

Classified Staff
MEETING MINUTES
December 2, 2021 11:00 a.m.
Google Hangouts Meet

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

GUESTS: Karen Altenau-Smith, Jennifer Baine, Nathan Bright, Lucia Bridribb, Tera Brutsman, Mary Caine, Erica Chandler, Cindy Draper, Kimberly Flora, Tricia Frimm, Holli Gillam, Denise Hawkins, Keri Hayes, Sue Lerch, Sarands Lund, Kala Mason, Connie Nash, Kim Niehaus, Stephanie Penn, Tina Robinson, Ian Schneider, Jenna Schwartz, Alicia Smith, David Smith, Shannon Sniegolski, Lisa Vinyard, Brit Wallace,

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:01 am
Approve Minutes	November 4, 2021 minutes ACTION: Motion: Brandi Gallaway Seconded: Brenna Young Vote: All Approved
Standardized Signatures	<ul style="list-style-type: none"> ● thanks for feedback signs
Remote Work Task Force Update	Brenna Young reports: <ul style="list-style-type: none"> ● Not all positions lend themselves to remote work. Supervisors will determine which job functions are appropriate for remote work and designate positions as remote work eligible/ or ineligible. Supervisors must ensure departments maintain appropriate staffing levels and remain physically open on campus during regular business hours. <ul style="list-style-type: none"> ○ A form for collecting this information will be provided ● Supervisors will consider the performance, skills, work habits, and suitability of staff to remote work. Not all employees will want to work remotely. Of those who do, not all will be granted this arrangement <ul style="list-style-type: none"> ○ A remote work request and appeal process for individuals denied this option will be created ● Performance Expectations: <ul style="list-style-type: none"> ○ This policy does not include ad hoc remote work arrangements. Supervisors can address short-term or unexpected remote work needs. FMLA cases should be directed to HR. ○ Remote work hours will be agreed upon in advance. Remote work may occur on a fulltime or hybrid schedule. In most

	<p>cases, all remote employees must be located in Missouri within commuting distance to campus with the ability to attend occasional in-person meetings or respond to on campus needs.</p> <ul style="list-style-type: none"> ○ This arrangement is not an alternative to dependent care and personal responsibilities may not interfere with work. The employee must effectively accomplish their regular job duties, regardless of location. ○ A list of performance expectations for remote workers and at-home workspace requirements are being developed. ● IT Considerations: <ul style="list-style-type: none"> ○ Remote workers must utilize a Jefferson College issued laptop while working remotely. The laptop is not for personal use and no modifications to it are permitted. A built-in webcam and microphone, as well as a headset and mouse will be provided. But, no additional hardware, including dual monitors, will be provided. ○ Remote workers are responsible for high speed internet, office supply, and furniture costs. Remote workers are also responsible for the ergonomics and safety of their work environment. ○ Employees must connect to the VPN. No materials should be printed, made viewable to others, or saved outside of the Jefferson College network. If a laptop is stolen, IT has the ability to take over the device to initiate appropriate security measures. ○ Remote phone options are being investigated. Also, since a VPN connects to the employee's computer on campus, docking stations are being considered so staff may share space. ● Taskforce to meet next week to finalize, then will present to board <p>ACTION:</p> <ol style="list-style-type: none"> 1. Any staff member may email Brenna Young with feedback by December 8, 2021
Auto-Attendant Feedback	<p>Dan Boyer reports:</p> <ul style="list-style-type: none"> ● Report incorrect routing of calls via Auto-Attendant Feedback ● Adjustments can be made once the issue is noted ● Voice recognition can be adjusted ● The form can be made available to other constituents on campus ● Daryl Gehbauer notes auto attendants are not perfect, people are not either ● The Google form will be left open till next meeting ● Fran Moore notes Auto system is not customer friendly, concerns about increasing the frustration of our current and prospective students <p>ACTION:</p> <ol style="list-style-type: none"> 2. All staff are encouraged to complete the feedback form so corrections can be made.
BOT Meeting Updates	<ul style="list-style-type: none"> ● Meeting is tonight ● Agenda items are available to be viewed here BOT December Agenda
Administrative Liaison Report	<p>Daryl Gehbauer reports:</p> <ul style="list-style-type: none"> ● enrollment for spring trending favorably ● Government funding is being used, needs being addressed

	<ul style="list-style-type: none"> ● New fiber optic cable installed across campus, this will serve the fire alarm panel; will improve reliability ● 2023 fiscal budget has been started ● Capital Projects submitted , over what has been allocated, presentations to be soon ● Foundation audit completed, College audit on track to be completed prior to break
Certified Staff Liaison Report	Stephanie Cage reports: <ul style="list-style-type: none"> ● Certified staff did not meet this past month
Faculty Liaison Report	Bill Kaune reports: <ul style="list-style-type: none"> ● Not much is going on; Faculty Senate did not meet
Certified Staff Rep Report	Emily West reports: <ul style="list-style-type: none"> ● Certified Staff meets tomorrow
Faculty Senate Rep Report	Laura McCloskey reports: <ul style="list-style-type: none"> ● Attended meeting but nothing going on
CICC Staff Rep Report	Brandi Gallaway reports: <ul style="list-style-type: none"> ● Committee budget requests are due 12/22/21 ● looking at creating an Institutional Committee day similar to Student Club event. This will give employees the opportunity to develop an interest in joining a committee.
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Today is the last day to RSVP for the Holiday Party
Executive Session	No need
Adjournment	Time: 11:34 a.m. Next Meeting: February
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. <<Upload documents in Google Drive and insert link here>>

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist