

Classified Staff
MEETING MINUTES
September 2, 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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|----------------------------|---------------------------|------------------------------|
| ● Kristen Sides | ● Shannon Crow | ● Anthony Merseal |
| ● Fran Moore | ● Beau Besancenez | ● Mandy McKay |
| ● Kim Garzia | ● Richard Stephenson | ● Daryl Gehbauer |
| ● Brenna Young | ● Lore Robart | ● Stephanie Cage |
| ● Sarah Perry | ● Debbie Bonham | ● Bill Kaune |
| ● Daniel Boyer | ● | ● Laura McCloskey |
| ● | ● Brandi Gallaway | ● Emily West |
| ● | ● | |
| | ● Erin Bergman | |

GUESTS: Sue Lerch, Shannon Wells, Lucia Brodribb, Connie Nash, Laura Villmer, Shelly Mueller, Stephanie Penn, Judith Ellison, Jennifer Baine, Brittany Wallace, Christine Platter, Keri Hayes, Shannon Sniegolski, Deborah Fink, Joan Warren,

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:03 a.m.
Approve Minutes	June Meeting ACTION: 1. Motion: Fran Moore Seconded: Emily West Vote: Motion Passes
HR Updates	<ul style="list-style-type: none"> ● Congrats to Lisa for winning the Classified staff award. ● Updates to procedures/policies needed that will be going through the Board of Trustees. <ul style="list-style-type: none"> ○ FLAC (Faculty Load And Compensation) is now a part of Overload for Faculty. This is replacing the paper contracts that would normally be going out. ○ This is a service that is done through Banner and My Jeffco. ACTION: 1. <i>By next Friday, Sept 13 please send any information to Kristen Sides if you have any concerns for the FLAC process. This information will be passed along to Jennifer Baine.</i>
Classified Staff Morale Ideas	<ul style="list-style-type: none"> ● What things can be done to help morale among the employees? We are looking for ideas to collaborate with Employee Support to assist with different ideas so all feel included. <ul style="list-style-type: none"> ○ Food truck days on faculty work day or Professional Development day ○ Use our new food service to cater an event once a month ○ Perhaps invite all employees to the event but have a theme of: Applaud Classified Staff, Certified Staff or highlight different

	<p>offices, ie: Student Services, English department, Maintenance, IT, ASC</p> <ul style="list-style-type: none"> ○ Do a 'listing' like that would be to have employees answer questions about how they best like to be recognized, since everyone is a little different and if that can be accessible by everyone, that just helps to make things more personal to the person vs just a large group type of thing. ○ Also making sure to acknowledge more than the ones working during the day ○ Department highlights with a treat, ex donuts, lunch coupons, etc perhaps 1 time a week or 1 time a month. This will help everyone get to know everyone across campus. This will be helpful especially for the newer employees. ○ Get to know each other...would you rather answer questions?? to be added into the highlights. Similar to what was done during opening week. Perhaps 2 truths and a fib. ○ Treat your Custodian day ○ Streamline a form that the employee themselves could fill out or a supervisor? For example, letting others know when they become a grandparent or graduated with a degree. Perhaps reach out to Erin Bova to have a link to click on to submit acknowledgements and things to celebrate. <p>Action: 2.</p>
Extended Cabinet Updates	<ul style="list-style-type: none"> ● No new updates since April
BOT Meeting Updates	<ul style="list-style-type: none"> ● July 22 meeting, mostly approvals of contracts and new hires. ● Micro Mart contract was approved in July, Viking Woods pest control, classroom furniture for TC and CTE buildings, Observatory patio walkway and walls, Utility management programs approved, renewal for Adobe creative cloud, Cyber Security faculty Gwen Lee approved and began in August, Art faculty Bob Sullivan, Kristine Bogue promoted to Director of Student Compliance and Deputy title IX Coordinator, Keri Schmidt appointed for Residential Life Manager. Appointments of assistant coaches. ● August 10th special meeting, Nursing faculty and ATS Health Services for fall semester temporary position. part time Head Women's Basketball Coach, Law Enforcement Academy received an approval for software use for firearms training. Next board meeting will be September 9th. All of this information can be found in Board Docs.
Administrative Liaison Report	<ul style="list-style-type: none"> ● Nothing to report
Certified Staff Liaison Report	<ul style="list-style-type: none"> ● Nothing to report
Faculty Liaison Report	<ul style="list-style-type: none"> ● Nothing to report

Certified Staff Rep Report	<ul style="list-style-type: none"> ● Opted on not having major initiatives for this year. Nothing planned for this year. ● Potentially looking into grants for the Viking Vault <ul style="list-style-type: none"> ○ Looking in to some grants for fixtures in the bottom level of the student center ○ Digitize the log in/scan in process for the students that use Vikings Vault. It is a very manual process currently. ● They will be meeting every other month so the next meeting will be October 1st <p>ACTION: 3.</p>
Faculty Senate Rep Report	<ul style="list-style-type: none"> ● Nothing to report
CICC Rep Report	<ul style="list-style-type: none"> ● Nothing to report
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● How would we like to proceed with meetings? In person or virtual? <ul style="list-style-type: none"> ○ CICC does meet hybrid currently and will reassess in December. This per committee choice currently. ○ Just keep accessibility in mind, by not offering a hybrid or remote option this will isolate some employees with health or mobility. ○ It was recommended to record all meetings in general. ○ Perhaps send a survey to everyone to gauge comfort level. ○ Also keep in mind the others off campus that can not make it in person.
Executive Session	<ul style="list-style-type: none"> ● Executive Session took place.
Adjournment	<p>Time: 12:13 p.m. Next Meeting: October 7, 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,
Shannon Crow
Sr. Administrative Specialist