

**Classified Staff  
MEETING MINUTES  
October 5, 2023 11:00AM  
Google Meet**

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**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 checked="" type="checkbox"/> Shannon Crow    | <input checked="" type="checkbox"/> Daniel Boyer    | <input checked="" type="checkbox"/> Holli Gilliam  |
| <input checked="" type="checkbox"/> Anthony Merseal | <input type="checkbox"/> Laura McCloskey            | <input checked="" type="checkbox"/> Tasha Welsh    |
| <input checked="" type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Brandi Gallaway | <input checked="" type="checkbox"/> Michelle Allen |
| <input checked="" type="checkbox"/> Keri Hayes      | <input type="checkbox"/> Emily West                 | <input checked="" type="checkbox"/> Ashley Moll    |
| <input checked="" type="checkbox"/> Zachary Quick   | <input type="checkbox"/> Stephanie Cage             |  |
| <input checked="" type="checkbox"/> Jenna Schwartz  | <input checked="" type="checkbox"/> Kathy Johnson   |  |

**GUESTS:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00 AM
Approve Minutes	<a href="#">June 1, 2023</a> , <a href="#">September 7, 2023</a> <b>ACTION:</b> 1. <b>Motion: Brandi Gallaway &amp; Denise Hawkins Seconded: Denise Hawkins &amp; Shannon Crow Vote: Motion passes</b>
New Business	<ul style="list-style-type: none"> <li>● Talked to Dena and Dale Richardson Regarding CTE parking               <ul style="list-style-type: none"> <li>○ Dale and B&amp;G are working on a solution. There has been a concern about the ATS busses and other vehicles traveling safely through the area of the CTE building and the Technology Center. No update at this time.</li> </ul> </li> <li>● Cafe Menu now posted to the Announcements               <ul style="list-style-type: none"> <li>○ Please remember to check your announcements daily</li> </ul> </li> <li>● Still Looking for volunteers for a secretary of Classified Staff               <ul style="list-style-type: none"> <li>○ If you are interested or know anyone that is interested, please talk to Daniel Boyer. This is a good opportunity to learn more about the college and what is going on.</li> </ul> </li> </ul>
Misc. Updates/Reminders	<ul style="list-style-type: none"> <li>● For constituent review, Feedback due 10/9:               <ul style="list-style-type: none"> <li>○ <a href="#">BOT Policy II-010</a></li> <li>○ <a href="#">BOT Procedure II-010</a></li> <li>○ <a href="#">BOT Procedure IV-012</a></li> <li>○ <a href="#">BOT Policy IV-012</a> <ul style="list-style-type: none"> <li>● Two of these policies are more related to faculty and the other two are related to staff. The last time BAT-FAT met they negotiated the difference between faculty and staff.</li> <li>● Please provide feedback by Monday. The faculty policy has the most substantial changes.</li> </ul> </li> </ul> </li> <li>● <a href="#">State of the College Town Hall</a> 2:30-4PM</li> </ul>

	<ul style="list-style-type: none"> <li>○ A lot of good information coming out from the President's Office. Please join in if you have some time this afternoon.</li> <li>● Remember to check MyJeffco Announcements daily</li> <li>● Day of service sign up: Please check your announcements for the link to volunteer.</li> <li>● Early Retirement Stipend - Please submit the paperwork by November 1st to HR to receive your stipend.</li> <li>● Biometric Screening - Today is the last day to sign up.</li> <li>● Trunk or Treat sign up is out there to sign up also. If you have any questions, please reach out to Brandi Gallaway.</li> <li>● Healthcare Career Fair for the healthcare majors/other students is October 26th from 2-5 pm in CTE</li> <li>● Hours have been changed for the Vikings Vault. We still have the mini Vault at JCA. If you have any questions please let Brandi Gallaway know.</li> </ul>
<b>Extended Cabinet Meeting Updates</b>	<ul style="list-style-type: none"> <li>● 1st meeting was held September 11th, 2pm <ul style="list-style-type: none"> <li>○ New Employees/Promotions</li> <li>○ Construction Updates - with JCA and here at the Hillsboro campus</li> <li>○ Benefits - Staying without current provided. A small increase to insurance premiums.</li> <li>○ Student Compliance and counseling updates</li> <li>○ IT spiceworks Ticket and Maintenance ticketing- Maintenance has their own separate portal for requests from IT.</li> <li>○ Upcoming events</li> </ul> </li> <li>● Next meeting <a href="#">Monday, October 23</a></li> </ul>
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Last meeting was Thursday, September 14th <ul style="list-style-type: none"> <li>○ Presentation on Vikings Care and the Care team</li> <li>○ Website redesign was approved - This will be moving forward. Blake Tilley is spearheading this process.</li> <li>○ Insurance will renew at UMR at a 5.2% increase. No changes to vision or dental. Also renew at PAS and Hartford.</li> </ul> </li> <li>● Next meeting, Thurs. Oct 12, 2023</li> </ul>
<b>Administrative Liaison Report Tasha Welsh</b>	<ul style="list-style-type: none"> <li>● Revision to the grievance policy. Feedback has been received. They will be receiving more feedback on the performance management section. This will take the positive and the negative feedback and be able to drill down to see why some of the results are so low. The idea is to work on turning around the results.</li> </ul>
<b>Certified Staff Liaison Report Stephanie Cage</b>	<ul style="list-style-type: none"> <li>● No update at this time</li> </ul>
<b>Faculty Liaison Report Kathy Johnson</b>	<ul style="list-style-type: none"> <li>● Unable to provide feedback</li> </ul>
<b>Certified Staff Rep Report Emily West</b>	<ul style="list-style-type: none"> <li>● No update at this time</li> </ul>

<b>Faculty Senate Rep Report</b> <b>Laura McCloskey</b>	<ul style="list-style-type: none"> <li>• No update at this time</li> </ul>
<b>CICC Staff Rep Report</b> <b>Brandi Gallaway</b>	<ul style="list-style-type: none"> <li>• No CICC updates because meeting was canceled in September. Meeting will be next week.</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>• CCC presentation by Dr Hoelzer</li> <li>• Banned books week this week. Feel free to stop by and participate</li> </ul>
<b>Executive Session</b>	<ul style="list-style-type: none"> <li>• Executive Session not needed</li> </ul>
<b>Adjournment</b>	<p><b>Time:</b> 11:23 AM</p> <p><b>ACTION:</b></p> <p>2. <b>Motion: Brandi Gallaway Seconded: Zachary Quick</b></p> <p><b>Next Meeting: Thursday, November 2nd, 2023 @ 11AM</b></p>
<b>Additional Documents</b>	Attached documents reviewed during this meeting: None

Respectfully submitted,

Shannon Crow