

**Classified Staff
MEETING MINUTES
July 9, 2020
Google Hangouts Meet**

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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| <ul style="list-style-type: none"> ✓ Nolan Luhm ✓ Fran Moore ✓ Erin Bergman <input type="checkbox"/> Beau Besancenez ✓ Anthony Merseal <input type="checkbox"/> Kristen Sides ✓ Richard Stephenson | <ul style="list-style-type: none"> ✓ Kim Garzia <input type="checkbox"/> Joan Warren ✓ Anastasia Luettkce <input type="checkbox"/> Shannon Crow ✓ Mary Caine ✓ Mandy McKay ✓ Debbie Bohnam | <ul style="list-style-type: none"> ✓ Daniel Boyer ✓ Daryl Gehbauer <input type="checkbox"/> Teresa Schwartz <input type="checkbox"/> Lore Robart <input type="checkbox"/> Rebecca Ellison |
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GUESTS: Barb Clements, Connie Nash, Melissa Salzman, Miriam Helms, Sue Lerch, David Cook

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00
Approve Minutes 4/08/2020	Did not have a quorum to approve minutes ACTION: 1. Motion: NA Seconded: NA Vote: NA
Administrative Procedure III Draft Review Title IX Policy Draft Review Classified Staff Liaison to CICC	<ul style="list-style-type: none"> ● See attachments for Administrative Procedure updates ● an Title IX Policy ● ST Liaison to CICC, Anastasia will serve in this role if she is not on the Assessment Committee. ACTION: 1. Members review and forward comments to Nolan
BOT Meeting Updates	<ul style="list-style-type: none"> ● Budget document is available for review <ul style="list-style-type: none"> ○ Direct questions/comments to Daryl
Administrative Liaison Report	No Report available
Certified Staff Liaison Report	No Report available
Faculty Liaison Report	No Report available <ul style="list-style-type: none"> ● Members request a Faculty Liaison be appointed and actually show up at Classified Staff meetings
Certified Staff Rep Report	No Report available
Faculty Senate Rep Report	No Report available
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Job descriptions and titles need to be formally completed ● Due to COVID HR has not updated/completed this work

	<ul style="list-style-type: none"> ● 10 members nominated for Outstanding Achievement award, 50% participation on voting ● Information pertaining to Classified Staff will be sent to newly elected Reps
Executive Session	<ul style="list-style-type: none"> ● Discussion on holding meetings in the future <ul style="list-style-type: none"> ○ Google Meet as an option
Adjournment	<p>Time: 11:40 am Motion: Anastasia Luettecke Second: Richard Stephenson Next Meeting: 8/11/2020 2:00 Open Forum (Google Hangouts Meet)>></p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. 2020-2021 Budget 2. AdminProcedureIII-Proposed Changes 3. Jefferson College Title IX Policy

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist