

**Classified Staff**  
**MEETING MINUTES**  
**November 2, 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).*

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

**GUESTS:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:01 AM
Approve Minutes	<a href="#">October 5th</a> <b>ACTION:</b> 1. <b>Motion: Holli Gilliam Seconded: Zackary Quick</b> 2. <b>Vote: Motion passes</b>
Old Business	<ul style="list-style-type: none"> <li>● CTE Parking blocks moved to resolve the issue</li> <li>● Still looking for secretary - possibly take turns taking notes for each meeting               <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>
New Business/Misc. Updates/Reminders	<ul style="list-style-type: none"> <li>● Reminder to check myjeffco announcements</li> <li>● Holiday Party Reminder</li> <li>● Discussion regarding campus closure and remote work requirements               <ul style="list-style-type: none"> <li>○ Concerns with the process of how this procedure changed</li> <li>○ Concerns with technology</li> <li>○ Concerns with discrepancies between supervisors and employees regarding remote work capabilities and time reporting</li> <li>○ Concerns with child/dependent care</li> </ul> </li> </ul>
Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> <li>● Meeting was held October 23rd, 2pm               <ul style="list-style-type: none"> <li>○ New Employees/Promotions</li> <li>○ Trends in Higher Education</li> <li>○ Tiered Tuition models</li> <li>○ Campus closure remote work</li> </ul> </li> </ul>
BOT Meeting Updates	<ul style="list-style-type: none"> <li>● Last meeting was October 12, 2023               <ul style="list-style-type: none"> <li>○ Presentation from ECC</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Departmental Updates</li> <li>○ Many Purchases approved</li> <li>● Next meeting, December 7th @ 5PM</li> </ul>
<b>Administrative Liaison Report</b> <b>Tasha Welsh</b>	<ul style="list-style-type: none"> <li>● Revising Staff Grievance Policy and procedure</li> <li>● Working on strategic workforce planning</li> <li>● Cabinet retreat last Monday and working on budget</li> <li>● Open enrollment will be 11-13 through 11-21</li> </ul>
<b>Certified Staff Liaison Report</b> <b>Stephanie Cage</b>	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<b>Faculty Liaison Report</b> <b>Kathy Johnson</b>	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<b>Certified Staff Rep Report</b> <b>Emily West</b>	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<b>Faculty Senate Rep Report</b> <b>Laura McCloskey</b>	<ul style="list-style-type: none"> <li>● Faculty: Updating AI and academic dishonesty and how they are addressing the concerns</li> <li>● Survey available regarding the IT helpdesk and live phone operator</li> </ul>
<b>CICC Staff Rep Report</b> <b>Brandi Gallaway</b>	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>Executive Session</b>	<ul style="list-style-type: none"> <li>● Motion by Laura McCloskey Second; Zachary Quick</li> <li>● Enter executive session</li> </ul>
<b>Adjournment</b>	<p><b>Time:</b> 11:46</p> <p><b>Next Meeting:</b> Thursday, December 7, 2023 @ 11AM</p>
<b>Additional Documents</b>	Attached documents reviewed during this meeting: None

Respectfully submitted,

Daniel Boyer