

**Classified Staff
MEETING MINUTES
November 2, 2023 11:00AM
Google 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"/> Daniel Boyer | <input checked="" type="checkbox"/> Holli Gilliam |
| <input type="checkbox"/> Anthony Merseal | <input checked="" type="checkbox"/> Laura McCloskey | <input checked="" type="checkbox"/> Tasha Welsh |
| <input type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Brandi Gallaway | <input checked="" type="checkbox"/> Michelle Allen |
| <input checked="" type="checkbox"/> Keri Hayes | <input checked="" 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: 11:01 am
Approve Minutes	December 2023 Minutes 1st motion Brandi Gallaway, 2nd by Emily West Motion passes
Old Business	<ul style="list-style-type: none"> ● Tiered Tuition feedback - approved by the BOT. Thank you to every one that provided feedback. ● Staff concern with directory information available on the public website - Daniel Boyer is still looking into this to see what can be or should be done. ● Open Forum on 1-23-24 <ul style="list-style-type: none"> ○ Grievance policy updates ○ Inclement weather days and notification ○ Dress code and Jeffco wear ○ Compensation/reimbursement questions

New Business/Misc. Updates/Reminders	<ul style="list-style-type: none"> ● Request for Feedback for Board Policy and Procedures Section II <ul style="list-style-type: none"> ○ Policy Procedure Feedback ○ Please review this policy and procedure and provide any feedback to Daniel Boyer by tomorrow, February 2nd ● EMS Event Reminders - These process will ensure the process goes smoother across campus. If you have any questions or concerns, please let Kayla Barron or Kim Niehaus. If you need permission to Ems, please speak to Kim Niehaus first. It has been requested, if someone has questions when making reservations in spaces such as the Field House or Fine Arts, a note is made to contact Marie Self or Rebecca Ellison. ● Please check your Announcements portal for important information. ● Preview Day on 3/2/24 - If you are interested in helping out, please watch for a Preview Day sign up sheet. Also there will be high traffic areas that we would like to have cleaned up to make our campus look nicer. ● Ground breaking event for the new Veterinary Technology building is next Thursday, February 8th ● Wellness Event for 6 weeks, Fall in Love with yor Wellness. Names will be entered into a drawing. Prizes are still being determined. This specific event will be taking place at the Hillsboro Campus.
Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> ● Meeting 1/22/2024 canceled due to weather
BOT Meeting Updates	<ul style="list-style-type: none"> ● Dec 7th & Jan 11th ● Tiered Tuition approved ● Purchases approved including New cafeteria furniture, Pedestrian Bridge, Nursing suite remodel, Vet Tech Building ● Second reading and approval of Faculty Grievance Policy and Procedure <p>If you would like more information, please feel free to visit the BOT Meeting</p> <ul style="list-style-type: none"> ● Next meeting, Feb 8th @ 5PM
Administrative Liaison Report Tasha Welsh	<ul style="list-style-type: none"> ● Results of Modern Think Campus survey were shared. Results had been previously attached to the President’s Update back in October or November 2023. Performance Management and Communication were areas of concern. Tasha is looking for feedback from Classified Staff. It was determined to get information via surveys. Survey will go out by the end of next week. After the information is received, a Task Force will be formed.
Certified Staff Liaison Report Stephanie Cage	<ul style="list-style-type: none"> ● Nothing to report
Faculty Liaison Report Kathy Johnson	<ul style="list-style-type: none"> ● Nothing to report, Faculty Senate meeting tomorrow (February 2) ● Faculty Senate are going through the tiered tuition and policy and procedure feedback
Certified Staff Rep Report Emily West	<ul style="list-style-type: none"> ●
Faculty Senate Rep Report	<ul style="list-style-type: none"> ● Nothing to report

Laura McCloskey	
CICC Staff Rep Report Brandi Gallaway	<ul style="list-style-type: none"> • Discussed chair term limits for institutional committees. If there is someone to pass the position on to others to allow for leadership. The discussion was to have a 2 to 3 year term limit. • Discussion about changing the template of the agendas for institutional committees.
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> • Nothing to report
Executive Session	<ul style="list-style-type: none"> • Executive Session requested
Adjournment	Time: 11:55 am, 1st motion, Ashley Moll and 2nd motion for Keri Hayes Next Meeting: Thursday, March 7th
Additional Documents	Attached documents reviewed during this meeting: None

Respectfully submitted,