

**Classified Staff
MEETING MINUTES
May 5, 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 type="checkbox"/> Brandi Gallaway |
| <input checked="" type="checkbox"/> Shannon Crow | <input type="checkbox"/> Mandy McKay | <input 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 type="checkbox"/> Anthony Merseal | |
| <input checked="" type="checkbox"/> Fran Moore | <input type="checkbox"/> Lore Robart | |
| | <input checked="" type="checkbox"/> Laura McCloskey | |

GUESTS: Karen Altenau-Smith, Jennifer Baine, Angela Bassin, Lucia Brodribb, Corynne Brown, Alasia Buschkopf, Meredith Buschmann, Barbara Clements, Cindy Draper, Judith Ellison, Denise Hawkins, Keri Hayes, Hope Hernandez, Daniel Lauder, Sue Lerch, Patrick McKelvey, Shelly Mueller, Kim Niehaus, Jenna Schwartz, John Shore, Alicia Smith, David Smith, Laura Villmer, Lisa Vinyard, Brit Wallace, Caleb Yochim

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:01
Approve Minutes	April 7,2022 ACTION: 1. Motion: Shannon Crow Seconded: Fran Moore Vote: All in favor
Misc Updates/Reminders	<ul style="list-style-type: none"> ● Nominations for Classified Staff representatives are due end of day Friday May 6, 2022 ● Outstanding Achievement Award is due end of day May 13, 2022 <ul style="list-style-type: none"> ○ Voting will take place immediately with a short due date ○ Winner’s name will be submitted to MCAA as an award for Classified Staff is available, due date end of May ● Review job descriptions with supervisors for eligibility for remote work ● HR will be sending to each employee what the new step and grade will be, expect this information in June ● Wellness Program is hosting a <i>Cheers to a Smooth Summer</i> event on May 11 <ul style="list-style-type: none"> ○ All full-time and part-time regular employees will be treated to a smoothies from <i>JuiceMasters</i> Food Truck ○ Smoothies will be delivered to JCA and JCI campuses ● Juneteenth observation as a holiday is still under consideration <ul style="list-style-type: none"> ○ Administration will be contacting the Diversity Committee to research other institutions calendars ○ Faculty contract days must be taken into consideration ○ Previous discussion was Juneteenth would need to replace a day off

	<ul style="list-style-type: none"> ■ Discussion on other higher education institutions do not observe Good Friday as a holiday/day off ● Welcome shout out to newest Classified Staff members: Terry Weis, Torri Thomas, Michelle Allen, Corynn Brown, and Melissa Salzman
Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> ● Extended Cabinet Meetings will resume in August ● Due to the large amount of feedback on the Pet Policy further discussion will be had ● Jude Kyoore presented on student retention ● Daryl Gehbauer updated the solar power tables, informal learning spaces, will be installed on campus by June 15, 2022 ● Remote Work process update ● Two architects of record have been selected ● Kim Harvy-Manus reported HLC Assurance Argument is underway and will be completed for June 2023 and gave an update on the recent HLC conference held in Chicago
BOT Meeting Updates	<p>April 14, 2022 meeting</p> <ul style="list-style-type: none"> ● Second reading of Remote Work and Student Code of Conduct ● Approval of Municipal Advisor, Internet Services, Athletic Apparel and Equipment, Parking Lot Maintenance, Masonry Repairs, and Elevator Maintenance contracts ● Approval of Purchase: classroom furniture ● Approval of Employee Raises/Contracts ● Approval of Faculty Promotions ● Approval of Appointment ATS Health Services Faculty and Dean of Instruction ● Human Resources report of open positions and future openings <p>Next meeting is May 12, 2022 at 5:30 pm</p>
Administrative Liaison Report	<p>Daryl Gehbauer reports</p> <ul style="list-style-type: none"> ● Due to the many responses received on the Pet Policy and the strong opinions from both spectrums further action needs to be taken prior to a decision <ul style="list-style-type: none"> ○ Input from a legal review <ul style="list-style-type: none"> ■ Need to rethink the why of creating a pet policy ○ Consulting with Employee Support ○ Tabled until the fall, the policy is not dead ● The budget has been presented for the first reading, no big surprises <ul style="list-style-type: none"> ○ Expense side of budget to be tweaked ○ Revenue side of budget may change due to the funding from the State Legislature has not been finalized or signed by the Governor ○ Final reading in June ● Opportunity for large capital projects exists <ul style="list-style-type: none"> ○ Student Center first floor remodel ○ Fine Arts north side renovation ○ Viking Woods potential expansion ○ Vet Tech program new building on the ground of the old Sheriff's Department building; to be torn down ○ Buildings and Grounds building expansion needed as the Sheriff's Department building is currently in use for storage <ul style="list-style-type: none"> ■ Update the facade of the building

	<ul style="list-style-type: none"> ○ Funding needs BOT approval and not voter approval due to funding is from grants and other sources <ul style="list-style-type: none"> ■ JCA expansion is half state funded, county and City of Arnold also contributing to funding ● Micro Mart issues are recognized and discussions on how to rectify issues are underway ● Approval of Employee Raises/Contracts <ul style="list-style-type: none"> ○ It is noted that the greater percentage of funds will go to Classified Staff as they are the largest constituent group
Certified Staff Liaison Report	Stephanie Cage was not present
Faculty Liaison Report	<p>Bill Kaune reports</p> <ul style="list-style-type: none"> ● Discussion by faculty on the Pet policy ● Faculty looking for nomination for awards
Certified Staff Rep Report	Emily West was not present
Faculty Senate Rep Report	<p>Laura McCloskey reports</p> <ul style="list-style-type: none"> ● Did not attend; Bill Kaune's report covered the information
CICC Staff Rep Report	Brandi Gallaway: nothing to report
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● None at this time
Executive Session	Entered into Executive Session at 11:32
Adjournment	<p>Time: 11:45 am.</p> <p>Next Meeting: Thursday June 2, 2022</p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. Classified Staff April 7, 2022 Minutes

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist