

Classified Staff
MEETING MINUTES
April 6, 2023 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 checked="" type="checkbox"/> Shannon Crow | <input checked="" type="checkbox"/> Zachary Quick | <input checked="" type="checkbox"/> Brandi Gallaway |
| <input checked="" type="checkbox"/> Brenna Young | <input type="checkbox"/> Mandy McKay | <input checked="" type="checkbox"/> Emily West |
| <input checked="" type="checkbox"/> Kristen Sides | <input checked="" type="checkbox"/> Jenna Schwartz | <input checked="" type="checkbox"/> Daryl Gehbauer |
| <input checked="" type="checkbox"/> Anthony Merseal | <input checked="" type="checkbox"/> Sarah Perry | <input type="checkbox"/> Stephanie Cage |
| <input type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Debbie Bonham | <input checked="" type="checkbox"/> Kathy Johnson |
| <input checked="" type="checkbox"/> Kim Garzia | <input type="checkbox"/> Daniel Boyer | <input checked="" type="checkbox"/> Tasha Welsh |
| <input checked="" type="checkbox"/> Keri Hayes | <input checked="" type="checkbox"/> Laura McCloskey | <input checked="" type="checkbox"/> Kathy Johnson |

GUESTS: Tina Jokerst, Karen Altenau-Smith, Jennifer Baine, Brenda Baner, Jaclyn Birks, Debra Branson, Lucia Brodribb, Tera Brutsman, Meredith Buschmann, Julie Creath, Corynne Doyle, Stephanie Earls, Judith Ellison, Jen Gann, Denise Hawkins, Tina Jokerst, Ryan Kelly, Emily Koogler, Timothy Kuchar, Linda Ladendecker-Corley, Dan Lauder, Susan Lerch, Alexis Lowery, Deneen Mains, Karla Mason, Jessie Montgomery, Victoria Needy, Kim Niehaus, Sean Oberle, Sam Roberson, Melissa Salzman, Marina Sarkissian, Ian Schneider, Carly Schoenky, Kristen Sides, Alicia Smith, Torri Thomas, Shannon VonderHaar, Brit Wallace, Stephanie Werner

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00 a.m.
Approve Minutes	March 2, 2023 ACTION: 1. Motion: Brandi Gallaway Seconded: Debbie Bonham Vote: Motion Passes
New Business	<ul style="list-style-type: none"> ● Opening Week Ideas <ul style="list-style-type: none"> ○ Organization and planning has started for opening week. If you have any ideas please contact Jennifer Baine, Chris DeGeare, Shannon or your representative. Chris is able to receive phone calls or emails. Looking for suggestions of a session or opening session speaker. ● Food Service Survey - Closes today <ul style="list-style-type: none"> ○ We have received 343 responses so far. It appears so far most people are in favor of having additional food services besides the micromart. Please provide your feed back by end of day today. It has been sent out for bid and we have received some bids. Will be a mandatory meal plan for residents.
Misc. Updates/Reminders	<ul style="list-style-type: none"> ● Linda K Johnson nominations are due tomorrow, April 7th

	<ul style="list-style-type: none"> ● Great Colleges to Work For Survey, last day to provide feedback is also Friday, April 7th. Please complete the survey. If you have any questions, please contact Victoria Needy in Human Resources. ● Employee Assistance Fund for Kati Donahue - Kati is a new full time faculty member and had a stroke. She is recovering but getting closer to running out of paid time off. Please consider donating or if you have any questions or concerns, contact Blake Tilley. ● Noel Levitz closes at the end of this month. 50 questions sent out. Hoping for a 14% response but currently only at 3% (that is approximately 70+ students). ● The student handbook will be sending it out for everyone to review earlier than usual. Trying to get all edits back before faculty leave for the summer. If you have any updates please let Brandi Gallaway know.
Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> ● Next Extended Cabinet Meeting is April 6th
BOT Meeting Updates	<ul style="list-style-type: none"> ● Next meeting, Thursday, April 13th, 6 pm
Administrative Liaison Report Daryl Gehbauer/Tasha Welsh	<ul style="list-style-type: none"> ● Tasha Welsh will be joining our Classified Staff meetings now as the Administrative Liaison. ● Budget is in final stages and will be going to the BOT meeting on April 13th for first ● Making a recommendation for raises to the BOT in the next meeting. Those will go into effect for July 1 <ul style="list-style-type: none"> ○ Faculty- 1.5% COLA and 2% step to all eligible faculty ○ Certified and Administrators increase of 3.5% COLA ○ Classified Staff sliding scale of COLA's to the salary schedule averaging 6.81% increase overall. This will increase A11 to \$13.92/hour and grade A12 to \$15/hour.
Certified Staff Liaison Report Stephanie Cage	<ul style="list-style-type: none"> ● Nothing new to report
Faculty Liaison Report Kathy Johnson	<ul style="list-style-type: none"> ● Kathy Johnson joined in place of Bill Kaune as Bill is now teaching during the meetings for spring semester. ● Nothing to report, having a meeting in the next couple of weeks.
Certified Staff Rep Report Emily West	<ul style="list-style-type: none"> ● Nothing new to report
Faculty Senate Rep Report Laura McCloskey	<ul style="list-style-type: none"> ● Nothing new to report
CICC Staff Rep Report Brandy Gallaway	<ul style="list-style-type: none"> ● Please review the final FlowChart and give any feedback to Brandi to pass along. <ul style="list-style-type: none"> ○ It is believed to be the final flow chart

	<ul style="list-style-type: none"> ● Please let Brandi know if you have any input as to what data would be helpful to store in a central location. See John Linhorst's summary for more information. What would you like to see accurate records being kept on. ● Be on the lookout for Departmental Action Plan & Capital Project emails with new forms attached to the emails that went out today.
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Voting for Classified Staff reps will be coming out soon. Please watch for the request for nominees soon.
Executive Session	<ul style="list-style-type: none"> ● No need for Executive Session
Adjournment	<p>Time: 11:19 a.m. Next Meeting: Thursday, May 4, 2023</p>
Additional Documents	<p>Attached documents reviewed during this meeting: None</p>

Respectfully submitted,
Shannon Crow
Sr. Administrative Specialist