

**Classified Staff  
MEETING MINUTES  
2/04/2021  
Google Hangouts Meet**

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**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).*

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

**GUESTS:** Kelsey Hudson, Brittany Wallace, Anthony Pendergrass, Tasha Welsh, Connie Nash, Caleb Yochim, Kristine Bouge, James Dixon, Kim Niehaus, Darrel Hulvey, Isaac Perry, Brenna Young, Boyd Copeland

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 11:00
Approve Minutes	<b>ACTION:</b> 1. <b>Motion:</b> Shannon Crow <b>Seconded:</b> Connie Nash <b>Vote:</b> All Approved
Changes to Performance Evaluation Process	<ul style="list-style-type: none"> <li>● Tasha Welsh brought forward a suggestion by the president to simplify the Performance Evaluation form for this cycle, due to the pandemic-altered working conditions.               <ul style="list-style-type: none"> <li>○ Focus on well-being, engagement and goals</li> <li>○ This idea has been discussed at cabinet level; asking for input from Classified Staff</li> <li>○ Challenging year, different workload</li> <li>○ Seeking consistency from supervisors</li> <li>○ Evaluations are important, no ulterior motive</li> </ul> </li> <li>● Discussion points included:               <ul style="list-style-type: none"> <li>○ Concern over altered evaluations may have an impact on ability to update job duties</li> <li>○ Loss of ability to capture job duties information</li> <li>○ Could there be a more focus on points of discussion and then include a simple list of accomplishments and Job duties for the year</li> <li>○ Lengthy tool might not be the best choice this year</li> <li>○ Offer the option of using the full form, as determined by the employee in conjunction with his/her supervisor</li> <li>○ Suggested a focused points of discussion and include a simple list of accomplishments and job duties for the year</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Guiding questions would be helpful for the conversation, but it's not an evaluation . Focus on job performance should still be key</li> <li>○ Job performance should be included this cycle</li> <li>○ Revision of the evaluation process is warranted, but only after we're further into the position tracking system.</li> <li>○ What feedback has been received from department heads and supervisors?</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Classified Staff to share ideas with Tasha Welsh</li> </ol>
<b>HR Updates</b>	<ul style="list-style-type: none"> <li>● With the recent changes from open enrollment for insurance and other changes for the new calendar year, employees are asked to please review pay stubs to ensure all deductions are correct.</li> </ul>
<b>Extended Cabinet Updates</b>	<ul style="list-style-type: none"> <li>● Nothing to report at this time</li> </ul>
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Ratification of Purchase <ul style="list-style-type: none"> <li>○ 21 Water bottle filling stations purchased through CARES act funding</li> <li>○ "Damaged Debbie" Anatomic and Mechanical X-Ray Phantom for RAD Tech program</li> </ul> </li> <li>● Approval of Purchase <ul style="list-style-type: none"> <li>○ Degree Audit system for student services to help with the college's transition to Guided Pathways purchase through CARES Act funding</li> <li>○ Microsoft Software Site License renewal has been approved</li> <li>○ Soap for automatic soap dispensers purchased through CARES Act funding</li> <li>○ Automated Accounts Payable approval and Document Imaging Software and Related consulting approved; CARES Act funds will be used for the initial purchase</li> </ul> </li> <li>● Follett Bookstore's contract has been extended</li> <li>● The contract for the new Law Enforcement Academy faculty member, Joshua Shearrer, has been approved.</li> </ul>
<b>Administrative Liaison Report</b>	<ul style="list-style-type: none"> <li>● CARES Act funding consumes a great deal of time</li> <li>● Received second round of funding <ul style="list-style-type: none"> <li>○ 3.9 million in institutional funding</li> <li>○ 1.3 million in direct student funding</li> <li>○ 1 year to spend it</li> <li>○ Allowed to go back to determine lost revenue from state and local funding cuts as well as reduction in enrollment</li> </ul> </li> <li>● Focus to quantify loss of enrollment funding</li> <li>● Focus Budget and CARES Act Funding</li> </ul>
<b>CICC Staff Rep Report</b>	<ul style="list-style-type: none"> <li>● Committee Chairs have updated the committee introduction videos on the committees page in MyJeffco - check them out if you want to know more about any of the committees.</li> <li>● Committee Chairs have been giving progress reports to the Accreditation Committee for the upcoming Assurance Argument. Criterion Leads are seeking members for the Criterion committees, as you may have seen via email.</li> </ul>

	<ul style="list-style-type: none"> <li>No update on the Admin Procedures updates: CICC is still reviewing the flow chart and receiving feedback and recommendations from chairs and constituent groups.</li> </ul>
<b>Certified Staff Rep Report</b>	<ul style="list-style-type: none"> <li>Liaison not present</li> </ul>
<b>Faculty Liaison Report</b>	<ul style="list-style-type: none"> <li>Liaison not present</li> </ul>
<b>Faculty Senate Rep Report</b>	<ul style="list-style-type: none"> <li>Nothing to report at this time, meeting will take place next week</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>No concerns at this time</li> </ul>
<b>Executive Session</b>	<ul style="list-style-type: none"> <li>No need for executive session</li> </ul>
<b>Adjournment</b>	<p><b>Motion to Adjourn:</b> Fran Moore; <b>Second:</b> Shannon Crow; all in favor  <b>Time:</b> 11:30  <b>Next Meeting:</b> Thursday, March 4, 2021 11:00 a.m. (Google Hangouts Meet)&gt;&gt;</p>
<b>Additional Documents</b>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>&lt;&lt;Upload documents in Google Drive and insert link here&gt;&gt;</li> </ol>

Respectfully submitted,  
Erin Bergman  
Sr. Administrative Specialist