



Classified Employee Council

Meeting Minutes

Date: September 2, 2020

Time: 2:00-3:00

Location: Via Zoom

Members present:

Jessica Gelinas – Chair

Barbara Lane – Secretary

Michelle Gurley – Co-Chair

Vivian Cumberlander

Burlie Hi Eagele

Robyn Hicks

Connie Geary

Jimmy Turner

Absent:

Conner Reeves

President Cabinet Meeting

- College budget down \$2.1 million as of 8/31/20.
- Budget is based on enrollment.
 - HC down 13.52 %
 - FTE down 15.20 %
- Fourteenth day fall enrollment numbers will allow finalizing budget.
- CARES Act purchases have been requested. Must support student during pandemic and requests are up for discussion.
- Policies are being updated. JSCC policies that coincide with TBR policies will be numbered **similarly** for easy reference. Suggestions may be made as policies are updated.

- Review policies and send feedback or suggestions to Jgelinas@jsc.edu. Classified Employees need to take the opportunity to speak up and get involved.

Approved policies:

- Institutional Policies and Procedures
- Procedure – COVID 19 Emergency Remote Work
- Phased Reopening Plan
- Guidelines Notification of Communicable Diseases
- College Recommendations
- Equal Employment Opportunity and Affirmative Action (TBR updates)
- Sex Discrimination, Sexual Harassment or Sexual Misconduct (TBR updates)
- Sex Discrimination and Sexual Harassment (TBR updates)
- Sexual Misconduct (TBR updates)
- Discrimination and Harassment, Complaint, and Investigation Procedure (TBR updates)
- Infectious Disease (TBR updates)
- Face Covering Policy

Policies being reviewed:

- Alternative Work Arrangements
- Committee Guidelines
- Creating a Steering Committee

Pandemic Response Team Update

- COVID cases are being monitored on and off campus. If employees become infected due to co-worker exposure, we will have to further review our current operational status level and potentially close buildings or move to a safer at home work environment
- As of September 1st, 4 employees were positive and 8 more were in quarantine from exposure. It is important to note that not all exposures are occurring on campus. We have several quarantined because of positive family members.
- Reminders to wear masks, social distance, and limit face to face interaction with others on campus.
- Report to Amy West (HR) if you have been exposed or are positive for COVID 19.
- Always do screening process before coming to campus. Some revisions have been made to this process, i.e., have you tested positive prior and which location you are entering.

- In our Phased Reopening Plan, we are in phase two.
- Students who have approval or by appt are allowed on campus
- Students without approval or by appt are given a pamphlet with numbers to call to get approval to enter. This allows no one to be turned away.
- Laptops were made available if students needed one for online classes.
- Parking areas on campus are designated for students to use Wi-Fi.
- Face masks are being designed for faculty and staff with our JSCC logo.
- CDC guidelines have been adopted for quarantine and isolation.
- For easier screening, posters with a bar code to scan with phone are posted on all entrance doors and off campus sites.

Old Business

- Areas that are quarantined due to possible exposure are now posted: "CLOSED FOR CLEANING"
- Work from home logs are no longer required.
- Still need ideas for a JSCC brand/slogan that state why someone should choose JSCC over other colleges. Send suggestions to Jessica Gelinas and/or Heather Freeman.

New Business

- Parking tags are now requested online under Work Actions on JWeb. Paper requests are no longer used.
- Classified Employees Handbook needs revising. We will be taking on this project this year. Begin looking over handbook. We will take one section at a time and we will be asking for classified employee feedback. Any ideas/feedback about the handbook should be emailed to jgelinas@jccc.edu so it can be discussed at monthly meeting. You will be emailed the section we are working on for your ideas and feedback.
- Discussion about how more students are coming to campus and stating employees told them to just come to campus, no approval or appt. These students are not on list and have to call someone for approval. Because the number is increasing it is causing a problem for the officers posted at the gates. Because Bookstore is hard to get in touch with by phone students are just showing up. Discussed the importance of not turning students away. Hand them a pamphlet and have them park to call needed dept. Security cannot watch everyone after they enter the gates.
- There have been case/cases of needing to be isolated or quarantined that were not properly reported to the designated persons. This poses a danger for those who are exposed to them.
My suggestion for above would be: Concern was expressed over the timeliness of communicating when an area needs to be quarantined. Recently there was an incident where a week went by before physical plant was notified.

Meeting adjourned at 2:49