

**Classified Staff  
MEETING MINUTES  
April 1, 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).*

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

**GUESTS:** Sue Lerch, Laura Villmer, Kelsey Hudson, Brittany Wallace, Brandi Gallaway, Stephanie Penn, Shelly Mueller, Alicia Smith, Mary Linderer

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 11:00 a.m.
<b>Approve Minutes</b>	March Meeting <b>ACTION:</b> 1. <b>Motion:</b> Kim Garzia <b>Seconded:</b> Dan Boyer <b>Vote:</b> All Approved
<b>Bylaws Update</b>	<ul style="list-style-type: none"> <li>● Task Force presented the updates to the College President, Dr. McCaffery               <ul style="list-style-type: none"> <li>○ Dr. McCaffery instructed to present the proposal to the CICC committee, if approved then present to the Extended Cabinet</li> <li>○ Due to calendar and meeting schedules this will take place in the upcoming AY</li> </ul> </li> </ul> <b>ACTION:</b> 1. Bylaws task force will continue into the next AY to complete task
<b>HR Updates</b>	<ul style="list-style-type: none"> <li>● No report</li> </ul>
<b>Extended Cabinet Updates</b>	<ul style="list-style-type: none"> <li>● No report</li> </ul>
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Approval of Contracts               <ul style="list-style-type: none"> <li>○ Student Center Renovation contract has been approved.                   <ul style="list-style-type: none"> <li>■ The total project costs, including contingency and furniture, is \$680,000. The CARES Act will fund this project</li> </ul> </li> </ul> </li> <li>● The contract for the maintenance and support of our Storage Area Network, the core system where all College data resides, has been approved               <ul style="list-style-type: none"> <li>○ This contract will be \$17,802.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Contract for a dog kennel addition in Vet. Tech. has been approved <ul style="list-style-type: none"> <li>○ The project will be funded through the Strategic Planning Capital Projects for \$112,326.00</li> </ul> </li> <li>● Approval of Purchase <ul style="list-style-type: none"> <li>○ Furniture for the business office <ul style="list-style-type: none"> <li>■ The furniture will cost \$32,072.38 and will be purchased through CARESAct funding</li> </ul> </li> </ul> </li> <li>● Approved the re-employment of Faculty</li> <li>● Approved the re-employment of Certified Professional Staff</li> <li>● Approval of Tenure for: <ul style="list-style-type: none"> <li>○ Janet Akers-Montgomery</li> <li>○ Bradley Berrey</li> <li>○ Michael Griggs</li> <li>○ Bruce Korbesmeyere</li> <li>○ Garrett Miller</li> <li>○ Holly Ross</li> <li>○ Brandon Whittington</li> </ul> </li> </ul>
<b>Administrative Liaison Report</b>	<ul style="list-style-type: none"> <li>● Daryl Gehbauer reports budget work continues <ul style="list-style-type: none"> <li>○ BOT first reading of budget will be in May, second reading in June</li> </ul> </li> <li>● Goal to build up reserves, possible due to CARES funds</li> <li>● Survey Results to be released soon</li> <li>● Proposed initiative in the US Congress to improve Infrastructure includes funds for Community Colleges</li> </ul>
<b>Certified Staff Liaison Report</b>	<ul style="list-style-type: none"> <li>● Stephanie Cage reports work on Bylaws is continuing</li> </ul>
<b>CICC Staff Rep Report</b>	<ul style="list-style-type: none"> <li>● Miriam Helms reports discussion on committee list and co-chairs continues</li> <li>● Continued work on the Shared Governance flowchart <ul style="list-style-type: none"> <li>○ process clarified</li> </ul> </li> <li>● It was suggested for committee chairs/co-chairs to share tasks and skills in Google Suites to backup persons in the event of an absence the work can continue</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Miriam will inform the committee of suggestions for chairs and co-chairs to share tasks and skills in Google Suites to backup persons in the event of absence.</li> </ol>
<b>Certified Staff Rep Report</b>	<ul style="list-style-type: none"> <li>● No report</li> </ul>
<b>Faculty Senate Rep Report</b>	<ul style="list-style-type: none"> <li>● No report</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>● Discussion on staff annual review, choosing to use the original form or the shorter form developed for this year</li> </ul>
<b>Presidential Transition</b>	<ul style="list-style-type: none"> <li>● Nolan Luhm is leaving the college, Kristen Sides will move to the president position</li> <li>● Elections will take place in April <ul style="list-style-type: none"> <li>○ VP elect will be asked to start term earlier than July 1</li> </ul> </li> <li>● Discussion on holding a training session for Officers and Reps to convey the information on expectations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Asked for input on cancelling the May meeting due to hectic demands of commencement on staff</li> </ul>
<b>Executive Session</b>	<ul style="list-style-type: none"> <li>• Moved into Executive Session</li> </ul>
<b>Adjournment</b>	<p><b>Time:</b> 11:35 a.m.  <b>Next Meeting:</b> May 6, 2021 11:00 p.m.</p>
<b>Additional Documents</b>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. &lt;&lt;Upload documents in Google Drive and insert link here&gt;&gt;</li> </ol>

Respectfully submitted,  
Erin Bergman  
Sr. Administrative Specialist