



Classified Unit Business Support Senate Meeting Minutes – December 15, 2021 Meeting via Zoom

CUBSS CUBE Members

Roxanne Braswell, Stacey Cederquist, Tiffany Cooper, ~~Barry Jager~~, Michelle Fey, ~~Kelly Fouchy~~, Donna Marr, Tina Martinez, ~~Karen Nelson~~,
Angela Perez, ~~Susan Wise~~

Attendees

~~Shayleen Ahman~~, Trisha Allen, Debra Arnold-Haro, Genevieve Barnes, Wynona Byrom, Debbie Cobb, ~~Shawna Cook~~, ~~Shareen Crosby~~, Katie Froman, Josie Gallegos,
~~Jeanette Garcia~~, Kristi Gilbert, ~~Shelly Gingold~~, Debby Gossett, ~~Andrew Hendricks~~, ~~Debbie Hunt~~, Amy Kraft, ~~Katie Leal~~, Lisa Levatino, Heidi Lynn, Stacey Mansfield, ~~Nancy~~
~~Majors~~, Penny Manes, ~~Janelle McDonald~~, Melinda Reyes, Jenny Righetti, ~~Rebecca Rodriguez~~, Sandy Sanchez, Sara Sanchez, ~~Nancy Sternfeld~~, ~~Sonja Swiderski~~, Janis Tatum,
Tam Tran, Lacey Wolf. Guests – Rees Warne

Welcome and Introductions – Michelle welcomed the group at 2:03pm.

Minutes – Minutes were approved as written.

CUBE Report – Michelle asked for members to forward items they wish to be included in the newsletter to her.

Market Study Update – We have selected a consultant for the Market Study and the company we selected was KOFF and Associates. ECC determined that we will be looking at the Certificated Range 2 and 6. For Classified, reports were generated to show us the grade levels with the most FTE so we will look at positions with the most people in them. We want to represent the majority of our Classified staff. Reports will go out to ECC for review and recommendation. Once they have completed their study, ECC will make recommendations that will go to the Board. The criteria for choosing this consultant was through an RFP (Request for Proposal) process.

Climate Assessment – Some of the points that were brought up within the Climate Assessment was communication. We have addressed this issue with the addition of email and additional communication. We also have a newsletter from CUBSS that we hope can be used to introduce our staff from around the District. We can use this to also celebrate our Classified employees.

Training was also brought up as a topic. We want to make sure people are aware of the training that is available to them. We may have Technology come to address what training they have available on their website.

Recognition/Compensation/Longevity – Since this assessment, we have had a one-time payment to all employees, salary increase to our step and column, and Classified Longevity that is now equal to Classified Management Longevity.

Staff Development – Roxanne discussed options for employees for our Professional Development (PD) days. For PD days, sites and offices can have their doors closed, however, there are trainings being offered for our Classified staff and there is a mandatory training for Registrars. There is also a training for Library Techs with Rob Christopherson for those who have worked as a Library Tech for 5 years or less. It is highly encouraged that employees attend the trainings. As in years past, employees have always been had the option to take a Personal Necessity day. However, they are highly recommending that staff attend Staff Development Day. The training at the PAC is 8:45am till 12:30pm.

Bell Schedule – Michelle Fey and Janis Tatum are part of these committees. School start time will be moving, and they are letting each site determine what the start times will be for their areas. They are also discussing how this will affect bus schedules, sports and Campus Catering. Janis added that she was impressed that everyone was solution oriented. We need CUBS Senators to be open minded when it comes time for us to bring forward options. There was a question about how long our offices need to be open. This seemed to be a bigger concern for elementary schools. With secondary we have to be there from 7:15am to 4:15pm. Some of the secondary questions we heard were concerning when children of employees will start school vs when they have to be at work. Campus Club will be sending out a parent survey to determine if they will need daycare so that they can meet our parent's needs. This will go to the Board on

January 12th. We will need to keep this on the agenda. There are concerns but once the times have been determined then they can have further discussions about start and end times for employees. There is a draft of each school sites suggested start times on our website.

Committee Reports –

SBC – Tricia Allen and Wynonna Byrom – They discussed the reduction of costs and the education of employees about where they can go for labs as there is a considerable cost difference in costs depending on where they go for labs, MRI's, x-ray's, etc. There is a huge price difference when you go to a hospital vs a specialty center for treatments. There is a lot of additional costs with hospitals. We always encourage employees to use MiCare for lab work as it is convenient, fast and results are easily available. MiCare is also going to be joining the same medical records portal that all of our hospitals and doctors use. They are also considering adding some services to MiCare to save money. Such as x-rays or physical therapy.

ECC – They discussed the market study.

Test Kits – We were granted 44K COVID home test kits and we have distributed them among school sites and departments. These are for students and staff. If you have children at Kastner or Fort Washington, then you can just pick up the tests at one site. If you run out, work through your Assistant Superintendent's office to get additional tests. When you are distributing, please include all your staff. Donna Marr has tests available for all District office. Technology, PLC, PDB should all have tests available. They are encouraging people to take the tests three days prior and one day prior to coming back to the office. Instructions are included on the box. This is to alleviate some of the site stress and the spread of COVID. The link to the video is in the email from Kelly Avants. These tests do not take the place the weekly testing for employees who are not vaccinated. If you have extra test kits, just keep them at your sites.

Meeting was adjourned at 2:50pm