

**Classified Staff
MEETING MINUTES
October 6, 2022 11:00
Google Hangouts Meet**

MEMBERS (presence denoted by check): *To check off names of attendees, click on the checkbox to highlight it (one click highlights all checkboxes, two clicks highlights just the one), then left click on the checkbox and choose the ✓ symbol).*

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|--|--|---|
| <input type="checkbox"/> ✓ Shannon Crow | <input type="checkbox"/> Mandy McKay | <input type="checkbox"/> ✓ Emily West |
| <input type="checkbox"/> Brenna Young | <input type="checkbox"/> ✓ Jenna Schwartz | |
| <input type="checkbox"/> ✓ Kristen Sides | <input type="checkbox"/> ✓ Sarah Perry | |
| <input type="checkbox"/> ✓ Anthony Merseal | <input type="checkbox"/> ✓ Debbie Bonham | <input type="checkbox"/> ✓ Daryl Gehbauer |
| <input type="checkbox"/> ✓ Beau Besancenez | <input type="checkbox"/> ✓ Daniel Boyer | <input type="checkbox"/> ✓ Stephanie Cage |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Bill Kaune |
| <input type="checkbox"/> ✓ Kim Garzia | <input type="checkbox"/> ✓ Laura McCloskey | |
| <input type="checkbox"/> ✓ Keri Hayes | <input type="checkbox"/> ✓ Brandi Gallaway | |

GUESTS: Karen Altenau-Smith, Jennifer Baine, Angela Bassin, Lucia Brodribb, Corynne Brown, Tera Brutsman, Alasia Buschkopf, Meredith Buschmann, Cindy Draper, Marina Duffner, Stephanie Earls, Judith Ellison, Anthony Foster, Jen Gann, Holli Gillam, Denise Hawkins, Hope Hernandez, Darrel Hulvey, Emily Koogler, Tim Kuchar, Linda Ladendecker-Corley, Dan Lauder, Sue Lerch, Saranda Lund, Karla Mason, Jessica Montgomery, Shelly Mueller, Victoria Needy, Kim Niehaus, Zachary Quick, Lore Robart, Melissa Salzman, Ian Schneider, Alicia Smith, Torri Thomas, Laura Villmer, Brit Wallace, Caleb Yochim

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:01 a.m.
Approve Minutes	June 2, 2022 ACTION: 1. Motion: Emily West Seconded: Beau Besancenez Vote: All Approved
New Business	<ul style="list-style-type: none"> ● Restructuring of the groups <ul style="list-style-type: none"> ○ current number in groups is not balanced ● Erin Bergman is leaving Jefferson College a volunteer is needed to produce the meeting minutes, contact Shannon Crow if interested ACTION: 2. Shannon Crow: Will send out the current structure with numbers of classified staff in each group and the proposed new grouping
Misc. Updates/Reminders	<ul style="list-style-type: none"> ● Representative is needed for Group 2- Zachary Quick has volunteered <ul style="list-style-type: none"> ○ will review restructuring prior to accepting ● Holiday Party Planning, still looking for volunteers, please contact Emily West or Mandy McKay if interested ● EMS Reservation System <ul style="list-style-type: none"> ○ Kim Niehaus has tips: When making an event reservation with the need for specific set up please provide details <ul style="list-style-type: none"> ■ Desired equipment and the specific quantity ■ List the temperature adjustment in the comments section

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ A floor plan diagram is preferred, this can be hand drawn or created in a word document, provide details ○ Notify the event coordinator if a reservation needs to be changed or canceled <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Many events are scheduled on a setup calendar in a separate application <ul style="list-style-type: none"> ● If an event is canceled by the contact and not the event coordinator, the crew may set up for an event that will not occur as it was not removed from the schedule ● EMS update will take place by end of day 10/7/22 ● State of the College: Monday, October 10, 2022 2-4 pm ● Monthly Meeting with Dena: <ul style="list-style-type: none"> ○ Working on capital Projects-JCI moving to JCA <ul style="list-style-type: none"> ■ goes out to bid summer 2023 ○ Viking Woods small expansion ○ Vet Tech new building ○ Fine Arts renovation ● Insurance- medical/dental UMR Vision split in 2023 to EyeMed <ul style="list-style-type: none"> ○ Open enrollment dates TBD will happen in November ○ Decrease in dependent premium ○ Deductibles will decrease ○ All details will be revealed at Enrollment meetings ● Wellness Fair was a success ● Police Department <ul style="list-style-type: none"> ○ addressed in an email from the President ○ Will be covered in the State of the College ● Trunk or Treat is in need of volunteers- see today's email with Google doc sign up ● Golf Tournament: Thanks to all the volunteers, great event 27 teams in the am and 18 teams in the pm
Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> ● Outdoor Movie night was a success 300+ people attended ● New Field House floor looks great
BOT Meeting Updates	<ul style="list-style-type: none"> ● Next meeting is Thursday October 13, 2022 ● BOT Meeting Updates
Administrative Liaison Report	<p>Daryl Gehbauer reports</p> <ul style="list-style-type: none"> ● Annual Audit work taking place ● Draft debt policy work ● Working on capital Projects- <ul style="list-style-type: none"> ○ JCI moving to JCA <ul style="list-style-type: none"> ■ will address noise, sound abatement ■ placing the noise producing areas in the addition to be added ■ goes out to bid summer 2023 ○ Viking Woods small expansion 10 apartment & new location for police ○ Vet Tech new building, a grant has been obtained, fundraising to start ○ Fine Arts renovation breezeway and new elevator on south side classrooms and labs renovation on north side

	<ul style="list-style-type: none"> ○ Student Center lower level renovation to Cafe, goal to have some sort of food vendor ○ ASI window replacement exterior entrances ○ CARES grant monies to be spent by June, addition of garage for B&G and update restrooms across campus
Certified Staff Liaison Report	Stephanie Cage reports Certified staff meets 5/7/22
Faculty Liaison Report	Bill Kaune not present to report
Certified Staff Rep Report	Emily West reports will be attending the next meeting
Faculty Senate Rep Report	Laura McCloskey reports the meeting is Friday
CICC Staff Rep Report	Brandi Gallaway reports <ul style="list-style-type: none"> ● The committee is finding homes for orphaned taskforce and committees ● Updated shared governance documents ● Continuing to work on action plans
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Maintenance ticket, is it possible to see old tickets <ul style="list-style-type: none"> ○ Contact John Willett with ticket questions ● Employee Connect on Monday at 1:00 pm snacks available ● Strides to End Domestic Violence Awareness Walk is Saturday, October 15th from 10-12 pm <ul style="list-style-type: none"> ○ Free to participate, but donations are welcome to the Mary Daniels Memorial Scholarship
Executive Session	No need
Adjournment	Time: 11:46 Next Meeting: November 3, 11:00 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. <<Upload documents in Google Drive and insert link here>>

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist