

Classified Staff Executive Committee
MEETING MINUTES
October 3, 2019
Viking Room

MEMBERS (presence denoted by check):

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Lora Warner | <input checked="" type="checkbox"/> Nolan Luhm | <input type="checkbox"/> Fran Moore | <input checked="" type="checkbox"/> Erin Bergman |
| <input type="checkbox"/> Beau Besancenez | <input type="checkbox"/> Anthony Merseal | <input checked="" type="checkbox"/> Kim Garzia | <input checked="" type="checkbox"/> Connie Nash |
| <input checked="" type="checkbox"/> Joan Warren | <input type="checkbox"/> Deneen Mains | <input type="checkbox"/> Anastasia Luettcke | <input checked="" type="checkbox"/> Shannon Crow |
| <input checked="" type="checkbox"/> Mary Caine | <input checked="" type="checkbox"/> Daniel Boyer | | |

Liaisons & Representatives:

- | | | | |
|--|---|---|--------------------------------------|
| <input checked="" type="checkbox"/> Kristen Yelton | <input type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Teresa Schwartz | <input type="checkbox"/> Lore Robart |
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GUESTS: Emily West, Alicia Smith, Carrie Greer, Shelly Mueller, Brandi Gallaway, Kristen Sides, Erin Lawson, Stephanie Earls

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00 by Lora Warner
Approval of Minutes	Motion: Nolan Luhm motioned to accept the minutes Seconded: Kim Garzia Vote: All in favor
Classification Study	<ul style="list-style-type: none"> ● Carrie Greer reported the appeals process taskforce is complete ● 90 employees submitted appeals in any combination of the following 4 areas: Title, job description, classification allocation, and market sensitivity/step placement ● 70 appeals sent on to Tasha, 46 related to classification allocation/market demand. ● Currently reviewing appeals ● Employees will be notified of final decision no later than 11/1/19 ● Job descriptions are being updated and implementing working titles.
Viking Vault	<ul style="list-style-type: none"> ● Please volunteer for coverage, Community Service leave applies ● Pat Shoff will grant access to Viking Vault calendar upon request
Day of Service 10/18/19	<ul style="list-style-type: none"> ● Email will outline opportunities, Community Service leave applies ● Sign up early for T-shirt ● Locations the same as last year ● Looking for set up and clean-up crews for centralized meeting location on campus ● Looking for volunteers to pick up food-contact Connie Nash
Professional Development	<ul style="list-style-type: none"> ● Professional Development was discussed with Dr. Cuminsky and it has been suggested to determine what areas of interest staff had and invite speaker(s) to campus to present ● MCCA could be used as a resource for Professional Development ● Nolan Luhm will represent JC Classified Staff at the MCCA conference

	<ul style="list-style-type: none"> • Dan Boyer informed the MCCA does have scholarships available for attending the conference. <p>Action 1. Create a survey of Professional Development interests</p> <p>Action 2. Plan Professional Development session(s) for Fall 2020 faculty work day</p> <p>Motion made by Shannon Crow, seconded by Teresa Schwartz</p> <ul style="list-style-type: none"> • Administration will continue to look into this and does recognize as a problem, but no solution yet
Campus Workers	
BOT Meeting Updates PLC Meeting Updates	<ul style="list-style-type: none"> • No one attended no report • A welcome week is being planned for spring semester • Shop with a cop merchandise is available for fundraising
Liaison Reports Administrative Certified Staff Faculty	<ul style="list-style-type: none"> • Administrative Liaison not present, no report • Kristen Yelton reports success with phone calls to first time freshmen to see how the semester is going and if any concerns. • Faculty Liaison not present, no report
Representatives Reports Certified Staff Faculty Senate	<ul style="list-style-type: none"> • Certified Staff Rep not present, no report • Faculty Senate Rep not present, no report
Constituent Concerns (Rep Reports)	<p>Nothing to report as a concern</p> <p>Following items announced:</p> <ol style="list-style-type: none"> I. Trunk or Treat to take place, please participate and organize a unit II. Health Care Job Fair 11/7/19 in CTE 4:00-6:00 p.m. III. JCA Job Fair 10/23/19 3:00-7:00 p.m. IV. Jefferson College is participating in a county wide job fair hosted at Fox Service Center, resume review and profession photography head shots will be available.
Executive Session	No need
Adjournment	<p>Motion: Connie Nash motioned to adjourn</p> <p>Seconded: Dan Boyer</p> <p>Time: 11:33</p>
Additional Documents	None

Respectfully submitted,
Erin Bergman, Secretary School of Science & Health