

Classified Employee Council Meeting  
09/27/2022  
1 PM

**Present:**

- Dr. Pimentel
- Heather Freeman
- Jen Jakubowski
- Spencer Crouse
- Kristina Martin
- Melissa Lyles
- Emily Marek
- Natalie Marek
- Denise Greenfield
- Victoria Harper

**Absent:**

- Christi Tall
- Jimmy Turner
- Daniel Mayfield

**Meeting:**

- Shared Services:
  - FAQ was prepared and will be shared among divisions by VP's
  - Trainings available
    - Example: "Lunch and Learns"
    - List of available trainings along with relevant documents will be published for visibility once a decision is made regarding where information will be housed.
      - This eliminates the need to check through old emails.
  - Special meeting has been scheduled by Chancellor
- Print services:
  - Get with supervisor to discuss best options
  - Several vendors locally that can be used, including Staples
  - Print Shop is not coming back
- Dual Services Contracts:
  - Clarification needs to come from dean/supervisor
    - Dr. Pimentel reminded that we all have responsibilities to get the job done just like Shared Services
- Dr. Pimentel asks employees do not inundate Dr. Burton with questions regarding job duties.
  - Any concerns regarding job description/duties should be discussed with supervisor
- JAQ Status:

- JAQ's are done
- Each division will be sending a letter regarding new/old skill level, and how much \$ changes there will be
- If letter/answer is unsatisfactory, please get with supervisor to discuss
  - From here VP, and if everyone agrees, then back to Performance Point
- Deadline for JAQ's: divisions were asked 09/26/22 to disseminate information as quickly as possible
- NEST:
  - If campus wants to host some drives, with Dr. Morgan's "go-ahead", to garner supplies and donations to NEST, Dr. Pimentel supports this
    - Reach out to Dr. Morgan to see what supplies are really needed
- Community Garden:
  - Voluntary
  - Vol. State: was run by a Master Gardener, who then worked with biology dept., then sold produce to create scholarship for biology students
  - Steps involved would be:
    - Getting a clear proposal together for Dr. Lopes to review
      - After, Preston would need clear guidelines (who will be maintaining it, how it will be maintained, etc.) and approvals before final location can be selected.
  - Different option:
    - Several community gardens around town
      - Is there a vendor/group we could partner with?
        - This could maybe act as community service for those students needing hours
        - Dr. Barron may have some contacts for this

Meeting adjourned @ 1:22PM