Members Present:

- New President: Carrie Greer
- President: Dave Brading
- Past President: Nicole Dutt
- VP/Pres. Elect: Joan Warren
- Secretary: Miriam Rouggly
- Admin Liaison: Daryl Gehbauer
- New President: Kathy Kuehn
- President: Gregg Crain
- Past President: Susan Lerch
- VP/Pres. Elect: Mary Caine
- Secretary: Terry Friedmeyer
- Admin Liaison: Deneen Mains

EXPECTED OUTCOMES OF RETREAT: Introduce new officers, Discuss PLC Questions and feedback from constituents, Restructure Representative Groups, Form Goals for the upcoming year, Begin process of updating bylaws.

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| Welcome and Introduce New Officers: | • President: Carrie Greer  
• Vice President/President Elect: Joan Warren | Feedback will be summarized, approved by the committee, and given to Admin. Team (Sara Denny) | Tuesday, June 21st |
| Discuss PLC Questions:       | Questions:  
What makes Jefferson College a special place to work?  
Provide ideas for creating opportunities for open dialogue and transparency between employees and administrators.  
Define shared governance.  
What do you see as barriers to effective campus communication? | Feedback will be summarized, approved by the committee, and given to Admin. Team (Sara Denny) | Tuesday, June 21st |
| Classified Staff Restructure and Rep Duties Discussion | • Reorganized representative groups and updated department names to reflect current structure.  
• Updates will be distributed to Classified Staff for feedback and approval (via representatives) when complete. | Updates distributed for constituent feedback | August meeting/Open Forum (Date/Time TBD) |
| Survey Results and Discussion and Goals | • Based on feedback from the Classified Staff Committee survey, the committee will be working on plans to foster stronger communication between constituents and representatives, as well as broader initiatives to communicate with the Admin. Team regarding Classified Staff concerns. | | |
| Update By-Laws:              | • Several areas were highlighted for review. Updates will be made by the Classified Staff Executive Committee and forwarded to constituents for feedback and approval. | Will be discussed at July Meeting | |

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**Action Items/Outcomes:**

- The Classified Staff Executive Committee will hold two Open Forums during Opening Week for Classified Staff. A morning time and an afternoon time will be provided to accommodate schedules and office coverage. This forum will allow staff to meet their representatives and provide a place for questions, concerns, and feedback.
- A feedback form will be developed and distributed to Classified Staff to provide an ongoing avenue of communication between constituents and the Classified Staff Committee.
- The committee will send out monthly feedback questions to constituents to gain insight that will influence the goals of the committee, and to provide opportunities for further communication from constituents

Opening Week
August, 2016

Next Meeting Date: **Tuesday, July 26, 2016, 2:00pm – ASII 415**

All Classified Staff are Welcome and Encouraged to Attend!