

**Classified Staff  
MEETING MINUTES  
June 1, 2023 11:00  
Google Hangouts 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"/> Zachary Quick | <input checked="" type="checkbox"/> Brandi Gallaway |
| <input checked="" type="checkbox"/> Brenna Young    | <input checked="" type="checkbox"/> Mandy McKay   | <input type="checkbox"/> Emily West                 |
| <input checked="" type="checkbox"/> Kristen Sides   | <input type="checkbox"/> Jenna Schwartz           | <input type="checkbox"/> Daryl Gehbauer             |
| <input checked="" type="checkbox"/> Anthony Merseal | <input type="checkbox"/> Sarah Perry              | <input type="checkbox"/> Stephanie Cage             |
| <input checked="" type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Debbie Bonham | <input type="checkbox"/> Kathy Johnson              |
| <input type="checkbox"/> Kim Garzia                 | <input type="checkbox"/> Daniel Boyer             | <input checked="" type="checkbox"/> Tasha Welsh     |
| <input checked="" type="checkbox"/> Keri Hayes      | <input type="checkbox"/> Laura McCloskey          | <input type="checkbox"/>                            |

**GUESTS:** Michelle Allen, Brenda Baner, Angela Bassin, Jaclyn Birks, Lucia Brodribb, Tera Brutsman, Alasia Buschkopf, Lora Collins, Carla Crowson, Cindy Draper, Anthony Foster, Jen Gann, Kendall Gilbert, Holli Gillam, Denise Hawkins, Matt Husky, Tina Jokerst, Ryan Kelly, Linda Ladendecker-Corley, Daniel Lauder, Sue Lerch, Alexis Lowery, Sarandu Lund, Deneen Mains, Karla Mason, Jessie Montgomery, Fran Moore, Victoria Needy, Anna Pierce, Jenna Pinson, Kyle Portell, Sam Roberson, Melissa Salzman, Ian Schneider, David Smith, Andrew Swanson, Brit Wallace, Stephanie Werner

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:01 am
Approve Minutes	<a href="#">May 4, 2023</a> <b>ACTION:</b> 1. <b>Motion: Brandi Gallaway Seconded: Brenna Young Vote: Motion Passes</b>
New Business	<ul style="list-style-type: none"> <li>Construction has begun on multiple restrooms across campus</li> </ul>
Misc. Updates/Reminders	<ul style="list-style-type: none"> <li><a href="#">MCCA Classified Staff Day in Springfield - Friday, June 23, 2023</a></li> <li>Classified Staff Outstanding Achievement Voting - open until 4:30 pm, today June 1, 2023</li> <li>Nominations for Classified Staff Representatives for 2023-2024 - Brenna contacted those that have been nominated. Please let her know by Monday if you would like to be placed on the ballot.</li> <li>Reminder in August, during opening week there will be two open forums for Classified Staff. August 11th will be in person at 11 am and Friday, August 18th virtually via Google Meet at 1 pm.</li> </ul>
Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> <li>Travel Policy will be updated with some guidelines</li> <li>Care of Employees               <ul style="list-style-type: none"> <li><a href="#">Addressing Burnout Through Cultural Change: How Leaders can Stem Attrition and Support Employees</a></li> <li><a href="#">The Great Pivot from Resilience to Adaptability</a></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Next meeting: August 2023</li> </ul>
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Viking Classic Golf Tournament - 2 days September 28 &amp; 29</li> <li>● Hot Meal service coming back to Jefferson College - Great Western Dining</li> <li>● Procurement Policy &amp; Guidelines: Changes being presented to the BOT in May, 2nd reading in June. Click <a href="#">HERE</a> <ul style="list-style-type: none"> <li>○ Threshold being raised from \$1,500 to \$5,000</li> <li>○ Board Approvals being raised \$15,000 to \$25,000</li> <li>○ Please keep soliciting bids to try and keep prices down</li> </ul> </li> <li>● Next meeting: June 8, 2023</li> </ul>
<b>Administrative Liaison Report</b> <b>Daryl Gehbauer/Tasha Welsh</b>	<ul style="list-style-type: none"> <li>● Working on the final budget readings</li> <li>● HR Will be sending out announcements to classified staff about their wages effective July 1. Please watch your email for updates. <ul style="list-style-type: none"> <li>○ BOT did approve the raises before the final budget. This helps with recruitment and helps with contracts for faculty before they leave for summer</li> <li>○ No steps this year but a cost of living raise will be given. Focusing on the employees on the lower end of the salary schedule.</li> </ul> </li> <li>● Student workers will continue to be paid minimum wage.</li> </ul>
<b>Certified Staff Liaison Report</b> <b>Stephanie Cage</b>	<ul style="list-style-type: none"> <li>● Not in attendance</li> </ul>
<b>Faculty Liaison Report</b> <b>Kathy Johnson</b>	<ul style="list-style-type: none"> <li>● Not in attendance</li> </ul>
<b>Certified Staff Rep Report</b> <b>Emily West</b>	<ul style="list-style-type: none"> <li>● Not in attendance</li> </ul>
<b>Faculty Senate Rep Report</b> <b>Laura McCloskey</b>	<ul style="list-style-type: none"> <li>● Not in attendance</li> </ul>
<b>CICC Staff Rep Report</b> <b>Brandi Gallaway</b>	<ul style="list-style-type: none"> <li>● Admin. Policy &amp; Procedures updates almost complete</li> <li>● New IC Agenda template is being reviewed for approval.</li> <li>● Any IC 5Yr plan needs to be vetted as the Diversity Committee recently went through the process</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>● Nothing to report</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> 11:19 am <b>Next Meeting: We will see you in August!</b></p>
<b>Additional Documents</b>	Attached documents reviewed during this meeting: None

Respectfully submitted,  
Shannon Crow  
Sr. Administrative Specialist