



## Classified Council General Meeting Agenda

**Date:** Friday, October 17, 2025, 10:30 am

**Location:** <https://gbcnv-edu.zoom.us/j/86395871971?pwd=hVD5U5k43L0cbKp9P6DkEhVUJbgucj.1>

<b>Call Meeting to Order</b>	<b>Erendira Andrade - 10:31 am</b>
<b>Roll Call</b>	Sharon Butterfield, Shakira Chesebro, Julie Martinez, Sheri Baker, Karl Stevens, Erendira Monroy, Sandy Cortes, Carina Medina, Madison Price, Sol Gonzalez-Torres, James Braithwaite, Hilary Turner, Heather Hill, Chrystal Bishop, Katelynn Gurr, Mindy Caskey, Schyler Lewis, Melissa Leon, Melissa Jacobo, Kim Myers, Cas Rosewood, Amparo Chaidez, Louellen Monte, Oliva Doxey
<b>Approval of Minutes</b>	Motion to approve: Katelynn Gurr Second: Sandy Cortes

**Treasurer's Report:** Tracy Out – tabled for November meeting

**Approval of Treasurer's Report –**

**Site Reports: POSSIBLE ACTION ITEMS**

**Ely:** Julie Martinez, getting ready for 2<sup>nd</sup> 8-week courses to begin, SGA pumpkin decorating contest going on. CNA classes will be starting and will be at Ren Fair in Ely.

**Winnemucca:** N/A

**Battle Mtn:** N/A

**Pahrump:** N/A

**Elko:** Sandy Cortes: Spring 26 registration opens 10/27, making sure things look good in PeopleSoft,

**Committee Reports: POSSIBLE ACTION ITEMS**

**Bylaws:** *Chairperson: OPEN:* N/A

**Events/Fundraisers:** *Chairperson: Sharon Butterfield:* Flyer for Halloween contests just went out, See's Candy just got approved and will be going out soon: order online and shipped directly to person, any ideas for things you would like to see/do reach out to her

**Webpage:** *Chairperson: Jessica Powell:* None - Out

**Grant-in-Aid:** *Chairperson: Tracy Brown:* None - Out

**Hospitality/Awards:** *Chairperson: Sharon Butterfield:* thank you notes sent outs to other departments that helped with duck race, picture with Kim and her Duck.

**Scholarship:** *Chairperson: Jessica Powell:* None - Out

**President Committee Reports: POSSIBLE ACTION ITEMS**

**President's Council:** *Chairperson: Ere Monroy:* nothing that pertained to classified

**Institutional Advancement:** *Chairperson: Janet Vega:* Out

**Event Planning:** *Chairperson: James Braithwaite/Sharon Butterfield:* A lot of things going on for GBC, Wellness Fair the 13<sup>th</sup> done by Arysta. Tony Furtado concert the 14<sup>th</sup>, snacks in lobby and adult beverages. Pumpkin Pie on the 19<sup>th</sup>, wellness warriors might be doing a soup potluck at the same time. Snowflake festival will not be on campus this year Elko Chamber is having tents or building downtown, PTA and SGA will be doing that. Sign-up sheet will be coming around. Holiday parties starting to get planned for each campus. Pahrump is wanting a duck race with roller skating ducks or ducks in Jeep around December.

**Policy:** *Chairperson: OPEN:* N/A

**College Bylaws:** *Chairperson: Madison Price:* No updates

**Budget and Facilities:** *Chairperson: OPEN:* N/A

## New Business: INFORMATION ONLY:

1. Meeting with the Chancellor: the Chancellor will be on campus on October 27<sup>th</sup>. Has set time aside to meet with classified staff at 11am, invitation has gone out, encourage everyone to attend. This is the time to speak up so he can know what we are thinking. If you cannot make it, please send your comments to us so we can pass them along.

## POSSIBLE ACTION ITEMS:

1. Variable Work Schedule/Karl Stevens and Melissa Jacobo: Karl and Melissa part of a committee to come up with variable work schedule procedure, presented a few weeks ago to President Donnelly and ironed out a couple of things. This week Karl presented Administrative Faculty and Faculty Senate. Deeper dive and explain to Classified Council things about the variable work schedule. 1. Able to serve community better with extended hours, 2. Provide work/life balance to administrative and classified staff, 3. GBC more attractive to those who want to work here, allow to hire more and retain more. Would take effect after probation period (classified 1 year, admin 90 days). Must work 40 hours a week, meet satisfactory evaluation standards on their evaluations. Seniority will be considered if more than on staff requesting variable work schedule. Classified must put in 14 days' notice if there is a want to change schedule, admin faculty must put in 3 days' notice. Must always have 2 employees in building and still maintain core hours of 8am – 5pm. Reviewed compliance with NRS, meals 30 mins or 1 hour, and 2 – 15 mins breaks but cannot combine to extend lunch or leave early. Schedules could be 4 -10s, 4-9s and a 4, but it's up to whatever creativity you have, no set guidelines, just that total 40 hours worked per week. Also based on department need and up to department supervisors, so what works for one department doesn't mean it will work for another. Holidays can be tricky, 3 different methods, 1. Revert to normal 8-hour day schedule, 2. Take annual leave to make up for difference in hours, 3. Flex time between days that you have. Make sure that we are here if there is a GBC event, meeting or training, schedules will need to be adjusted. Extended absences revert to base 8. OT is after 40 hours. This is a privilege, form will be in OnBase and can be revoked at any time. Not considered permanent but is considered long term, doesn't mean it can't change, just that it will be on-going. Disciplinary issues or not in good standing, suspended for that period from variable work schedule. If department feels need to revert to normal schedule, the department must give notice. Not going to be 100% fair to everyone. This is optional, if you are happy with schedule, you have you don't need to apply for variable work schedule. This is under an employee request and not a departmental request. If it is a departmental need to work until 6pm/7pm that is something separate. Not everyone can have same day off. This is a privilege and is made as a convenience and needs to be consistent week to week. If this turns out to have too many negative impacting issues than this whole procedure could be taken from us. Be mindful and respectful. Can do a 30-minute lunch but if you are constantly late it will revert to an hour lunch. This is not a policy but a procedure. Administrative faculty have already voted yes, they are asking us to vote so it can go to President's council next week for them to approve and implement starting November 1<sup>st</sup>. Can start whenever you want, but the 14-day notice is to make a change, required by law. Wait until we have OnBase form because it will be smoother for approvals. President Donnelly is hoping that with this variable work schedule that some will want to come in later and work later giving us the ability to have extended hours. If it becomes mandatory for extended hours that is a different discussion and process. Voting to approve variable work schedule, and nothing to do with mandatory extended hours. *Motion to vote on approval for variable work schedule.* Motion by Hilary Turner, Second by Julie Martinez. 16/24 voted AYE for the Variable Work Schedule. The vote will be reported to President's Council next week. OnBase form notification will be sent out after approved.
2. Classified Staff Scholarship Recipient not attending GBC: We have not come across this before. One of the recipients is not attending GBC, they are at one of our sister institutions. Not written into policy anywhere whether we can pay them or not. We want thoughts and opinions on this. If they are not attending GBC, can they still receive the scholarship? Julie Martinez doesn't believe the classified staff should be penalized for taking courses at our sister institutions and should receive the scholarship. Motion to include into the criteria that if attending sister institutions they can receive the classified staff scholarship. Motion to approve by Julie Martinez and second by Shakira Chesebro.
  - a. Check sent to institution or to student directly: thoughts: ask financial aid: can do any option, but we need it documented to pay the scholarship. Ere personally feels like it would be easier going directly to student. If no specifications, pay directly to the student. – No one is opposed.

## Public Comment:

1. Julie Martinez asked if the Pahrump duck races just a fun thing or a fundraiser for classified. Shakira says it is a fundraiser for the Pahrump campus. When asked if other locations can be a part of this or if it is a Pahrump area only event, Shakira will talk with Christopher and get back to us.
2. Congratulations to Sal who is retiring and having over 25 years of service at GBC. You will be missed.
3. Again, please join us for the meeting with the Chancellor on the 27<sup>th</sup>.

**Adjourn:** Motion to adjourn meeting at 11:13am - Motion to Approve: Katelynn Gurr; Second: Sandy Cortes

**Next Meeting: November 21, 2025 – 10:30am, Zoom**

<https://gbcnv-edu.zoom.us/j/81188494172?pwd=kfDlxoMZu4zZdpbE64pQm6Y3pfLUf2.1>