

**Classified Staff**  
**MEETING MINUTES**  
**November 4, 2021 11:00 a.m.**  
**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).*

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| <input type="checkbox"/> Kristen Sides           | <input checked="" type="checkbox"/> Daniel Boyer       | <input checked="" type="checkbox"/> Brenna Young   |
| <input checked="" type="checkbox"/> Erin Bergman | <input checked="" type="checkbox"/> Debbie Bonham      | <input checked="" type="checkbox"/> Sarah Perry    |
| <input checked="" type="checkbox"/> Kim Garzia   | <input checked="" type="checkbox"/> Anthony Merseal    |  |
| <input type="checkbox"/> Beau Besancenez         | <input checked="" type="checkbox"/> Lore Robert        | <input checked="" type="checkbox"/> Daryl Gehbauer |
| <input type="checkbox"/> Fran Moore              | <input checked="" type="checkbox"/> Laura McCloskey    | <input type="checkbox"/> Stephanie Cage            |
| <input checked="" type="checkbox"/> Mandy McKay  | <input checked="" type="checkbox"/> Richard Stephenson | <input type="checkbox"/> Bill Kaune                |
| <input checked="" type="checkbox"/> Joan Warren  | <input checked="" type="checkbox"/> Brandi Gallaway    |  |
| <input checked="" type="checkbox"/> Shannon Crow | <input checked="" type="checkbox"/> Emily West         |  |

**GUESTS:** Lucia Brodribb, Meredith Buschmann, Mary Caine, Barbara Clements, Holli Gillam, Denise Hawkins, Keri Hayes, Sue Lerch, Alexis Lowery, Saranda Lund, Ashley Moll, Shelly Mueller, Connie Nash, Stephanie Penn, Tina Robinson, John Shore, David Smith, Shannon Sniegolski, Laura Villmer, Lisa Vinyard, Brit Wallace, Shannon Wells,

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 11:00 p.m.
Approve Minutes	October 7, 2021 <b>ACTION:</b> 1. <b>Motion:</b> Lore Robert <b>Seconded:</b> Brenna Young <b>Vote:</b> All Approved
Automatic phone system feedback	<ul style="list-style-type: none"> <li>● Concern noted of incorrect routing of phone calls</li> <li>● Staff are transferring calls to the correct person</li> <li>● Callers are apologizing for the incorrect routing, often stating what was said and what actually happened</li> </ul> <b>ACTION:</b> 1. Staff to contact Dan Boyer to report errors of call routing.
ASI Renaming Survey	<ul style="list-style-type: none"> <li>● Feedback form is due 11/5/2021</li> </ul>
Remote Work Policy feedback	<ul style="list-style-type: none"> <li>● A policy has been drafted, it will be reviewed by the taskforce on 11/9</li> <li>● Tasha Welsh has asked supervisors for feedback               <ul style="list-style-type: none"> <li>○ Positions eligible, not eligible, hybrid model, full remote</li> </ul> </li> <li>● Technology needs are being reviewed</li> </ul> <b>ACTION:</b> 2. Email thoughts to Brenna Young
Pet Policy Update	Employee Support met 11/3/21 <ul style="list-style-type: none"> <li>● 189 responses received from survey</li> <li>● General consensus is a pet policy is needed</li> <li>● The policy to include many aspects of the survey</li> <li>● Vet Tech days for employees will remain the same</li> <li>● The policy will include specifics on when/how to have pets on campus</li> </ul>

<b>Compensation Adjustment Update</b>	<ul style="list-style-type: none"> <li>● Effects A &amp; B level staff positions</li> <li>● Effective January 1, 2022 <ul style="list-style-type: none"> <li>○ moved the increase up by six months</li> </ul> </li> <li>● Currently a “buy-out” is not an option</li> </ul>
<b>Admissions is looking for ideas</b>	<p>Ideas needed to get potential students to the Student Center and not the Administration building</p> <ul style="list-style-type: none"> <li>● The use of banners</li> <li>● 360 virtual map</li> <li>● Listing of what is in each building</li> <li>● Resignage</li> <li>● Jeffco app location services</li> <li>● Map dynamic-pop up pins</li> </ul> <p>Issue is currently parking close to the student center does not exist, looking at overall master plan, possibility of changing the road</p>
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● ASI Building Phase I HVAC Fans and Installation &amp; architectural fees</li> <li>● ATS Classroom alterations</li> <li>● RAD pediatric phantom</li> <li>● Welding tech equipment</li> <li>● Annual computing technology</li> <li>● NJCAA Divisional declarations</li> <li>● Jefferson College Foundation Board of Directors nominations: Linda Wulf, Nathan Stewart, Rob Schneider</li> <li>● Transfer of Athletic Department special funds to Foundation Accounts</li> <li>● Vice President of Instruction- Dr. Chris DeGeare</li> <li>● Revisions to BOT Policies I-008, IV-002.01</li> <li>● Revision to BOT Procedure IV-006.01</li> </ul>
<b>Administrative Liaison Report</b>	<p>Daryl Gehbauer reports</p> <ul style="list-style-type: none"> <li>● CARES funds still need to be spent on Instructional side</li> <li>● CARES funds used for ASI phase I</li> <li>● 90% of CARES student funds have been allocated</li> <li>● Initial budget work started</li> <li>● The College annual audit near completion</li> <li>● Mercy Clinic survey reveals the clinic is not being used, the clinic has been closed since the pandemic, few virtual appointments in use</li> <li>● Jefferson County has a health van that could be an option <ul style="list-style-type: none"> <li>○ this would be a cost saving measure to the college</li> </ul> </li> </ul>
<b>Certified Staff Liaison Report</b>	Stephanie Cage reports the last meeting was in October
<b>Faculty Liaison Report</b>	Bill Kaune was not present to report
<b>CICC Staff Rep Report</b>	Brandi Gallaway reports the Institution Committees webpage is being updated
<b>Certified Staff Rep Report</b>	Emily West reports no meeting
<b>Faculty Senate Rep Report</b>	Laura McCloskey reports no meeting
<b>Constituent Concerns (Rep Reports)</b>	None at this time
<b>Executive Session</b>	No need for Executive Session
<b>Adjournment</b>	<p><b>Time:</b> 11:47</p> <p><b>Next Meeting:</b> Thursday December 2, 2021 Google Hangouts Meet</p>

<b>Additional Documents</b>	Attached documents reviewed during this meeting: 1. <<Upload documents in Google Drive and insert link here>>
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Respectfully submitted,  
Erin Bergman  
Sr. Administrative Specialist