

**Classified Staff**  
**MEETING MINUTES**  
**September 7, 2023 11:00AM**  
**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 type="checkbox"/> Shannon Crow               | <input checked="" type="checkbox"/> Daniel Boyer | <input checked="" type="checkbox"/> Holi Gilliam |
| <input checked="" type="checkbox"/> Anthony Merseal | <input type="checkbox"/> Laura McCloskey         | <input checked="" type="checkbox"/> Tasha Welsh  |
| <input type="checkbox"/> Beau Besancenez            | <input type="checkbox"/> Brandi Gallaway         | <input type="checkbox"/> Michelle Allen          |
| <input type="checkbox"/> Keri Hayes                 | <input checked="" type="checkbox"/> Emily West   | <input checked="" type="checkbox"/> Ashley Mott  |
| <input checked="" type="checkbox"/> Zachary Quick   | <input type="checkbox"/> Stephanie Cage          |  |
| <input checked="" type="checkbox"/> Jenna Schwartz  | <input type="checkbox"/> Kathy Johnson           |  |

**GUESTS:**

Karen Altenau-Smith, Brenda Baner, Jaclyn Birks, Lucia Rodribb, Alasia Buschkopf, Meredith Buschmann, Julie Creath, Corynne Doyle, Cindy Draper, Stephanie Earls, Judith Ellison, Denise Hawkins, Ryan Kelly, Daniel Lauder, Alexis Lowery, Saranda Lund, Mandy McKay, Jessie Montgomery, Victoria Needy, Sean Oberle, Sarah Perry, Melissa Salzman, Marina Sarkissian, Ian Schneider, Carly Schoenky, Laura Villmer, Stephanie Werner, Courtney Wooldridge,

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:01AM
Approve Minutes	<a href="#">June 1, 2023</a> ACTION: 1. <b>Motion:</b> Emily Sest <b>Seconded:</b> Jenna Schwartz <b>Vote:</b> Pass
New Business	<ul style="list-style-type: none"> <li>● Looking for Volunteers for Secretary</li> <li>● Review Board procedures for Faculty Librarians</li> <li>● Annual training videos required</li> </ul>
Misc. Updates/Reminders	<ul style="list-style-type: none"> <li>● Check myjeffco announcements</li> <li>● Hot food in Cafe</li> </ul>
Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> <li>● Next meeting: 9-11-2023</li> </ul>
BOT Meeting Updates	<ul style="list-style-type: none"> <li>● Next meeting: 9-14-2023</li> </ul>
Administrative Liaison Report Tasha Welsh	<ul style="list-style-type: none"> <li>● Benefits sub-committee <ul style="list-style-type: none"> <li>○ renew with current carrier 5.2% increase in premiums no dental/vision increase,</li> <li>○ Short Term disability options/sick time bank research</li> </ul> </li> <li>● open enrollment soon</li> <li>● Fair Labor Standards Act; thresholds for exempt may need to change for a few employees in the C band</li> </ul>

<b>Certified Staff Liaison Report</b> <b>Stephanie Cage</b>	<ul style="list-style-type: none"> <li>● Not in attendance</li> <li>● Tasha Welsh reported they are discussing projects -performance management</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>● No report</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>● Employee Support Committee has openings looking for volunteers</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>● Laura V. - golf tournament needing volunteers</li> <li>● Upcoming Wellness Fair</li> <li>● Faulty parking TC-CTE - very tight</li> <li>● How to get the cafe menu available online?</li> <li>● SC restroom delayed to nov</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> 11:26 am</p> <p><b>Next Meeting:</b> Thursday, October 5th, 2023 @ 11AM</p>
<b>Additional Documents</b>	Attached documents reviewed during this meeting: None

Respectfully submitted,  
Daniel Boyer