was a waiting list for the “Fine Tune Your Computer” workshop. Kevin will ask CAPE to include this in future workshop scheduling.

**Alternative Council Members** – Ron Eppley asked about the possibility of having additional classified council representatives to act like “alternate jurors” – for meetings. It was determined this would require a bylaw change, but it will be considered for future.

**Staff Recognition/Egg Activity** – Kevin Stich thanked all who participated in distribution, stuffing of eggs, etc. The entire activity cost \$70.84 and was a good way to interact with staff and was well received.

**New Business:**

**CAPE Proposal** – Anneli Adams and the CAPE staff have proposed a Certificate of Achievement program for classified staff at CSN, with certificates to be awarded upon completion of workshops in various skills categories. Kevin asked Council to review the proposal and provide input.

**Hats Off Lunch for Staff** – Kevin Stich and Cat Maihen made a proposal to VP of Finance Patty Charlton regarding a recognition lunch for classified staff, similar to the one held in May 2008. Dr. Richards agreed to pay for catering from Famous Dave's BBQ (brisket/pork sandwiches, plus sides) in the amount of \$3831.41 (= 375 meals)

*Motion (Peggy Osgood):* “to schedule a “hats off” lunch--for classified staff only--on Thursday, May 28, with Council picking up the remainder of the cost of the lunch.” Motion carried.

*Motion: (Peggy Osgood):* “to purchase three (3) \$100 gift cards (i.e., VISA/debit) for a drawing to be held at each campus in conjunction with the luncheons.” Motion carried.

Notes: Cindy Ray will collect RSVPs; every classified employee (except Council reps) will be entered in the drawing – remote sites and centers will be drawn at the Henderson campus; Hawaiian was suggested as a theme; promotion for the event will be by e-mail, campus monitors and signage.

**Council Elections** – A flyer to seek people interested in serving on Council will be sent out by May 1. There are nine seats available for two-year terms, and four seats available to fill vacancies until June 2010.

**Roundtable:**

Jody -concerns about the abundance and legitimacy of legislative/advocacy e-mails

Ron – suggested Hawaiian shirt day for the luncheon - may need permission for some departments to not wear uniforms.

Debbie – attended Police Chief Sandy Seda's “Shooters in the Workplace” workshop and recommends it be available to everyone.

**Next Meeting:** - In lieu of a May meeting, council reps will work on, and attend, the Hats Off lunches.

**Adjourn:** The meeting was adjourned at 3:45 pm.

Submitted by Sue Smuskiewicz