

**Classified Staff**  
**MEETING MINUTES**  
**February 10, 2022 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 type="checkbox"/> Richard Stephenson | <input type="checkbox"/> ✓ Brandi Gallaway |
| <input type="checkbox"/> ✓ Shannon Crow  | <input type="checkbox"/> Mandy McKay        | <input type="checkbox"/> ✓ Emily West      |
| <input type="checkbox"/> ✓ Erin Bergman  | <input type="checkbox"/> Joan Warren        |  |
| <input type="checkbox"/> ✓ Brenna Young  | <input type="checkbox"/> ✓ Shannon Crow     |  |
| <input type="checkbox"/> ✓ Kim Garzia    | <input type="checkbox"/> ✓ Daniel Boyer     | <input type="checkbox"/> ✓ Daryl Gehbauer  |
| <input type="checkbox"/> Sarah Perry     | <input type="checkbox"/> ✓ Debbie Bonham    | <input type="checkbox"/> ✓ Stephanie Cage  |
| <input type="checkbox"/> Beau Besancenez | <input type="checkbox"/> ✓ Anthony Merseal  | <input type="checkbox"/> Bill Kaune        |
| <input type="checkbox"/> Fran Moore      | <input type="checkbox"/> ✓ Lore Robart      |  |
|  | <input type="checkbox"/> ✓ Laura McCloskey  |  |

**GUESTS:** Jennifer Baine, Lucia Brodribb, Meredith Buschmann, Cindy Draper, Stephanie Earls, Judith Ellison, Holli Gillam, Denise Hawkins, Keri Hayes, Timothy Kuchar, Sue Lerch, Saranda Lund, Shelly Mueller, Sean Oberle, Stephanie Penn, Ian Schneider, Jenna Schwartz, Alicia Smith, Laura Villmer, Brit Wallace, Sherrie Weber, Caleb Yochim

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 11:00 a.m.
<b>Approve Minutes</b>	<b>December 2, 2021</b> <b>ACTION:</b> 1. <b>Motion:</b> Brandi Gallaway <b>Seconded:</b> Debbie Bonham <b>Vote:</b> All Approved
<b>Foundation Virtual Auction</b>	Laura Villmer presented: <ul style="list-style-type: none"> <li>● Email sent campus wide soliciting donations</li> <li>● Spring theme, thus the basket request</li> <li>● All are invited to participate <ul style="list-style-type: none"> <li>○ Drawing for restaurant certificates for those participating with donations</li> </ul> </li> <li>● New this year is text messages to bidders reminding of auction closing</li> </ul>
<b>Remote Work Task Force Update</b>	Brenna Young reports: <ul style="list-style-type: none"> <li>● Remote Work policy to be presented to cabinet and extended cabinet in draft</li> <li>● Presented to Board of Trustees (BOT) at March meeting</li> <li>● Feedback has been favorable</li> </ul>
<b>Pet Policy Update</b>	Emily West reports: <ul style="list-style-type: none"> <li>● Editing rough draft</li> <li>● Will be sent to Cabinet for review after draft</li> <li>● Pets (dogs) allowed one specific day per month <ul style="list-style-type: none"> <li>○ Supervisor approval</li> <li>○ Criteria must be met</li> </ul> </li> <li>● Vet Tech appointment day will remain the same</li> </ul>

	<ul style="list-style-type: none"> <li>● Question presented: will the policy be distributed to all constituencies prior to BOT presentation? <ul style="list-style-type: none"> <li>○ Response from Daryl Gehbauer: It will be circulated prior to going to BOT as this will be a policy <ul style="list-style-type: none"> <li>■ Two readings, (1) presentation (2) vote</li> </ul> </li> </ul> </li> </ul>
<p><b>New Co-Advisor for PTK</b></p>	<p>Brandi Gallaway presents:</p> <ul style="list-style-type: none"> <li>● Cynthia Critchfield has left the college thus a vacancy</li> <li>● Looking for a volunteer to work with Bruce Korbesmeyer <ul style="list-style-type: none"> <li>○ involves meetings and induction ceremony</li> <li>○ stipend available</li> </ul> </li> <li>● Contact Brandi Gallaway if interested</li> </ul>
<p><b>Extended Cabinet Updates</b> <b>BOT Meeting Updates</b></p>	<p>Extended Cabinet:</p> <ul style="list-style-type: none"> <li>● Student conduct policy</li> <li>● Remote Work policy</li> <li>● Communicable disease policy</li> <li>● Architect of Record process explained <ul style="list-style-type: none"> <li>○ goes to BOT in March</li> </ul> </li> <li>● Email Signature presentation by Roger Barrentine <ul style="list-style-type: none"> <li>○ All employees have access for compliance</li> </ul> </li> <li>● Question: Has feedback on voicemail occurred? <ul style="list-style-type: none"> <li>○ The recordings are long, waiting to leave message</li> <li>○ Tip dial #8 to skip to leaving a message <ul style="list-style-type: none"> <li>■ This works for employees but students and community do not have this information</li> </ul> </li> </ul> </li> </ul> <p>BOT:</p> <ul style="list-style-type: none"> <li>● Link to Board Docs imbedded in agenda</li> <li>● Acceptance of College and Foundation audits</li> <li>● Approved purchase of furniture for VAT</li> <li>● Approved purchase of live streaming equipment</li> <li>● Approved Fiber Optic Network Expansion</li> <li>● Approved Roof Replacement for Student Center Building</li> <li>● Approved Gymnasium floor in the Field House</li> <li>● Approved course fee changes for PTA, VAT, PTA, CIM, HRA, MTT, PHY, WLD</li> <li>● Approved appointment of Susan Richardson as Senior Director of Area Technical School and Early College Program</li> <li>● Approved appointment of Nathan Bright as Director of Student Support Services</li> <li>● Approved appointment of Marica Westfall as First Assistant Women's Basketball Coach</li> <li>● Approved resignation of Associate Professor of Nursing, April Norton-Gunther</li> <li>● Adoption of revision to Police Department Policies and Procedures manual</li> <li>● Adoption of revision to Guidelines for Handling Cases of Communicable Diseases, employees, students (separate)</li> </ul>
<p><b>Administrative Liaison Report</b></p>	<p>Daryl Gehbauer reports:</p> <ul style="list-style-type: none"> <li>● Annual audit of the College and Foundation accepted</li> <li>● Budget work underway</li> <li>● Enrollment favorable</li> </ul>

	<ul style="list-style-type: none"> <li>● Received increased revenue from Jefferson County property tax</li> <li>● Received increased state funding</li> <li>● The state core budget for Community Colleges is increasing <ul style="list-style-type: none"> <li>○ This is included in the Governor's budget, not yet signed <ul style="list-style-type: none"> <li>■ State legislature to approve</li> </ul> </li> </ul> </li> <li>● Capital projects underway</li> <li>● Hiring of Architect of Record in process</li> <li>● Maintenance repair funding to include: windows, HVAC, utility upgrades, new location signage, landscape upgrades</li> </ul>
<b>Other</b>	<p>Kristen Sides reports:</p> <ul style="list-style-type: none"> <li>● January 1:1 meeting with the President, Dr. Dena McCaffery revealed the January BOT meeting was not virtual due to the absence of Board Secretary to run the mechanics of the meeting.</li> <li>● Classified staff performance evaluation will be the original “long” form</li> <li>● Volunteers are needed for Preview Day, contact Carrie Greer</li> <li>● Volunteers are needed for the Viking Vault, contact Holly Lincoln for access to the Viking Vault calendar</li> <li>● PAS has unveiled a new app for employees, links to resources <ul style="list-style-type: none"> <li>○ Announcement soon, 2/16/22 employees are invited to an informational session</li> </ul> </li> <li>● Question: Will the BOT revisit the Mask Policy at the next meeting: <ul style="list-style-type: none"> <li>○ The mask policy is a Cabinet issue</li> </ul> </li> </ul>
<b>Certified Staff Liaison Report</b>	Stephanie Cage reports: No report, meeting was rescheduled
<b>Faculty Liaison Report</b>	Bill Kaune not in attendance
<b>Certified Staff Rep Report</b>	Emily West reports: <ul style="list-style-type: none"> <li>● Did not meet due to snow days</li> <li>● December meeting discussed the remote work policy</li> </ul>
<b>Faculty Senate Rep Report</b>	Laura McCloskey reports: <ul style="list-style-type: none"> <li>● Met in January, reviewed withdrawal policy for specific situations</li> </ul>
<b>CICC Staff Rep Report</b>	Brandi Gallaway reports: No report, did not meet in January
<b>Constituent Concerns (Rep Reports)</b>	Auto attendant feedback received and adjustments took place. Continue to give feedback to Daniel
<b>Executive Session</b>	Entered 11:37
<b>Adjournment</b>	<p><b>Time:</b> 12:00 p.m.</p> <p><b>Next Meeting:</b> Thursday March 3, 2022 11:00 a.m.</p>
<b>Additional Documents</b>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. &lt;&lt;Upload documents in Google Drive and insert link here&gt;&gt;</li> </ol>

Respectfully submitted,  
Erin Bergman  
Sr. Administrative Specialist