Meeting Minutes

Welcome and Call to Order at 10:32 AM by Leslie Widger. Council members present: Leslie Widger, Beneranda Chacon, Brenda Wilson, Patti Ortiz, Mitch Vigil, Rodney Martinez and Barbara Griego-Jones.

I. Approval of Agenda (with or without changes)
   A. A motion to approve agenda was made by Carol Otto and seconded by Jacqueline Vigil. Motion passed.

II. Approval of Previous General Meeting Minutes-10/16/2013
   A. A motion to approve previous minutes was made by Rodney Martinez and seconded by Dodie Day. Motion passed.

III. Welcome
   Leslie Widger, President, welcomed everyone who attended. She announced the guest speakers, Dr. Svaldi and Dr. Novotny.

IV. Guest Speakers
   A. Dr. David Svaldi, ASU President-Thanked everyone
      1. Though he would be available for questions if anyone had any.
      2. Issues with Budget:
         a. A lot of things going on with the State. ASU should be okay, but still unknown.
      3. Asked if anyone had any questions
         a. Rodney Martinez asked if he was able to provide an update on the Presidential Search.
            i. Dr. Svaldi stated he was not involved in it at all and requested that if there was a classified member on that committee to speak on this.
            ii. Patti Ortiz is on the Presidential Search committee, will discuss this as it is on the Agenda.
            iii. Dr. Svaldi believes that the State of Colorado compensation is better than most of the classified staff expected. The control is out of Denver, but at this point ASU does not know what that is. ASU has some control, but not as much as the institution would like. The Board of Trustees has appointed a Compensation Committee to look into compensation issues, not just salary, but benefits as well for all
employees. Some policies will be reviewed such as promotion for classified. CEC will be asked to assist with this. Step raises and compression with classified staff. Hope to look at that and adjust that moving forward.

iv. Dr. Svaldi thanked everyone and stated that most of what is done at Adams could not be done without the classified staff. He stated that classified staff is key in helping faculty, taking care of grounds, and assisting students.

v. Dr. Svaldi wished all a good fall semester.

B. Dr. Novotny – Higher Learning Commission
   1. Dr. Novotny handed out HLC overview packet. He stated that ASU has reaffirmation visit coming up. This is something that the institution is required to do every 10 years.
      a. Everybody in the institution has a role for the reaffirmation process. In 2016 – 2017, the HLC will send a site visit team to the campus. Approximately five individuals. What has changed is they will walk around campus and stop you to ask you questions. The questions will be,
         i. Do you understand the mission of the institution?
         ii. Do you understand the vision of the institution?
         iii. How do you contribute to the mission and vision of the institution?
         iv. What is your role in shared governance?
      b. In the last four years we have had a liaison with HLC. It is someone they hired to work with ASU. We are on our third one in four years, Dr. Mary Bannis, from Arizona, now in Chicago and is on campus for one day and a half. Leslie Widger was gracious enough to spend a half hour to 45 minutes with her.
         i. Leslie provided an overview, stating she mostly talked about herself. She also talked about what the classified’s part is and that we need to help everybody else do their part. There is not really a lot that we do for just us.
      c. Dr. Novotny stated that when the handout is reviewed, HLC has five specific criteria that ASU has to answer questions to.
         i. Assessments
         ii. Report can only be 35,000 words now and completed electronically.
iii. Have a steering committee with five subcommittees to work on core components. They will need help from the classified staff to become the eyes and ears outside of those writing it. As the committee works on it and writes it, there will be review sessions and everyone will be asked to come in and read a section.

iv. Example of Criteria 5: Resources, Planning and Institutional Effectiveness. Dr. Novotny read 5a and stated that when they are working on this component, it will be posted in an area, which will be his office for those that are interested in reading it and commenting on it.

v. Why do we need to be reaffirmed or reauthorized? If we are not reaffirmed or reauthorized, ASU is not eligible for federal financial aid. If we do not get federal financial aid, our students do not have money to come here. If they do not have money to come here, ASU will really have an enrollment problem. From Dr. Novotny’s perspective, ASU is farther ahead than have been in the past. He believes ASU is in great shape.

d. An all campus e-mail will be sent stating what has been submitted and allowing everyone interested to read it and provide feedback.

e. ASU has a Campus Engagement Committee that is involved in getting everyone involved in campus. Anyone interested in doing this, let Dr. Novotny know.

f. Patti Ortiz mentioned at the Roundtable meeting a few days ago, there was some mention about how the majority of people really do not know what our mission and vision statements are for Adams State.

   i. Dr. Novotny stated that they were approved on Friday by the Board. The Campus Engagement will be providing bookmarks, flyers and banners. If anyone has an idea of what can be done, please let the committee know.

   ii. Every semester there will be scheduled Open Forums to talk about HLC.

   e. What would be the consequences if we do not do it? There are multiple levels. The worst level is ASU will not be reaffirmed or reaccredited. Dr. Novotny stated that will not happen. The next level is that ASU will have to have another site visit. That
would mean ASU would have to go over this in a year, three years, five years, it could be unshared governance, it could be strategic planning, it could be an evaluation on an academic program, it could be an evaluation of a non-academic programs. They are looking at Student Support Services. HLC wants student time assessed and its value.

f. Part of this proposal will be banners going up for advising week. The focus is on advising as ASU has to have an astronomical project that ASU has to shoot for. ASU’s is on retention and graduation, very aggressively. They want us to reach for something that we might fail at. We can fail on that aspect as long as we try. There will be a lot of emphasis on advising, retention, and graduation rates. Students need 120 credit hours minimum from Adams State to graduate. If we can get more students to graduate, it will help with the current budget and also with the policies at the state level.

g. Barbara Griego-Jones asked when the new mission and vision statements were going to be up on the website. Dr. Novotny stated he believed it is already on the website. The bookmarks still need to be developed as they have just been approved. If staff would like the bookmarks for their area, just let Dr. Novotny’s office know. Barbara stated that the Human Performance and Physical Education Department would like lots of them. She also suggested that they be sent to all departments. He stated that they would be sent in a tabletop item so everyone can see them and take them, including students. Barbara also asked if HLC would be meeting with students. Dr. Novotny stated that they will be meeting with students and surveying them as well. Frank has a copy of the survey they will use. ASU wants everyone to be really honest. If there is a problem, administration wants to know about it.

h. A question was asked if accreditation includes Extended Studies. Dr. Novotny stated that Extended Studies is included. He also mentioned that Extended Studies receives gold stars for processes working with on-campus on the academic side especially.

i. A question was asked if this accreditation includes Nursing or if that department has their own. Dr. Novotny stated that there are different levels of accreditation. This is the institutional accreditation and Nursing has to be approved by the State Board of Nursing and they have to be approved by an external program specific accrediting body, they
call CCNE (Colorado Collegiate Nursing Educators). They actually have to do three accreditations: State Board of Nursing, an external accrediting body, and the institutional one. They have two coming together at the same time. HLC will also involve community, campus, and students.

j. Frank thanked everyone for the opportunity to speak to the classified staff and stated if the staff would like him to come back to let him know.

V. Reports:

A. Treasurer’s Report

i. Beneranda Chacon provided the treasurer’s report as of October 2, 2014. There has not been any changes.
   1. Club account there is a current balance of $3,368.26.
   2. Scholarship fund balance of $3,966.75
   3. Scholarship Foundation fund balance has $60,493.56
   4. Interest earned of $3,008.53 for the 2013 year. Tammy Lopez from the Foundation department provides this information to Beneranda.
   5. Between the club account, scholarship fund and foundation scholarship fund, there is $64,460.31.
   6. Flowers were sent to Jeff Cook’s family. They were sent on behalf of CEC.

B. Scholarship Report

i. Mitch Vigil was not able to provide a scholarship report. He asked for assistance with the scholarship committee.
   1. Peggy Dunn asked if scholarships had not been awarded as of this date. Mitch stated that to his knowledge, scholarships have not been awarded as the committee is new. Mitch has the applications.
   2. The applications were sent out for review and Beneranda Chacon and Mitch will meet on Monday afternoon to regroup and find out where the applications are at so it can be taken care of. Beneranda asked that everyone be patient with the committee as there are quite a few new members and it will be taken care of.
   3. Patti Ortiz asked Kevin Ruybal if he was on the scholarship committee. He stated he was.
   4. Rodney stated that the committee consisted of himself, Kevin, Karen Melgares, Barbara Griego-Jones, and Carol Otto.
   5. A question was asked who is eligible for the scholarships. Staff, their spouses and their children are eligible. Anyone who is considered the classified staff’s dependent. It does not matter if it is undergraduate or graduate courses.
   6. Jacqueline Martinez stated that her daughter had applied for the scholarship for summer courses and did receive it.
7. Fall still has to be awarded and will be completed once the committee regroups. There has not been good documentation for new members to use, but that will change with the new committee.

8. Rodney Martinez stated that all classified employees can contribute $5.00 from their paycheck per month to the scholarship fund and it can be set up through payroll. Patti Ortiz stated it could be any amount.

9. Classified staff and their dependents still have to go through the process of applying for the scholarship in order for it to be awarded.

10. Jacqueline Martinez asked if the October 1st deadline for spring is still in effect. Beneranda replied that it was and a few applications have already been received.

11. Rodney announced that those on the scholarship committee will meet on Monday at 2:30 p.m. in RH 130. Beneranda stated that if anyone wanted to attend this meeting, they could.

12. Peggy Dunn asked Beneranda if she would communicate this to everybody. Beneranda stated she would and Patti would send it out.

C. Web Update
   i. Patti Ortiz reported that the minutes are all posted on the CEC website. She will send out an ABM with the link making it easier to go to that website. Barbara took lots of pictures of the CEC barbecue this summer and she is working on account set up so a link will be put up for those pictures.

   ii. Patti is working with Mark Schoenecker and Creative Relations to see about putting a memorial for Jeff Cook for a period of time, a good way of remembering him.

   iii. Patti will also post the ASU Mission up as well. She will send out the link to the CEC website which includes the scholarship information, application and the By-Laws, as well as, all the minutes of the meetings.

D. SLC Report
   i. Leslie Widger stated that the SLC is statewide liaison council and they will be here on November 7th for the state meeting. The CEC is hosting this at ASU. They will have their board meeting in the morning and there will be meeting in MCD 101 in the afternoon. Everyone is invited for the afternoon meeting and there will be a speaker from 1:00 p.m. to 2:00 p.m. Dr. Tomlin will be the speaker.

   ii. Peggy Dunn asked if ASU had any SLC reps. Leslie stated that she and Rodney are the representatives.

   iii. Rodney Martinez provided information that SLC is a state liaison council for classified employees very similar to our group at ASU. Every campus around the state has their own classified system and their own classified committees. Representatives from all those different schools throughout the state participate in the State Liaison Council. The active people will come here and discuss
what is good, what is bad, what is working in the state and other institutions. These meetings help to get ideas from each other.

iv. Patrick Roybal asked if it was only Higher Ed or also other state entities. Rodney stated only Higher Ed.

E. Valentine’s Day Luncheon *(Craft Fair was discussed first)*

i. Leslie asked if Rodney would be in charge of this one, again.

ii. Kevin suggested using Sodexho and getting an estimate of what they charged. Rodney stated that through the years, the only manager that worked with CEC on this was Chef Charles. Rodney stated that he was not opposed to doing it, but if there are other options he would like to be the second consideration.

iii. Jacqueline asked if it would be planned around the Board of Trustees meeting. Rodney replied yes it would.

iv. Patrick Roybal stated that the Board of Trustees would not be here as there meeting is in Denver. They have always contributed tremendously on the dessert auction. They will always be in Denver from here on out. He suggested that doing a dessert auction in December as the December meeting is on-campus. They like to be involved and enjoy being with the classified staff in a group. Patrick suggested that this idea be considered. Rodney stated that December they come for graduation and Beneranda thought it would be too soon to organize it. Patrick suggested to schedule a time when they are on Campus. Leslie Widger stated that maybe for their March meeting and it is not graduation. Discussion followed with including the President’s and/or Vice-President’s from the banks. Patti will contact James Trujillo and find out when the Board of Trustees will be on campus for their meeting.

F. Craft Fair

i. Leslie Widger stated that craft fair was normally the first week in December. Rodney stated previously. The craft fair was very hard driven by Jeff Cook. This year, Rodney’s vote is to continue it in dedication to Jeff for all of his hard work that he had done. It has not been a great money maker, but Rodney feels that it can be made different a little bit better.

ii. Leslie stated it is usually $20.00 a booth. Last year CEC did the concessions to make a little extra money. She asked if anyone would be willing to help with that. Dodie Day volunteered.

iii. Question was asked to where it would be held. Leslie stated that she was not sure yet. Eileen Tilton stated that last year it was held at MCD because of the parking. There was a lot of available parking and a lot of people went in. She felt that if it was held at other place, the parking might not be available.

iv. Rodney stated that vendors like to have their 10 x 10 tents so they can hang things. That is not an option at MCD. Eileen stated that they did do it last year. They used Room 117 for the tents and it appeared looked very well.

v. Patti Ortiz stated that using Plachy Hall has always been very cold and too big. She felt it went well at McDaniel.
vi. Patrick Roybal asked about using the SUB and the rooms there. Peggy Dunn stated that concessions could not be held there due to Sodexho’s contract.

vii. Jacqueline Martinez mentioned that one year it was held at the Library on the first floor.

viii. Barbara Griego-Jones stated that East Campus has the gym and the General All-Purpose Room. Also, there is a good parking lot at East Campus.

ix. Rodney stated that he would be in charge of the Craft Fair this year and Jacqueline volunteered to help. Eileen Tilton stated that in the past she has taken the posters out to Blanca and Ft. Garland. She volunteered to do this again. Rodney will work with Dodie, Jacqueline, Eileen, Peggy, and Kevin on this project.

x. Patrick Roybal asked as far as the name, “Jeff Cook Memorial…” Rodney stated that it would be up to the subcommittee of the craft fair. Patrick stated that he believed it should be named in memory of Jeff Cook as it was Jeff’s baby and he really pushed it. Jacqueline stated that her sister informed her the family planned on coming back to Alamosa for this. Rodney informed everyone that the family did implement an art scholarship in his memory. It will be a one-time scholarship. Rodney suggested that the funds from the craft fair for an additional scholarship. Beneranda stated that was a good suggestion and needed to be explored further. It would be something that would need to be funded yearly for a certain scholarship amount, i.e. $200. Rodney will meet with Tammy.

G. Goals

i. Leslie Widger stated the goals for this year are:
   1. Put new things in hiring packages
   2. Inform new CEC members know:
      a. about us
      b. what we do
      c. what they can get from us
      d. what we are here for, and etc.

   Items were going to be provided today, but they are not ready yet. Bookmarks have been made for everyone and will be put in new employee packets.

   3. CEC will continue to do the Care Packages for freshman and transfer students. Brenda Wilson stated anyone in housing is included and notice goes out to the parents. Commuter students would not be included. Jacqueline Martinez suggested that commuter students be included. Brenda stated she could find out how to get the addresses of the SLV commuter students as well. Brenda Wilson
stated that it does not work for people who are off campus, like upper classmen students, because they have to pick it up at the Housing Office and she does not feel they would do it. She believes that SLV students would. Brenda stated that there was 100% pick up this year. Only two packages had to be hand delivered in the dorms. Rodney stated that packages should not be delivered because if the students are not there or if left and packages were damaged, there were complaints. It is easier, less liability and not time-consuming if students have to pick them up at a central location.

4. Website e-mail. The goal is to have Patti send out the link for all the meeting minutes and information.

5. Getting classified employees t-shirts, where all classified employees could purchase them if they would like. Rodney stated he would pick up all the cost of the t-shirts for his staff. If they are pre-ordered, then sizes can be provided and send the order in. T-shirts are $8 apiece. Leslie stated that they would be marked up to $10 and then the CEC would make a little bit of money. Patrick Roybal asked if there was a design made. Leslie stated not yet and it was something to think about doing. It would be t-shirts and not a polo shirt. It was suggested to get prices for both. Leslie will talk to Amy about designing something and get prices. Rodney suggested that the classified employee logo be kept. Patrick Roybal asked if there was a statement included on the logo. He suggested a motto, “Serving ASU Students with Pride” or something similar. Consensus was that was a good idea.

6. Rodney stated that one of the goals was to get more and more classified employees involved in different things. This may be an opportunity to do an in-house classified contest on who could come up with the best logo and a $50 gift certificate would be given to the winner. There are 118 classified employees on the ASU campus. Only one third attend the meetings. Kristin Young-Jaramillo suggested that in the e-mails regarding meetings, a statement be included, “You have the right to attend these meetings and your boss can let you go to them.” Beneranda stated that was important. Kristin mentioned that a lot of employees are not aware of this. It was mentioned that some employees do not think they can attend without permission. Patti stated that was a good point that Kristin made. Another suggestion was made to bring a friend.

7. Kevin Roybal asked about Thanksgiving baskets and Christmas. Rodney stated he has it written down as it was not included on the Agenda. Leslie Widger stated that last year Christmas gift cards were given to students in need. Will continue to do Thanksgiving and Christmas and tie it into a Jean Day for a $5 donation. Housing provides a list
of names of students in need. It was discussed to ask Ken Marquez as well for a list.

H. Salaries and Compression

i. Dodie Day stated that Dr. Svaldi mentioned this morning that they are going to look at compression for Classified Employees. She said in order to be prepared for that, she believes a committee should be formed in order to do homework before they come to the council for their input. All salaries is public information with the employee’s position number, does not have a name associated with it. There are 16 different groups on campus and some of those only have one person in them. She provided examples:
   1. Administrative Assistants has 39
   2. Custodians has 21

All the rest of the groups are smaller. She asked what the council feels on this. We know the salaries and ranges. She suggested having someone from the council as the Chair and other people from different areas, be able to meet and see what research this committee comes up with. This way the Council will be prepared if they are asked. Being proactive and educated.

1. Patrick Roybal stated that when they formed the committee to study this issue, there was not a classified employee on there. He suggested that CEC send a letter to them and ask them to allow a classified employee to be on that committee. Dodie stated she did raise that question. She spoke with Bill Mansheim and he spoke with Dr. Svaldi. The answer was no. The committee is set as it is. There may be subcommittees. Patti asked if Dodie was suggesting that a committee be set up on our own. Dodie stated yes. Patrick Roybal thanked Dodie for asking.

2. Peggy Dunn asked that if we set up our own committee, would we report to the HLC committee and what is the purpose of setting up a committee? Dodie stated that she thought the committee would consist of only classified employees, so if HLC would consult the Classified Employee Council on classified employee issues, salary compression would be a concern. Patti Ortiz asked if everyone knew what compression meant and asked Dodie to explain it. Dodie provided an example: Someone who has been in a position for 16 years and someone comes in seven years later and is making the same amount of money or more. Rodney stated that it is handed down from the State and not the institution, they are trying to make the range of pay more equitable. He provided the example of someone with many years of service as a Custodial I is practically at the level of a Custodial II. So you look at job duties and responsibilities that is compression. Patrick Roybal provided another example. He has been here for 14 years and they rearranged his classification, but he was sitting at the very bottom of his range and kept moving to the bottom of the range. When this is done, employees
never grow through their range. If you are here for 20 years, you should be sitting close to the middle of your range and certainly not at the bottom. If you have been here 20 years and they hire a new employee he is making the same amount or just $5 a month less than you, that is not acknowledging your 20 years of service. Peggy Dunn asked who this newly formed committee would report to. Who would they give their findings to? Dodie stated that the findings would be provided to HLC to educate them. Rodney Martinez stated that this is something that is not going to take effect tomorrow or even after they meet and come up with their findings. It would be something that is a possibility of adding to the budget and through time and years they would be able to adjust it.

a. Leslie asked if anyone would like to be on this committee. She also asked Dodie if she would like to chair it. Dodie state that someone form Classified Council should chair it and then have people from the different areas. Dodie is a Program Assistant and thinks from Administrative Assistants, Custodial, and all different areas be represented.

b. Rodney volunteered to chair the committee. Beneranda stated she would help Rodney. Rodney stated he would ask for Dodie’s assistance as well and identify the need of the other areas that would benefit as well and have input. Dodie stated that you can see from the groups that maybe a I or II is making as much as a III. A II is making less than a I. There are some areas that can be pinpointed just by looking at the salaries.

c. Barbara Griego-Jones asked if there were any handouts or if she could e-mail them. Dodie stated that she can e-mail what she has. It was given to her by HR and she could share it. Dodie rearranged it to put the classes together. She also printed out the ranges and the state website rate. She can scan it in and anyone who wants them can request them from her. Barbara stated that she would like to sit on this committee. Patti Ortiz stated that if anyone else is interested to let Rodney know. Rodney stated he will not turn anyone away if they are interested in sitting on the committee. He said it will probably not be a year project as meetings would be required, gathering information, etc.

d. Patrick Roybal stated that he believed the important thing is to get your story told. If an employee does not think that there is something not quite right in your world, make sure you are heard. That is why you want to participate. Patti Ortiz stated that employees should not be afraid to speak up. Now is
your chance. Kevin Roybal stated that employees should not be afraid to volunteer.

e. Rodney mentioned that when we do the luncheon, CEC requests and asks for baked goods to auction them off. Just an FYI.

f. Patti Ortiz thanked Dodie for the information.

I. Presidential Search Committee

i. Patti Ortiz stated that an e-mail was sent out from Paul Farley, he is one of the Trustee members and he is the Chair of the Presidential Search Committee. There are 16 members, Cheryl Ravens and Patti are representing classified employees. There is a couple of faculty, exempt staff, community people and Board of Trustees members. The committee has been meeting on a regular basis. The last meeting was last week on Thursday, October 9th. So far 19 candidates that are being closely looked at. To date 60 applications have been received. Applications are still coming in as the search has not been closed. The consulting firm has contacted some of the applicants and have had phone interviews with them. They have identified a few that will have face-to-face interviews. Ultimately, the search committee will be narrow it down and provide names to the Board of Trustees. The committee is working well together and eventually come up with three finalists that will be presented to the Board. The Board will actually complete the interviewing and selection process. On the News page, there is a presidential search link there which has agendas, minutes of the meetings. Everyone is welcomed to look at those. Patti believes it is going well. An extension was requested to the Board at this last meeting, as things were moving too fast. In March or April the candidates should be selected.

ii. Barbara Griego-Jones asked if the consulting firm is having the first initial contact with the all the candidates. Patti responded that was correct. The consulting firm reports to the search committee and provides the committee with their thoughts and findings during the initial interview. They report the good and bad. They also ask them about living in a rural area. It has been very time consuming, but the committee all agree that they want to select someone that will be a good president for Adams State, who will help Adams State grow, and be open. There are some good applicants and the search committee keeps referring to the questions from the roundtables of what is important to ASU employees.

J. Leslie Widger asked if there was anything else someone would like to talk about.

i. Kevin Ruybal asked about a rumor of ASU becoming an extension of CSU. Rodney stated it was a rumor. Someone stated it was in the paper. Dodie Day stated that ASU is trying to do some joint work with CSU but not become an extension of them. It is only with certain programs, such as Business is working on projects in conjunction with CSU. Rodney Martinez stated that they also want to work with us so that Adams State can keep the status of a
university and not have to be bought out, so to speak, by one of the bigger institutions. ASU is doing good things and CSU acknowledges this. They actually strive off of the work we do for their Master’s Programs and things of that nature.

ii. Leslie Widger asked if there was anything else to discuss. There was none. She stated that there is a pumpkin give-a-way and if someone had a piece of paper taped to the bottom of their seat, they were the winner of the pumpkin.

iii. Carlos Archuleta won the pumpkin.

VI. Adjourn
   A. Valentio Dressler motioned to adjourn and Jacqueline Martinez seconded. Meeting was adjourned at 11:53 a.m.

Respectfully submitted by Barbara Griego-Jones