

Classified Staff
MEETING MINUTES
June 3, 2021
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"/> Erin Bergman | <input checked="" type="checkbox"/> Shannon Crow | <input checked="" type="checkbox"/> Richard Stephenson |
| <input type="checkbox"/> Kim Garzia | <input checked="" type="checkbox"/> Daniel Boyer | <input type="checkbox"/> Daryl Gehbauer |
| <input checked="" type="checkbox"/> Kristen Sides | <input checked="" type="checkbox"/> Debbie Bonham | <input type="checkbox"/> Stephanie Cage |
| <input checked="" type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Anthony Merseal | <input type="checkbox"/> Constance Kuchar |
| <input checked="" type="checkbox"/> Fran Moore | <input checked="" type="checkbox"/> Lore Robart | |
| <input checked="" type="checkbox"/> Mandy McKay | <input type="checkbox"/> Laura McCloskey | |
| <input checked="" type="checkbox"/> Joan Warren | <input checked="" type="checkbox"/> Miriam Helms | |

GUESTS: Jared AuBuchon Jennifer Baine, Kristine Bogue, Lucia Brodribb, Tera Brutsman Mary Caine, Erica Chandler, Barbara Clements, Cindy Draper, Judith Ellison, Stacie Fischer, Brandi Gallaway, Denise Hawkins, Keri Hayes, Kelsey Hudson, Lauren Kemper, Sue Lech, Alexis Lowery, Patrick McKelvey, Ashley Moll, Shelly Mueller, Connie Nash, Stephanie Penn, Sarah Perry, Christine Platter, Tina Robinson, Melissa Salzman, Keri Schmidt, Alicia Smith, David Smith, Shannon Sniegolski, Brittany Wallace, Brenna Young

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00 a.m.
Approve Minutes	Approval of April minutes ACTION: 1. Motion: Denise Hawkins Seconded: Dan Boyer Vote: All Approved
HR Update	<ul style="list-style-type: none"> ● Recommendation going to June Board meeting that employees who have been with the College one year or more receive a step increase on the salary schedule resulting in a 1.5% increase effective July 1, 2021 ● Recommendation also going to the June Board meeting for funding for the Classification and Compensation Study effective July 1, 2021. Below is the breakdown to get affected employees to their proposed salaries: <ul style="list-style-type: none"> ○ Employed 1-5 years - no more than 5% from proposed salary ○ Employed 6-10 years - no more than 4% from proposed salary ○ Employed 11-15 years - no more than 3% from proposed salary ○ Employed 16-20 years - no more than 2% from proposed salary ○ Employed over 20 years - no more than 1% from proposed salary ○ Tasha will be sending updated salary analysis worksheets in July, 2021. July 1, 2022 the College plans to close the gap for the Classification and Compensation Study. ● Tasha is working on a draft of Remote Work Policy this summer. In the fall she plans to create a Task Force. New policy will require Board approval.

	<ul style="list-style-type: none"> ● Tasha plans to send out an assessment of this year's performance reviews to gauge the new system. Will look at feedback and see how to move forward - should the College continue to use the current, longer form, the consolidated form presented this year that is more focused on goals, etc., or a combination? ● New Employee Records module implemented as part of the PeopleAdmin applicant tracking system. The new employee records system will transition the new hire paperwork/onboarding process to an electronic system. New module will allow HR/Payroll forms (e.g. deduction change forms, direct deposit change forms, etc.) to be housed inside the module for employee access and will therefore no longer be posted on MyJeffco. An informational session plans to be held during Opening Week to go over the changes.
EMS Update	<ul style="list-style-type: none"> ● When making a reservation in Virtual EMS that needs a SETUP, please add a TEAR DOWN <ul style="list-style-type: none"> ○ This can be found under "Equipment Services", space is available to add a description if necessary ● Please provide a floor plan, formal document or a hand drawing
Group 4 Representative Position	<ul style="list-style-type: none"> ● Discussion of backfilling the open position of Shannon Crow to the runner up on the original ballot <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kristen Sides will email a ballot to Group 4
2021 Open Forums	<ul style="list-style-type: none"> ● In person, two separate days later in the week ● Online option will be available
Extended Cabinet Updates	<ul style="list-style-type: none"> ● No report, final meeting for this academic year held in April
BOT Meeting Updates	<ul style="list-style-type: none"> ● Allan Wamsley presented information on Northwest High School's College Reading Program ● Kim Harvey-Manus, Richard Stephenson, Carrie Greer, and Amanda Macke presented: Higher Learning Commission Annual Conference Review ● Contract-Roof Recover on CTE Building ● Contract-Phase 2 Renovation of ASI Building ● Contract-Phase 2 HVAC for ASI Building ● AEL Classroom and Office Furniture ● Furniture for Student Center Building ● Laptops for Fall 2021 Student Promotion ● Agreement-Ellucian Annual Software/Support Maintenance ● Contract-Intercollegiate and Catastrophic Athletic Insurance ● Gas Heat Trainer for HVAC Program ● Furniture for Human Resources Offices ● X-ray System for Radiologic Technology ● Appointment of HVAC faculty; Katherine Donahue ● Appointment of Nursing Faculty; Sarah Akridge and Sarah Peppers ● Appointment of Clinical Coordinator/RAD faculty; Stacy Wilfong

	<ul style="list-style-type: none"> ● Appointment of ATS Advanced Residential Carpentry faculty; Mark Fuchs ● Budget Assumptions- FY22 (first reading)
Administrative Liaison Report	<ul style="list-style-type: none"> ● BAT FAT negotiations have concluded, no impact to Classified Staff <ul style="list-style-type: none"> ○ Goes to the Board at June meeting ● Food Service Consultants will no longer be providing concession services <ul style="list-style-type: none"> ○ Will continue providing food service to the Child Development Center and vending machines through July ● New vendor selection has gone out to bid and will be presented to the Board in July ● Budget will be presented to the Board in June ● Reserves are increasing ● Tuition increases by \$2.00 per credit hour
Certified Staff Liaison Report	No report
Faculty Liaison Report	N/A
CICC Staff Rep Report	<ul style="list-style-type: none"> ● Miriam Helms is stepping down from this position, a volunteer will be needed
Certified Staff Rep Report	No report, Lore Robart is stepping down from this position, due to the committee meets on Fridays, a volunteer is needed.
Faculty Senate Rep Report	No report
Constituent Concerns (Rep Reports)	No reports
Executive Session	Entered into Executive Session at 11: 47 a.m.
Adjournment	Time: 11:58 a.m. Motion: Shannon Crow Seconded: Joan Warren Next Meeting: Thursday, July 1, 2021, Location (Google Hangouts Meet)>>
Additional Documents	Attached documents reviewed during this meeting: 1. <<Upload documents in Google Drive and insert link here>>

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist