

**Classified Staff
MEETING MINUTES
January 12, 2023 11:00
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 checked="" type="checkbox"/> Shannon Crow | <input checked="" type="checkbox"/> Keri Hayes | <input checked="" type="checkbox"/> Brandi Gallaway |
| <input checked="" type="checkbox"/> Brenna Young | <input checked="" type="checkbox"/> Mandy McKay | <input type="checkbox"/> Emily West |
| <input type="checkbox"/> Kristen Sides | <input type="checkbox"/> Jenna Schwartz | <input checked="" type="checkbox"/> Daryl Gehbauer |
| <input checked="" type="checkbox"/> Anthony Merseal | <input type="checkbox"/> Sarah Perry | <input type="checkbox"/> Stephanie Cage |
| <input checked="" type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Debbie Bonham | <input type="checkbox"/> Bill Kaune |
| <input checked="" type="checkbox"/> Kim Garzia | <input checked="" type="checkbox"/> Daniel Boyer | |
| | <input checked="" type="checkbox"/> Laura McCloskey | |

GUESTS: Alasia Buschkopf, Alexis Lowery, Angela Bassin, Ashley Moll, Brenda Baner, Brit Wallace, Carlynn Schoenky, Cindy Draper, Corynne Doyle, Daniel Lauder, Deneen Mains, Denise Hawkins, Emily Koogler, Holli Gillam, Ian Schneider, Jen Gann, Jennifer Baine, Jessica Bartlett, Judith Ellison, Julie Creath, Karen Altenau-Smith, Karla Mason, Kim Niehaus, Laura Villmer, Linda Ladendecker-Corley, Lore Robart, Lucia Brodribb, Matthew Husky, Melissa Salzman, Meredith Buschmann, Paul Ferber, Samantha Roberson, Saranda Lund, Sean Oberle, Stephanie Penn, Stephanie Werner, Susan Lerch, Tara Brutman, Zachary Quick

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:03 a.m.
Approve Minutes	November , 2022 ACTION: 1. Motion: Debbie Bonham Seconded: Brenna Young Vote: Motion passes
New Business	<ul style="list-style-type: none"> ● Paul Ferber is seeking feedback on the Jefferson College Police department as he is in the midst of completing the Institutional Assessment. Please feel free to email, set up a listening session, call or if you would like to set up a 1 on 1 with Paul, please let him know. Classified Staff asked for a survey to be sent out for additional feedback. With this feedback he is seeking input on what the department is doing well, what they can improve on. Please feel free to contact Paul. Paul is currently located in the TC building. ● The President’s Office is requesting any feedback on the following. If you have any type of feedback to provide, please contact Lisa Vineyard. <ul style="list-style-type: none"> ○ Board Policies Section 1, 1st rdg ○ Board Procedures Section 1, 1st rdg ● Kristen Sides would like to bring back the Wellness Task Force. If you are interested in assisting her with this or have some ideas you would like to see, please reach out to her.
Misc. Updates/Reminders	<ul style="list-style-type: none"> ● Health Insurance Concerns <ul style="list-style-type: none"> ○ Several Classified Staff members have come forward with some concerns. Of those individuals they have concerns about the

	<p>high deductible plan. Most of these individuals have insurance through their spouses and are unable to get the HSA. An idea was presented for those individuals that are currently covered under another policy and if they opt out of the Jefferson College Insurance Policy, they can receive a stipend. Dena was receptive to this idea but if the change were to occur, it would not happen until next potentially 2024. Dena also wanted it to be noted that it would not match dollar for dollar with the HSA contribution amount. If you have any questions about our insurance plans, please feel free to reach out to Kristen Sides.</p> <ul style="list-style-type: none"> ● Other concerns, a few classified staff members have reached out to me about the treatment of Classified Staff. Some of these concerns are: <ul style="list-style-type: none"> ○ Email communications from certain individuals have been rude but when brought up to the proper individual about such concerns, the complaint is not handled. ○ Accountability of office hours and proper turn around on emails is not being monitored very closely. ○ Classified Staff are the largest constituent group but a lot of event planning and execution tends to fall on our group. ○ Dress code standards are not held the same across the areas of constituent groups. ○ Request for more management training to be provided to people in Supervisory roles. ○ The Faculty/Staff handbook is in need of being updated. HR is currently in the process of updating this particular item. ○ If anyone has any other concerns please feel free to reach out to your representative, Brenna or myself and we can bring it forward. ● JCI to JCA is still in forward motion. Currently the college is working on securing the money that will be needed for this project. ● Sheree Bell is looking into a potential food service/hot plate option to go into our previous Cafeteria area. ● If you are interested in being the Classified Staff Secretary, please reach out to Shannon Crow. The Secretary position is still empty at this time. ● Remote Work Policy Update - Employees have been applying for remote work and are getting approved. A little clarification it says next steps on the application but when you get your email it does not say what your next steps are. So if you are approved, your supervisor needs to reach out to IT to let them know you have been approved. It could take up to two weeks to get your equipment that is needed. ● The Foundation is working on a luncheon coming up in February. Auction coming in April. More to come. ● Preview day coming Saturday, March 4th, theme will be Picture Yourself here/You belong here. Working on a t-shirt and a photo opportunity. Look for some communication from Carrie Greer. Last year was amazing so we are thinking it will grow even more this year. The floor plan has changed a little bit this year. All of the tables will be in the Library instead in CTE like last year.
<p>Extended Cabinet Meeting Updates</p>	<ul style="list-style-type: none"> ● December 5, 2022 - <ul style="list-style-type: none"> ○ Carrie Greer and Jared Aubuchon gave a great presentation about early college and dual credit.

	<ul style="list-style-type: none"> ○ John Linhorst- gave a facility master plan update and the renaming of the buildings and the results of the survey that went out. Click here for those survey results. ○ The OTA program is being taught out and will finish up December 2023. ○ If you have an anonymous question for the President’s Office, please click here. <ul style="list-style-type: none"> ● Next Extended Cabinet Meeting is January 31st
BOT Meeting Updates	<ul style="list-style-type: none"> ● The IT Department is being recognized for their outstanding work on a promotional video by Extreme Networks as a national spotlight partners on their website. The College received very favorable exposure in this video and Jefferson College was the only community college in the video. Jefferson College was only one of two institutions of higher education. Baylor University was the other one in the entire country to be featured in this video. Extreme Network is a leader in the networking industry. Congrats to Tracy James, John Linhorst and Dan Boyer on your great work in this video! ● Dr. Josephine Kershaw was recognized for the 2022 Service Award for the American College of Healthcare Executives. Congratulations Dr. Kershaw. ● Jefferson College has just established the 2+4 transfer agreement with Logan University has been established. ● Day of Service - October 28th was a huge success. Thank you to all that participated and those that organized it. ● The Men's Soccer team earned 6th ranking in their regular season. They made it to Nationals in Melbourne, Florida.
Administrative Liaison Report	<ul style="list-style-type: none"> ● In the process of wrapping up the annual FY22 financial audit. Now in the hands of Daniel Jones and should get the audit report soon. The report will be presented to the BOT in February. ● Starting the process for FY24 budget. Cabinet has a retreat at the end of the month. The largest portion of the budget is payroll needs. That will be taken to the BOT in May for the first reading and then in June for the final reading. ● Capital Projects will be looked at such as sidewalks, parking lots, roofs, HVAC units, normal operating items. Also furniture, technology and other items. ● The BOT will give final approval on the issuance of the Bonds called Certificates of Participation. These do not require voter approval. With these funds the move of JCI to JCA will occur, Viking Woods expansion to add an additional building, a new Vet Tech building will be built where the old Sheriff’s Office building was located. Also as part of the bonds, Fine Arts renovations, lower level of the Student Center along with the ongoing work in ASI to replace windows and update the outside. ● Restrooms will be updated with the remainder of the ARPA funds. Technology Center will be first on the list. ● Shirley Davenport has been brought back to assist with the Policy updates and upgrades.
Certified Staff Liaison Report	<ul style="list-style-type: none"> ● Not in attendance. Nothing to report

Faculty Liaison Report	<ul style="list-style-type: none"> ● Not in attendance. Nothing to report.
Certified Staff Rep Report	<ul style="list-style-type: none"> ●
Faculty Senate Rep Report	<ul style="list-style-type: none"> ●
CICC Staff Rep Report	<ul style="list-style-type: none"> ● New Technology Institutional committee ● Proposed new agenda template was brought forth. If this happens it would not happen until Fall 2023. Not sure if this is for Institutional Committees or across campus. ● CEOC Implemented a CSL (Community Service Leave) page. This page provides information and supervisor approval for using the Community Service Leave hours.
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● Nothing to report.
Executive Session	None needed.
Adjournment	Time: 11:40 a.m. Next Meeting: February 2, 2023
Additional Documents	Attached documents reviewed during this meeting: 1. <<Upload documents in Google Drive and insert link here>>

Respectfully submitted,
Shannon Crow
Sr. Administrative Specialist