



## Classified Forum

### Red Rocks Classified Meeting

6/13/2013

### Community Room

#### Members Present

**Lakewood Campus:** Yvonne Pepping, Karla LeComte, Mary Adrian, Sonja Starkweather, Peggy Stewart, Janis Eagan, Kim Kleiman, Jerah Dickson, Pat Dunn, Sheryl Scharnikow, Rita Rigg, Di Drobnick, Scott Farmer, Carla Plucknett, Deb Dahlstrom, Bishop Burroughs, Bruce Elliott, Nancy Kooken

**Arvada Campus:** Jane Banzhaf, Colleen Morris by phone

**Guest Speaker:** Bill Dial, HR Director

#### Welcome

The meeting was conducted by Yvonne Pepping, President and Karla LeComte, President-elect, with Mary Adrian, Secretary. Yvonne passed around a thank you letter from Second Wind for our \$100 donation. Yvonne then introduced Bill Dial.

#### Bill Dial presented on raises for Classified staff.

Bill passed out a handout on pay increases. He covered four main points for all Classified staff who are not in IT. The IT employees will have a different structure this year.

- All full and part time Classified staff will receive a 2% increase added to their salary
- An additional 2.1%, 1.2% or 0% based on each employee's performance evaluation will be added after the 2% increase as long as they were hired before April 1<sup>st</sup>.
- For those employees who are at the max earnings level, the performance evaluation raises will be distributed through a lump sum. This will not affect their base pay.
- The range minimums were adjusted this year. If, with raises, an employee's salary still does not meet the minimum their salary will be increased to this level.

Bill then opened it up for questions and comments. Major points were as follows:

- This is good news as it has been up to 5 years for some with no raises.
- Everyone builds base by 2%. Performance raises build base as well unless the employee is at the maximum. These employees get a lump sum distribution but it does not build their base.
- RRCC is not working from the matrix that is on the website. Use our handout from CCCS.
- Everyone will get an individual letter explaining their raise.
- Any individuals can meet with Bill if they have specific questions.
- Raises will be reflected in your July 31<sup>st</sup> check.

Bill closed by acknowledging all of the hard work done by the Classified staff.

## **Treasurer Report**

Yvonne passed around the treasury report. A discussion regarding expenses followed.

## **9Health Fair Burritos**

Janis talked about the breakfast burritos that we purchased for this year's 9 Health Fair. They were very small and did not have much in them. We may want to rethink this donation for next year. Di Drobnik looked into it and Kelly had made them the first year and they were larger. This year someone else made them and they were smaller. Jane Banzhaf commented that there was plenty of other food despite the burritos. She suggested we discuss with Kelly our expectations and should plan a meat or protein based item. Deb Dahlstrom suggested that we talk with Kelly especially with regards to next year if we want to move ahead. Yvonne said that she would discuss this issue with Kelly. Any decisions were tabled until closer to the next fair.

## **Books for Benefaction**

We will have a 1-day sale in June and July. While it is slower in the summer there is still an opportunity to raise some funds. Sheryl Sharnikow has done Books for Benefaction for a long time. Karla has been helping since she arrived. There was some discussion as to whether this duty should stay with the President-Elect or be a separate person. A motion was made to have the President-Elect assume responsibility for this under Sheryl's advisement. It was seconded and approved by unanimous vote.

## **Confidential Files**

The cart that has our confidential files has broken and is not fixable according to our facilities department. A replacement is available at Office Max for \$149.95. A motion was made to make this purchase from our classified account. It was seconded and approved by unanimous vote. Jane Banzhaf cautioned us to contact the Business Services department to make sure the purchase is handled correctly.

## **Statement of responsibilities, release time and elections**

Yvonne went over the statements of responsibility and release time for those that missed this part of the last meeting. Although the Constitution has the majority of the same information in it that the statement of responsibilities do, Michele Haney and Bill Dial encouraged us to create a document to concisely identify the time commitment for the President and President-Elect positions. These statements should help prevent anyone from being caught off guard in the future. It would also allow for the classified representatives to be supported from the top down when getting involved. Michele felt that a supervisor could be given the statement when their employee is elected to one of these positions, and they would know exactly what to expect in the way of a time commitment. Michele committed to sending a supporting email to the supervisor and *their* supervisor when someone steps into these new roles. Michele and Bill also committed a \$1,500 stipend each year for the President and President-Elect to use for professional development. There are a few details left to iron out and more information will follow.

Yvonne also gave a personal statement as to her positive experience as President. The position does require many meetings but you get to learn about what's going on in all areas of campus. The position is treated as an integral part of shared governance and is very valued. She gave encouragement to nominate a President-Elect. To date there have been no official nominations. The President-Elect position is a 2-year commitment that provides for you to learn one year and serve the second year. Please send any nominations to Yvonne or Karla. Yvonne will be staying on until August while Karla recovers from surgery.

It was also announced that the position of Treasurer is open as Sonja has resigned from this position. As this position is appointed and not voted on, Yvonne and Karla will start looking for someone to fill this role. Anyone with interest should contact them.

### **Welcome Wagon**

There was a discussion about the Welcome Wagon and who can assist with this project. Janis is happy to serve and coordinate this function. She would like 1 or 2 others to join her when making deliveries. There was a suggestion that Janis could put out an email notice when she is planning on visiting with new staff and see who may be available to join her. There are two new Lakewood classified who will receive a welcome gift. There are no new Arvada classified staff.

### **Next Meeting**

The next meeting, perhaps in July, should be held in Arvada. It would be great if we can set something up to tour the new NANSLO lab. This is a lab for online classes where BIO-NUA students log on from home and there are simulations of the lab. It came from Lowry through a TAA grant. We may also be able to set up a tour of the sonography and radiology labs in the secondary building. More information will follow.

### **Committee Reports**

Brief reports were given regarding some committees on campus. The Sign Committee was given a presentation from the R.I.S.E. students' design proposals. Three different student group proposals were given and each one includes some exciting elements. The students will now try to condense them into one design. The Wellness Initiative is a student led group. They are making presentations to various groups on campus regarding a wellness program and a smoke-free campus. They will present to the Collaboration Council on July 1<sup>st</sup>. The Arts & Events Committee will most likely be pretty quiet until fall. There are several sub-committees forming to work on each aspect of the arts. Watch for more information to come.

### **Other Business**

Bishop suggested that we put together a thank you card for receiving raises. A discussion followed with mixed feelings. Individuals are welcome to generate something like this if they wish but no statement from the group will be issued. An article was in the Lakewood Hub recently talking about our Development Day of Service in April. It included a picture and some very good PR.

Yvonne motion to close the meeting as there was no more business items.