

**Classified Staff
MEETING MINUTES
March 4, 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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| ✓ Nolan Luhm | <input type="checkbox"/> Joan Warren | ✓ Richard Stephenson |
| ✓ Erin Bergman | ✓ Shannon Crow | |
| ✓ Kim Garzia | ✓ Daniel Boyer | |
| ✓ Kristen Sides | ✓ Debbie Bonham | ✓ Daryl Gehbauer |
| <input type="checkbox"/> Beau Besancenez | <input type="checkbox"/> Anthony Merseal | ✓ Stephanie Cage |
| ✓ Fran Moore | <input type="checkbox"/> Lore Robart | <input type="checkbox"/> Constance Kuchar |
| <input type="checkbox"/> Anastasia Luettecke | ✓ Laura McCloskey | |
| ✓ Mandy McKay | ✓ Miriam Helms | |

GUESTS: Alicia Smith, Brandi Gallaway, James Dixon, Caleb Yochim, Kim Niehaus, Anthony Pendergrass, Sue Lerch, Issac Perry, Shelly Mueller, Stephanie Penn, Krisitne Bogue, Brittany Wallace, Laura Villmer

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00
Approve Minutes	Minutes for 2/4/2021 meeting ACTION: Motion: Kim Garzia Seconded: Dan Boyer Vote: All in favor
HR Updates	Wellness <ul style="list-style-type: none"> ● The Wellness Bingo Challenge held in February was a huge success. Prize winners were contacted at the end of last week and a campus announcement sent out stating the number of employees who participated and the prize winners. ● Keep an eye out for a new "Spring into Fitness" Challenge that will be announced in March. Misc <ul style="list-style-type: none"> ● Announcement was sent out last week regarding the condensed version of performance evals. Be on the lookout in March for information on accessing and reviewing job descriptions through PeopleAdmin. Tasha Welsh hopes to have revised salary analysis worksheets out by the end of the month to all employees receiving a compensation study increase effective March 1.
Extended Cabinet Updates	<ul style="list-style-type: none"> ● Performance evaluation discussion. Tasha Welsh stated after receiving feedback from constituent groups, the College will move forward with a condensed version of performance evaluations this year. ● Budget Update/FY2021. Mark Janiesch and Daryl Gehbauer gave a FY21 projection summary and assumptions presentation. Beginning unrestricted fund balance for FY 2021 budgeted was 19.6 percent of

	<p>revenues and the ending unrestricted fund balance for FY 2021 budgeted was 12.9 percent of revenues.</p> <ul style="list-style-type: none"> ● Rapid Prototyping exercise.
<p>BOT Meeting Updates</p>	<ul style="list-style-type: none"> ● Athletics have returned to campus following an abbreviated season ● Missouri State of the State <ul style="list-style-type: none"> ○ Governor Mike Parson gave his State of the State address on January 27, 2021. Several higher education initiatives were included in the budget he proposed during his address, including funding community colleges at the full FY 2020 budgeted levels; increasing A+ to fully support the A+ scholarship program; continuing to fund the Fast Track Workforce Incentive Grant; and funding the MoExcels Workforce Initiative Phase 2, which includes a modest amount of funding to expand some Vet Tech facilities (kennels, barn facilities) so that enrollment can grow to meet the demand for this selective admissions program. ● Presentation from Allan Wamsley and Jude Kyoore on the National Community College Benchmark Project (NCCBP) ● Ratification of Purchase <ul style="list-style-type: none"> ○ AS1 Room 239 Renovation purchased through CARES Act funding ● Approval of Contract Renewal <ul style="list-style-type: none"> ○ ProEducation Financial Aid Verification Services ○ Used to more effectively manage student financial aid services ○ Pitney Bowes Mail Services <ul style="list-style-type: none"> ■ For a new Pitney Bowes postage meter; will come with a barcode scanner to record all packages received by COS as well as a tool to indicate the lowest shipping cost by carrier for packages mailed from the College. ● Approval of Administrators' Contracts: Chris DeGeare, Daryl Gehbauer, Kim Harvey-Manus, Allan Wamsley ● Appointments: Lora Warner has been appointed as the Director of Workforce and Employment Services, Jesus Espinosa has resigned as the First Assistant Men's Soccer Coach and Mark Hammond has been appointed to the vacant position ● The board has approved the revised Foundation Investment policy.
<p>Administrative Liaison Report</p>	<ul style="list-style-type: none"> ● Focus has been on the budget, Board Sub-committee Balance Cares funding ● CARES Act funding has improved the budget reserves to the 15-20 % range <ul style="list-style-type: none"> ○ Looking beyond next year ● Issues moving forward include the CARES Act funding will expire and thus the need to make adjustments

	<ul style="list-style-type: none"> ● Continue to build reserves <ul style="list-style-type: none"> ○ conservative on statements ● Will be looking at list of items for potential funding ● A percentage of CARES Act funding needs to be spent on students ● Strategic Planning- Institutional long range planning to look at submitted ideas/suggestions from Rapid Prototyping
Certified Staff Liaison Report	<ul style="list-style-type: none"> ● No report
Faculty Liaison Report	<ul style="list-style-type: none"> ● No report
Certified Staff Rep Report	<ul style="list-style-type: none"> ● No January or March meeting, Feb meeting discussion on how to send a ballot to members
Faculty Senate Rep Report	<ul style="list-style-type: none"> ● No report
CICC Staff Rep Report	<ul style="list-style-type: none"> ● CICC is working with Jude/IR to ensure data needed by committees is available. There is a dashboard in the works. ● Admin Procedures w/ Flow Chart - Concerns from Certified Staff were discussed: do not want to discourage ideas if people think they need to take every idea through the entire flow chart. The chart is mainly for larger-scale changes that will affect policy and procedure. A simpler idea may be addressed at the committee/constituent group level. ● CICC reviewed the Shared Governance Logo which was developed for use on a Shared Governance webpage (when developed) and for branding materials to show they are part of the shared governance process. ● CEOC committee updated their charge and it was approved by CICC. ● Student Learning & Support is working on a Pat-on-the-Back program for students.
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Prior to the pandemic shutdown, a request to submit changes to working titles for review process <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kristen Sides will investigate and report
Executive Session	<ul style="list-style-type: none"> ● Entered into Executive Session at 11:33
Adjournment	<p>Time: 11:40 Motion by Debbie Bonham and second by Shannon Crow Next Meeting: Thursday April 1, 2022 at 11:00 a.m. on Google Meet</p>

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist