

Classified Employee Council 2020-2021
Wednesday, October 7, 2020
2:00 p.m.-3:00 p.m.
Minutes

I. Welcome

II. Mission and Membership

Mission: The Classified Employee Council shall act as a liaison between the Classified staff and other members of the institution; promote and protect employee welfare and morale; assist the community through charitable actions; and exercise the privilege of making recommendations pertaining to policy and procedure as needed.

Members: The Classified Council members consist of the below:

1. Vivian Cumberlander
2. Jessica Gelinias – Chair
3. Connie Geary
4. Michelle Gurley – Co-Chair
5. Robyn Hicks
6. Burlie HiEagle
7. Barbara Lane – Secretary
8. Connor Reeves
9. Jimmy Turner

Members Present: Vivian Cumberlander, Jessica Gelinias, Connie Geary, Michelle Gurley

Members Absent: Robyn Hicks, Burlie HiEagle, Barbara Lane, Connor Reeves, Jimmy Turner

III. Updates

- Invited all Classified employees to join us this month. Housekeeping rules:
 - Not allowed to vote unless you're a member
 - If you have a topic or issue you'd like to bring to Council please notify ahead of time
- Informational meeting since a quorum was not present
- Council will discuss about having open Classified Council meetings unless a confidential or sensitive issue arises, then we will close the meeting.
- Classified Council is scheduled every first Wednesday of the month, 2:00-3:00, for 1 hour.
- Been sending out weekly President's Cabinet meeting notes.
- Asked whether people find the President's Cabinet weekly notes helpful; people responded positively.
- Asked whether sending Pandemic Response Team weekly notes would be helpful or too many emails. No response. Will table for next month.

Pandemic Response Team Updates

- 7 students who have tested positive (as of this morning, 10/7)
- 1 employee in quarantine (no symptoms)
- CDC changed requirements from 48 hours fever free to 24 hours – the JSCC Covid screening question will be updated to reflect the same change. We will also add "without medication" to the screening.
- Kiosks will be set up around campus to take temps of students.

- a) Plan to be set up no later than next Friday, 10/16.
 - b) There will be a **testing** phase where employees are welcome to take their temps voluntarily. There will be a paper and pen to document your results. This will help us to ensure the kiosks are working properly before students use.
 - c) The temperature threshold is set at 99.3 F.
 - d) An alert will signal.
 - e) An email will be sent out to all employees regarding the kiosks and testing phase.
- Discussion around confidentiality between faculty and student. Resulted in Linda Nickell can let faculty know the status of student when asked, this will help faculty know what to expect if tests or assignments are due.
 - When a “yes” is selected on the Covid screening, Amy West (HR), Linda Nickell (Student Services) and Shane Young (Security) gets notified. Currently they have no back-up person if they’re out. Each person will select a back-up person and send to Heather Freeman.

Classified Employee Handbook

- Received a lot of feedback from Part I
- Sent a section in Part I to HR to review, still reviewing.
- Will be sending out Part II
- Suggest removing clip art. Will table for next month.
- Process moving forward will be:
 - a) Sending each part to employees for feedback
 - b) Make updates based off current JSCC main policies
 - c) Any add-on suggestions will be listed separately and tabled for later
 - d) Once updates are made we will send each Part to Dr. Pimentel for review
 - e) Once the handbook is done the Council will look to add-on’s
 - f) Submit final to Dr. Pimentel for approval and sign off

IV. Action Items

- Council will discuss about having open Classified Council meetings unless a confidential or sensitive issue arises, then we will close the meeting.
- Asked whether sending Pandemic Response Team weekly notes would be too many emails or if people would like. No response. Will table for next month.
- Suggest removing clip art. Will table for next month.
- Send out Part II to employees

VII. Open Discussion

- Question about the plans for Spring21 semester. Spring semester schedule is being set up like Fall20 schedule (i.e., online, flex classes and very little students on campus). Not sure if it’ll change as Spring gets closer, but that’s the current plan.