



## CLASSIFIED COUNCIL

Meeting Minutes  
Thursday, July 23, 2009 – 2pm- 4:12pm  
Cheyenne Campus Conference Room B 2647  
Charleston Campus- Human Resources #407 x7386  
Henderson Campus – Rm. 224 x3543  
Phone Conference

**Cabinet Report:** John Scarborough addressed the Council and Answered questions on Furlough Policies. 95% of forms were turned in. Comments regarding faculty furlough days were addressed and Mr. Scarborough stated Deans and Department Heads are to monitor furlough days applied to Faculty. He re-iterated that a classified employee may only be terminated for cause (NS 433); a Professional is contracted year-to-year and must have notification of termination. A question of furlough and liability for example live plant material. The simple answer was work out the schedule with the Supervisor, or notify him/her of the emergency. John reiterated he was the “rule guy” and people call when they want to know the rules. A point about Classified Employee of the Month was brought up at this time due to the nature that nominations are including descriptions of the nominated employee doing jobs that are beyond their pay grade or suggesting overtime situations. It was determined that a report be made by the Council to Human Resources if these infractions show up in nominations again. John Scarborough was excused from the meeting. President Maihen announced those seeking to represent Classified Council on the Police Review Board. Nominees were Debra Johnson who later withdrew her nomination, Cheryl Waites, Philip Turco, and Cindy Ray. Reid DeVoge Abstained from the vote. The top two names were sent on to Art Byrd for selection of the Classified Council representative. Philip Turco had 14, Cheryl Watkins had 10, and Cindy Ray had 5. Philip Turco and Cheryl Watkins names were forwarded to Art Byrd. The Institutional report is online at <http://www.csn.edu/csnstats>.

**What’s Up with Classified?** Kathy Eghoian addressed the meeting. 2 Employees of the College are on Catastrophic Leave, maybe 1 more. There is no leave in the bank. An e-mail at a later time asking for donation of sick time may be a solution. There are booth forms available for Open Enrollment in September: Health Insurance. Any Questions Kathy’s extension is 7457.

**Employee of the Month:** 15 nominations for August. Joyce Dickson at Henderson in Counseling is the August Classified Employee of the Month. Rob Telles will contact her and complete contract.

**Old Business:** Vote on Verbiage in Standing Rules, Kevin Stitch recommendation of Employee of the Month process; \$200 to be paid on a Professional Contract the last day of the month, also, a parking space at their campus for the month. Also, mentioned a certificate to be placed in the Employees Personnel File.

CAPE representative Debra Johnson will remain for one year, and Cheryl Waites volunteered to replace Kevin Stitch.

Ongoing Committees: Discussion was held on which Committees were to be used and those which would go unfilled. The suggestion was made by President Maihen to narrow down the committees to get things done. Of those in question were: By-Laws, Fundraising, Grant & Aid, Food Service, Parking, Ethics and Conduct, Web site, Newsletter, Retirement Recognition, and Childcare at Henderson.

COLLEGE OF SOUTHERN NEVADA

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**Old Business (cont'd):** Parking will not be filled, because it is handled by Steering Committees at each Campus.

By-Laws, Budget, and Food Service Committees will not be filled.

Fund Raising will have a representative at each main campus, they are as follows; Cheryl Waites at Henderson, Helen Rosati at Cheyenne, and Cat Maihen at Charleston.

CAPE will be Debra Johnson.

Childcare will be Jody Goggans.

Web site will be Cindy Ray, non Council Member.

Newsletter will be Cat Maihen and Debra Johnson.

Ethics and Conduct will be Rob Telles, and Reid DeVoge, to include enforcing attendance at meetings. It was suggested that a Disciplinary Committee be added.

**New Business:** President Maihen put forth into discussion the question, is our Missions and Goals the same as last year. After discussion a group wanted to pursue re-writing the mission statement and others to set clear goals. Those pursuing the issues were formed into a small group to communicate with the group wholly (e-mail). Concerns for this new year stem from communication from Council to the other Classified Employees.

Ideas discussed were; each 25 named employees represented by a named Council Member.

What to do to communicate with graveyard shift? (boxed lunches from classified lunch were not received)

Use of communication will arrive from word of mouth, website, and newsletter.

A motion was brought forth and passed in that Council will continue forward with the 25 to 1 personal contact representation plan.

The Council voted no to a booth at Convocation this year 2009.

President Cat Maihen will be out for two weeks maybe longer. If she is not present at Convocation Vice President Rob Telles will speak for two minutes at Convocation.

CAPE Days are in October. Wednesday, October 21, and Thursday, October 22. We need to start CAPE Planning.

The next Classified Council will be Thurs. August 20, 2009 at West Charleston, 2pm, RTBA, any classified employee may sit in the meeting. A vote was taken and passed to notify all Classified Employees they may attend the meeting, but is not mandated time off. This will be sent via e-mail.

**Round Table:** Cat Maihen will be out starting July 27 for two weeks. Rob Telles will fill in for the Cabinet Meeting, speaking at Convocation, and head the next meeting, if Cat is unavailable. A comment was made regarding the Authority to create Policy.

**Next Meeting:** Tentative: Thursday, August 20, 2009. Charleston Campus, meet with President Richards.

**Adjourn:** The meeting was adjourned at 4:12 pm.

Submitted by Philip Turco, Secretary