

**Classified Staff**  
**MEETING MINUTES**  
**April 8, 2020**  
**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).*

- |  |                                      |                                      |
|--|--------------------------------------|--------------------------------------|
| ✓ Nolan Luhm                             | <input type="checkbox"/> Joan Warren |                                      |
| ✓ Fran Moore                             | ✓ Deneen Mains                       |                                      |
| ✓ Erin Bergman                           | ✓ Anastasia Luettcke                 |                                      |
| <input type="checkbox"/> Beau Besancenze |                                      | ✓ Daryl Gehbauer                     |
| <input type="checkbox"/> Anthony Merseal | ✓ Shannon Crow                       | ✓ Teresa Schwartz                    |
| ✓ Kim Garzia                             | ✓ Mary Caine                         | <input type="checkbox"/> Lore Robart |
| ✓ Connie Nash                            | ✓ Daniel Boyer                       |                                      |

**GUESTS:** Mary Linderer, Debbie Bonham,

| AGENDA ITEM   | DISCUSSIONS/OUTCOMES  |
|---|---|
| Call to Order   | <b>Time:</b> 11:00 a.m.   |
| Approval of Minutes   | March minutes are unavailable at this time.<br><b>ACTION:</b><br>Will be emailed at a later date for approval   |
| Classified Staff Elections<br>Job Descriptions<br>Campus Closure Discussion | <ul style="list-style-type: none"> <li>● Refer the email sent with Google Form attached for Nominations               <ul style="list-style-type: none"> <li>○ The following terms are ending:                   <ul style="list-style-type: none"> <li>■ Group 1- Anthony Merseal</li> <li>■ Group 2-Connie Nash</li> <li>■ Group 3-Deneen Mains</li> <li>■ Group 4-Shannon Crow</li> <li>■ Group 5-Mary Caine</li> </ul> </li> </ul> </li> <li>● Job Descriptions are due by April 13, 2020</li> <li>● Campus Closure is being maintained as is for the time being.               <ul style="list-style-type: none"> <li>○ As decisions are made all will be informed.</li> </ul> </li> </ul> <b>ACTION:</b> <ol style="list-style-type: none"> <li>1. All members Nominations are due by April 30, 2020</li> </ol> |
| Classified Staff Representation on CICC                                     | This is tabled until next meeting after election<br><b>ACTION:</b> <ol style="list-style-type: none"> <li>2. No action needed</li> </ol>  |
| BOT Meeting Updates<br>PLC Meeting Updates                                  | Board meets 4/09/2020 teleconference<br>Information given in Windjammer <ul style="list-style-type: none"> <li>● <a href="#">The April issue of The Windjammer is now available</a></li> </ul>  |
| Administrative Liaison Report   | Possible virtual PLC meeting later this month   |

|   |  |
|---|--|
| <b>Certified Staff Liaison Report</b>     | None   |
| <b>Faculty Liaison Report</b>             | Teresa Schwartz will attend upcoming meeting   |
| <b>Certified Staff Rep Report</b>         | None   |
| <b>Faculty Senate Rep Report</b>          | None   |
| <b>Constituent Concerns (Rep Reports)</b> | None   |
| <b>Executive Session</b>                  | No Need  |
| <b>Adjournment</b>                        | <b>Time:</b> 11:16 a.m.<br>Motion made by Mary Caine to adjourn and seconded by Kim Garzia<br><b>Next Meeting:</b> 5/07/2020 11:00 a.m. (Google Hangouts Meet)>> |
| <b>Additional Documents</b>               | Attached documents reviewed during this meeting:<br>1. <<Upload documents in Google Drive and insert link here>>   |

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