



## Classified Unit Business Support Senate Meeting Minutes – October 13, 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, Jeannette 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 Sternfels, Sonna Swiderski, Janis Tatum, Tam Tran, Lacey Wolf. Guests – Candace Boswell

---

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

**Minutes** – Minutes were approved as written.

**CUBE Report** – Michelle wants to share that CUBE appreciates all our classified employees. In our CUBE meeting we built our agenda and then asked for topics our members wanted to add. It is very important that you share the emails and minutes with all our classified staff at our sites and departments.

**Market Study Update** – Roxanne shared that we received proposals back for the market study and we will be interviewing those three companies on Friday. CUBSS is represented on the panel for the interview. Barry added that this study was an outcome from ECC. CUBSS spoke loudly in ECC regarding our competitive salary schedule and this will allow them to look at districts throughout the state and area to move forward with recommendations for implementation. This is different from a reclassification study that looks at job descriptions. This study is looking at a salaries. Once a team is chosen to do the study, it will then go to the Board, and the recommendations from the group will go to ECC. This is an outcome of last years ECC. Ultimately our ECC group will review the recommendations from this study.

**Climate Assessment QIT** – The meeting will be held on October 25 and if you would like to be a part of this group, just email Michelle.

**Classified Stipends** – Classified personnel doesn't usually receive a stipend if it is related to your current position. If, however, you are doing additional work that is within your current scope, you should be receiving overtime. If you are doing a job that is not within your hours or your job scope, you can receive a stipend. Barry added that there has been talk about workload by our classified employees, there is casual labor available to our sites and to our classified staff. Corrine is working with Leadership and our sites to make sure there is overtime availability. We want our people to be compensated. Classified can get a stipend if it is over and above their work scope. CUBSS wants to make sure our classified staff feels supported. For those who have been with CUBSS for a long time, they remember that CUBSS worked to get overtime budgeted for our sites. Andrew asked – When we had Tech Boot Camp in the past, we couldn't get a stipend. Roxanne - Yes, it would be considered overtime. Kristie asked - If someone asks you to do a job that is not something they would normally do, do they get a stipend for that? Barry – This might depend on the other duties as assigned. Roxanne – The clerical piece is part of the job you are doing vs going out to coach a team. Talk to your Administrative Assistant for your area and work with CUBE to make sure questions are asked.

**Vaccine Testing** – We have established a database and will have a zoom COVID testing training this afternoon. Those who have provided their vaccine cards will not have to test. Automated reminders will go out each week. Raj will be talking about some ways to clean up the database so we are only testing those who are currently on our sites. He also programed a label so that the tests can be noted. Barry – There will be a FAQ's page that will hopefully answer many questions that you may have had. We are going to record the meeting today and will get this out to CUBSS. We are

close to 63-64% of our employees that have been vaccinated. It is not mandated to be vaccinated right now. Roxanne - There is no need for people to put in for exemption for the vaccine at this time.

**Annual Acknowledgments** – Human Resources had 4 new hires in September and we are currently working on the Annual Acknowledgement. It will be the same process that we have utilized through Informed K12.

**Communication from CUBSS** – CUBE is working hard on getting a newsletter ready and it will be sent out to all classified staff. It is an added way to update our classified employees. If you have anything to add, please send to any CUBE representative or your area Administrative Assistant.

**Committee Reports** – ECC is meeting on Oct 21. EBC and SBC – Wynona shared that these groups just met and they are looking at the changes that are coming up for our health care to see where we are ahead. Last year's changes helped to save dollars to our plan.

Barry – It is important for CUBSS to know that we have members that will be included on the bell schedule steering committee. Shelly Gingold, Janis Tatum and Michelle Fey and Angela Perez.

Janis – I am hearing rumors that other districts are raising the rates for Subs. Barry – I just left a couple of meetings and we are seeing increases from a couple our nearby districts. We are looking at what we can do to our rate as well. We have increased our expedited hiring for subs but it is tough process and we will continue to expedite any hires. I will take this back to my meetings that CUBSS would like to see an increase in subs.

Stacey Mansfield – Some of our gals brought up the possibility of having two extra PN days give to Classified employees. Barry – As we get into meetings with ECC, CUBSS representatives can communicate this as a priority through ECC. Last year ECC did vote to give classified longevity, as it has been a top priority for classified employees. I would recommend that it is brought forward to ECC from CUBSS. For November 12<sup>th</sup> this year, classified staff can take a PN day or can use comp time based on their sites and their immediate supervisors' approval.

Meeting adjourned at 2:40p.m.