

**Classified Staff  
MEETING MINUTES  
April 7, 2022 11:00 a.m.  
Google Hangouts Meet**

---

**MEMBERS (presence denoted by check):**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Kristen Sides   | <input checked="" type="checkbox"/> Richard Stephenson | <input checked="" type="checkbox"/> Brandi Gallaway |
| <input checked="" type="checkbox"/> Shannon Crow    | <input checked="" type="checkbox"/> Mandy McKay        | <input checked="" type="checkbox"/> Emily West      |
| <input checked="" type="checkbox"/> Erin Bergman    | <input type="checkbox"/> Joan Warren                   |   |
| <input type="checkbox"/> Brenna Young               | <input checked="" type="checkbox"/> Shannon Crow       | <input type="checkbox"/> Daryl Gehbauer             |
| <input checked="" type="checkbox"/> Kim Garzia      | <input type="checkbox"/> Daniel Boyer                  | <input type="checkbox"/> Stephanie Cage             |
| <input type="checkbox"/> Sarah Perry                | <input checked="" type="checkbox"/> Debbie Bonham      | <input checked="" type="checkbox"/> Bill Kaune      |
| <input checked="" type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Anthony Merseal    |   |
| <input checked="" type="checkbox"/> Fran Moore      | <input checked="" type="checkbox"/> Lore Robart        |   |
|   | <input checked="" type="checkbox"/> Laura McCloskey    |   |

**GUESTS:** Lucia Brodribb, Meredith Buschmann, Mary Caine, Stephanie Earls, Holli Gillam, Keri Hayes, Hope Hernandez, Kerry Hugo, Matthew Husky, Tim Kuchar, Sue Lerch, Shelly Mueller, Kim Niehaus, Ian Schneider, Jenna Schwartz, David Smith, Torri Thomas, Laura Villmer, Brit Wallace

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 11:00 a.m.
<b>Approve Minutes</b>	February Minutes were approved via email. March meeting canceled no minutes to submit
<b>Welcome to New Staff Members</b>	Kalia Keith, Kristin Brown, Sydne Sewald, Hope Hernandez, Daniel Lauder,
<b>Upcoming Elections</b>	<ul style="list-style-type: none"> <li>● Process will be starting, look for emails</li> <li>● Term begins July 1, 2022</li> </ul> <b>ACTION:</b> <ol style="list-style-type: none"> <li>1. Kristen Sides will send members the forms</li> </ol>
<b>Remote Work Policy Update</b>	<ul style="list-style-type: none"> <li>● Presented to Board of Trustees (BOT) for second reading April 14, 2022</li> </ul>
<b>Various Updates</b>	<ul style="list-style-type: none"> <li>● Salary Structure Proposal present to BOT April 14, 2022, see email</li> <li>● Email Signature and Voice mail response must be updated per protocol, see email for instructions</li> <li>● Pet Policy finalized, will be sent to constituents for review, please provide feedback for or against to Emily West by April 20, 2022               <ul style="list-style-type: none"> <li>○ All responses will be anonymous</li> </ul> </li> <li>● Connie Nash sent a survey to any member of a Institutional Committee, please complete</li> <li>● Great College Survey will close April 8, 2022, please complete</li> <li>● Library Book Sale this week</li> <li>● Jennifer Baine expresses appreciation for feedback on Opening Week</li> <li>● Wellness Challenges are not automatically set up by UMR as in the past with Cigna               <ul style="list-style-type: none"> <li>○ Some type of activity will be available in the future</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● President McCaffrey updated Kristin Sides on the progress of moving JCI to JCA; 75% of funding is in place</li> <li>● Fran Moore visited with Darrel Hulvey and family; the family expresses gratitude for all of the support JC members have shown the family through the ongoing medical situation</li> <li>● Look out for Classified Outstanding Achievement award information</li> </ul>
<b>Extended Cabinet Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Students completed a survey pertaining to emails <ul style="list-style-type: none"> <li>○ 80% of respondents want one email per week containing updates, and campus activity information</li> <li>○ Students prefer email and text messaging</li> </ul> </li> <li>● CICC presented the updated Integrated Plan <ul style="list-style-type: none"> <li>○ How do specific Institutional Committees support the different areas of the plan?</li> </ul> </li> <li>● Heather Bond presented data on counseling services and how students participate in services</li> </ul>
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Next meeting is in April</li> <li>● See the email dated April 5, 2022 <i>Windjammer</i> for approved agenda items</li> </ul>
<b>Administrative Liaison Report</b>	Daryl Gehbauer not present to report
<b>Certified Staff Liaison Report</b>	Stephanie Cage not present to report
<b>Faculty Liaison Report</b>	<ul style="list-style-type: none"> <li>● Bill Kaune reports Faculty comments/discussion on the Pet Policy are in favor of the policy.</li> <li>● Bill has been requested to present to the Faculty Senate, before summer, the need for Faculty Advisors to Student Organizations</li> </ul>
<b>Certified Staff Rep Report</b>	<ul style="list-style-type: none"> <li>● Emily West reports discussion on updates to policies. Considering adding <i>Juneteenth</i> to the academic calendar, it was noted that for this to take place it would include the removal of a current holiday. <ul style="list-style-type: none"> <li>○ Question from Classified Staff included- when would this go into effect? It was noted the current Academic Calendar is in place; so it would be later.</li> </ul> </li> </ul>
<b>Faculty Senate Rep Report</b>	<ul style="list-style-type: none"> <li>● Laura McCloskey reports the Faculty Senate will meet tomorrow.</li> </ul>
<b>CICC Staff Rep Report</b>	<ul style="list-style-type: none"> <li>● Brandi Gallaway reports a survey has been sent to all faculty and staff serving on an Institutional Committee looking for feedback on the Integration Planning structure</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>● Laura Villmer announced the Foundation Spring Virtual Auction meet its fundraising goal and thanked all for participating</li> </ul>
<b>Executive Session</b>	Entered into session at 11:45 a.m.
<b>Adjournment</b>	<b>Time:</b> 11:58 a.m. <b>Next Meeting:</b> Thursday May 5, 2022
<b>Additional Documents</b>	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> <li>1. &lt;&lt;Upload documents in Google Drive and insert link here&gt;&gt;</li> </ol>

Respectfully submitted,  
Erin Bergman  
Sr. Administrative Specialist