

**Classified Staff Executive Committee**  
**MEETING MINUTES**  
**November 7, 2019**  
**Viking Room Annex**

**MEMBERS (presence denoted by check):**

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

**Liaisons & Representatives:**

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- |  |   |   |                                      |
|--|---|---|--------------------------------------|
| <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:** Brandi Gallaway, Shelly Mueller, Stephanie Earls, Alicia Smith, Karen Wicks, Julia Hampton, Debbie Bonham

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 11:04 by Lora Warner
<b>Approval of Minutes</b>	<b>Motion:</b> Daniel Boyer <b>Seconded:</b> Teresa Schwartz <b>Vote:</b> All in favor
<b>Campus Fund Drive</b>  <b>Professional Development Survey</b>  <b>Classification Study Complete</b>  <b>Adopt a Family</b>	<ul style="list-style-type: none"> <li>• Julia Hampton and Karen Wicks requested personal contributions to the Jefferson Foundation Campus Fund from the members of Classified Staff</li> <li>• Any amount is acceptable</li> <li>• Goal is to increase participation this year to greater than 30% for Classified Staff</li> <li>• Request for ideas to be placed on the PD Survey <b>ACTION 1:</b> Lora Warner to create and distribute Google Form</li> <li>• Days away from completion</li> <li>• Question: Ability to see comments from Taskforce on appeals</li> <li>• Nominations of student families are still being accepted</li> <li>• Do we as a group (CS) want to do something for Adopt a Family</li> <li>• Suggestion: Foster Care Children of Jefferson College <b>ACTION 2:</b> Debbie Bonham to give contact information to Lora Warner</li> <li>• Suggestion: Homeless Teens <b>ACTION 3:</b> Brandi Gallaway to give contact information to Lora Warner</li> </ul>

<b>BOT Meeting Updates PLC Meeting</b>	No report Meeting cancelled
<b>Administrative Liaison Report</b>	Rep not present at MCCA meeting in Columbia
<b>Certified Staff Liaison Report</b>	<ul style="list-style-type: none"> <li>• Viking Vault surplus of food was given to the Arnold Food Pantry</li> <li>• Fresh foods go quickly, Viking Vault users are being polled as to preferences of fresh foods</li> <li>• Condoms, donated by the health department, and informational packets are now available at the Viking Vault</li> <li>• Thanksgiving Dinner for Viking Woods residents takes place 11/25, volunteers needed</li> <li>• New Freshmen Student call-a-thon considered a success with 681 out of 927 contacts made, overall students are favorable with first semester of study</li> <li>• Classification/Compensation for Certified Staff is not up-to-date</li> </ul>
<b>Faculty Liaison Report</b>	Rep not present
<b>Certified Staff Rep Report</b>	Rep not present
<b>Faculty Senate Rep Report</b>	<ul style="list-style-type: none"> <li>• Concern of a privacy issue with faculty office hours being posted on the public website</li> <li>• Computer classroom shortage</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>• Ideas of uses for the pool area are being sought</li> <li>• Looking for volunteers to participate on pool space use taskforce</li> </ul>
<b>Executive Session</b>	None needed
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Campus Safety Committee meetings are open to all</li> <li>• Holiday Party upcoming watch for RSVP email</li> <li>• Upcoming Craft Fair supports student scholarships, 75 vendors</li> <li>• Healthcare Job Fair today</li> <li>• Veterans Day luncheon open to all veteran faculty, students and staff, RSVP</li> </ul>
<b>Adjournment</b>	<b>Motion:</b> Shannon Crow <b>Seconded:</b> Daniel Boyer <b>Time:</b> 11:36
<b>Additional Documents</b>	None at this time

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