

**Classified Staff
MEETING MINUTES
October 7, 2021 11:00 a.m.
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 type="checkbox"/> Kristen Sides
<input checked="" type="checkbox"/> Fran Moore
<input checked="" type="checkbox"/> Kim Garzia
<input checked="" type="checkbox"/> Brenna Young
<input type="checkbox"/> Sarah Perry
<input checked="" type="checkbox"/> Daniel Boyer
<input checked="" type="checkbox"/> Shannon Crow | <input type="checkbox"/> Beau Besancenez
<input type="checkbox"/> Richard Stephenson
<input type="checkbox"/> Lore Robart
<input type="checkbox"/> Debbie Bonham
<input checked="" type="checkbox"/> Alicia Smith
<input checked="" type="checkbox"/> Brandi Gallaway
<input checked="" type="checkbox"/> Erin Bergman
<input checked="" type="checkbox"/> Anthony Merseal | <input type="checkbox"/> Mandy McKay
<input checked="" type="checkbox"/> Daryl Gehbauer
<input checked="" type="checkbox"/> Stephanie Cage
<input type="checkbox"/> Bill Kaune
<input checked="" type="checkbox"/> Laura McCloskey
<input checked="" type="checkbox"/> Emily West |
|--|---|--|

GUESTS: Jennifer Baine, Angela Bassin, Lucia Brodribb, Tera Brutsman, Barbara Clements, Cindy Draper, Stephanie Earls, Deborah Fink, Holli Gillam, Keri Hayes, Saranda Lund, Karla Mason, Shelly Mueller, Connie Nash, Kim Niehaus, Don Riffe, Tina Robinson, David Smith, Shannon Sniegolski,

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:02 a.m.
Approve Minutes	September Meeting ACTION: Meeting started without quorum, Erin Bergman will email minutes to members for approval.
Update on Campus Announcement Form	<ul style="list-style-type: none"> A form will not be made available Give the information to your supervisor to be forwarded Reach out to Erin Bova or Roger Barrentine to give the information is another option
Update on Covid Form	<ul style="list-style-type: none"> Putting the COVID form within MyJeffco (not just on the external Jeffco website) for more visibility <ul style="list-style-type: none"> UPDATE: Worked with Mark Smreker from IT and he was able to post the reporting form on both the Employee and Student tabs on 9/16. Announcement was made the DashBoard was not going to be used on the webpage Action: Follow up on Dashboard Shannon 1. Shannon Crow will look into the Covid DashBoard
Update on Remote Work Policy	<ul style="list-style-type: none"> Where the College stands in regards to the Remote Work Policy <ul style="list-style-type: none"> UPDATE: Spoke with Tasha on 9/2 expressing employee concerns and asked if Cabinet could send an announcement stating where the policy currently stands and what the current procedures are. Tasha stated she would look into it. Task form forming; need two volunteers from Classified Staff to participate <ul style="list-style-type: none"> First meeting is November 2, 2021 at 1:00 pm Virtual short term commitment

	<ul style="list-style-type: none"> ○ Brenna Young and Tina Robinson volunteering for Classified Staff <ul style="list-style-type: none"> ■ Shelly Mueller and Brittany Wallace as back up
Update on Classified Staff Morale Ideas	<ul style="list-style-type: none"> ● Employee "Morale Booster" ideas <ul style="list-style-type: none"> ○ UPDATE: Sharing ideas with Emily West as they have been received so the Employee Support Committee can try to implement. ○ Contacted Stephanie Cage, Certified Staff liaison, and Bill Kaune, Faculty liaison, to have ideas shared with their respective constituent groups and instructed to pass any ideas to Emily West since she is President of Employee Support. ○ Contacted Brandi Gallaway, CICC Rep, who shared the information at their September meeting. ● Dr. Dena McCaffrey was receptive to the ideas presented ● Additional ideas brought forward from members include: Hayride/bonfire/fall fun, Bingo with prizes, bowling tournament, Six Flags day, Lacrosse with bumper cars, end of semester potluck, fun pet show
Extended Cabinet Updates From September 28th Meeting	<ul style="list-style-type: none"> ● State of the College reminder ● Athletics expansion <ul style="list-style-type: none"> ○ Men's Basketball, Men's and Women's Cross Country, Competitive Cheer ● Changing to UMR United Healthcare <ul style="list-style-type: none"> ○ all employees to need to login to make selections ○ Opt out available <ul style="list-style-type: none"> ■ if opt out it will not be added to PEERS account ● ASI construction to start at end of fall semester <ul style="list-style-type: none"> ○ Possible renaming buildings ○ First phase paid for CARES funds ● BOT Policies/Procedure Updates
American Food & Vending (AFV) Update	<ul style="list-style-type: none"> ● Cost of food, no pricing on foods ● coffee machine not always working sleeves for cups would be nice <ul style="list-style-type: none"> ○ This has been rectified. ● Reports of expired food ● Administration working through issues ● Survey 240 responses <ul style="list-style-type: none"> ○ people would like more variety
BOT Meeting Updates	<ul style="list-style-type: none"> ● Public Hearing on Tax Rate ● Setting of the Tax Levy for Tax Year 2021 ● Student Furniture for the Career and Technical Education Building ● Steel for Welding Program ● Instructional Software for the Welding Program ● CNC Lathe ● Clousing Colchester Engine ● Microscopes and Camera ● Telecommunications System Maintenance Renewal ● Stage Floor Replacement in the Fine Arts Theatre ● Print Shop Management ● First Assistant Women's Basketball Coach (Camus Crawford) ● September 29 special meeting <ul style="list-style-type: none"> ○ Health insurance carrier changed to UMR United Health Care

	<ul style="list-style-type: none"> ○ Dental insurance will remain with Cigna ● Revenue from county property taxes has increased ● Enhancement grant purchased have happened
Administrative Liaison Report	<ul style="list-style-type: none"> ● Prepping for State of the College ● Working on audit, to be completed by end of year ● Foundation audit completed ● Budget <ul style="list-style-type: none"> ○ Enrollment higher than budgeted ○ Property taxes higher than budgeted ● Student grants for COVID hardships have been issued ● Decisions to be made on using remaining CARES funding
Certified Staff Liaison Report	<ul style="list-style-type: none"> ● Stephanie Cage was unable to attend Certified Staff meeting
Faculty Liaison Report	<ul style="list-style-type: none"> ● Bill Kaune not available at this meeting
Certified Staff Rep Report	<ul style="list-style-type: none"> ● Emily West was unable to attend Certified Staff meeting ● Sarah Bright and John Linhorst will be working on Remote Work policy
Faculty Senate Rep Report	<ul style="list-style-type: none"> ● Laura McCloskey was unable to attend Faculty Senate meeting
CICC Rep Report	<p>Brandi Gallaway reports:</p> <ul style="list-style-type: none"> ● updating website minutes ● updating action plan ● Opening Week day for employees to see what committees are available
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Connie Nash reports Extended Cabinet 10/28 and Admin Policies and Procedures
Executive Session	<ul style="list-style-type: none"> ● No need
Adjournment	<p>Time: p.m. 11:34 Connie Nash motioned to adjourn the meeting. Jennifer Baine, seconded</p> <p>Next Meeting: November 4, 2021 11:00 a.m.</p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. <<Upload documents in Google Drive and insert link here>>

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist