

**Classified Staff Executive Committee**  
**MEETING MINUTES**  
**March 12, 2020**  
**Viking Room**

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

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/>                       | <input checked="" type="checkbox"/> Nolan Luhm      | <input checked="" 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 type="checkbox"/> Joan Warren           | <input type="checkbox"/> Deneen Mains               | <input type="checkbox"/> Anastasia Luettkce    | <input type="checkbox"/> Shannon Crow            |
| <input checked="" type="checkbox"/> Mary Caine | <input type="checkbox"/> Daniel Boyer               |  |  |

**Liaisons & Representatives:**

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- |                          |  |  |                                      |
|--------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Daryl Gehbauer | <input type="checkbox"/> Teresa Schwartz | <input type="checkbox"/> Lore Robart |
|--------------------------|--|--|--------------------------------------|

**GUESTS:** Stephanie Perry, Shelly Mueller, Trish Aumann, Carla Crowson

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 11:05
<b>Approval of Minutes</b>	<b>Motion: Seconded: Vote:</b> Due to low attendance and lack of quorum the February minutes were email to members and 10 of 13 members approved.
<b>Feedback on 2020-25 Strategic Plan</b>	Trish Aumann presented overview. Review the provided draft and provide feedback. The document is attached at the bottom under "Additional Documents" to provide feedback <b>ACTION 1:</b> Erin Bergman to send via email the Strategic Plan. All members review and provide feedback at: <a href="#">Feedback Link</a>
<b>Classified Staff Representation on CICC</b>	Classified Staff can provide a liaison to the CICC. Discussion on can this constituent use members whom are already attending. This would start next FY <b>ACTION2:</b> Nolan to contact Connie Nash and Anastasia Luettkce
<b>MCAA Annual Recognition and Excellence Awards Nomination</b>	Nominations open 3/25/2020 and close 4/24/2020. Recipients notified in August, must meet criteria: <ol style="list-style-type: none"> <li>1. MCAA membership for at least 3 years</li> <li>2. Current membership in the Classified Staff Department</li> <li>3. Service to college above and beyond assigned job duties</li> <li>4. Service to MCAA</li> </ol>

<b>Job Descriptions</b>	Review job descriptions. Directions have been emailed to all. Edits deadline is Friday April 3, 2020.
<b>Classified Staff Elections</b>	Nominations open 3/18/2020, close 4/1/2020 Elections open 4/1/2020 to 4/17/2020 Results announced 4/20/2020 <b>ACTION3:</b> Fran Moore to send service schedule out.
<b>BOT Meeting Updates</b>	Bridget Webb, Stacey Wilson, and Sarah Bright commented during Dr. Cumiskey's President's Report about their recent trip to Jefferson City. They found the opportunity to be enriching and felt that the legislators that they met with understood the concerns of community colleges and their respective concerns. Revisions to policy as noted in the agenda are in their first reading and will be voted on for formal amendment in March. Occasionally that process is waived in favor of voting directly after a first reading. All new business was approved, and there were no questions regarding the administrative reports.
<b>PLC Meeting Updates</b>	February PLC meeting was cancelled
<b>Administrative Liaison Report</b>	Focus has been on the budget\$9 increase in the Tech fee as well as a \$5 Activity fee was approved Enrollment will be down by 5% for 2021.
<b>Certified Staff Liaison Report</b>	Position empty, Nolan working with Holly Lincoln to find a replacement.
<b>Faculty Liaison Report</b>	No Report Discussion on is this position needed or can a dual role be possible. <b>ACTION4:</b> Nolan to review the By-Laws
<b>Certified Staff Rep Report</b>	No Report
<b>Faculty Senate Rep Report</b>	No Report
<b>Constituent Concerns (Rep Reports)</b>	Suggested to review the By-Laws for need of updates.
<b>Executive Session</b>	No need
<b>Adjournment</b>	<b>Motion:</b> Mary Caine <b>Seconded:</b> Anthony Merseal <b>Time:</b> 11:40
<b>Additional Documents</b>	Attached documents reviewed during this meeting: 1. Jefferson College Strategic Plan 2020-25 <a href="#">Strategic Plan 2020-25</a>

Respectfully submitted,  
Erin Bergman, Senior Administrative Specialist  
School of Science & Health