

Classified Staff
MEETING MINUTES
November 2, 2023 11:00AM
Google 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"/> Daniel Boyer | <input checked="" type="checkbox"/> Holli Gilliam |
| <input checked="" type="checkbox"/> Anthony Merseal | <input type="checkbox"/> Laura McCloskey | <input checked="" type="checkbox"/> Tasha Welsh |
| <input type="checkbox"/> Beau Besancenez | <input checked="" type="checkbox"/> Brandi Gallaway | <input checked="" type="checkbox"/> Michelle Allen |
| <input checked="" type="checkbox"/> Keri Hayes | <input checked="" type="checkbox"/> Emily West | <input checked="" type="checkbox"/> Ashley Moll |
| <input checked="" type="checkbox"/> Zachary Quick | <input type="checkbox"/> Stephanie Cage | |
| <input checked="" type="checkbox"/> Jenna Schwartz | <input type="checkbox"/> Kathy Johnson | |

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:01 am
Approve Minutes	NOV minutes ACTION: <ol style="list-style-type: none"> 1. Motion: Lore Robart Seconded: Keri Hayes 2. Vote: Motion passes
Old Business	<ul style="list-style-type: none"> ● Campus closure - request for clarification from the last meeting. <ul style="list-style-type: none"> ○ Inclement weather has not changed our work from home duties. Staff will still be able to take inclement weather ● Holiday party is tomorrow ● Toy drive is going on until tomorrow ● Please get in the habit of checking your My Jeffco Announcements
New Business/Misc. Updates/Reminders	<ul style="list-style-type: none"> ● Questions about construction updates, timeline, health and safety and workers on campus <ul style="list-style-type: none"> ○ John Linhorst stated the updates generally come through Instructional Division meetings or the State of the College. Dale Richardson is to report back to the individual teams of the updates. ○ Core team members on the projects are invited to attend update meetings to provide feedback. Those core team individuals are to report back to the different constituent groups and Jefferson College Community. ○ Another avenue to see the updates would be through the Board Docs. A new implementation of the Board report will begin in February to give updates for each project. ○ There is discussion on how to better improve making sure contractors are supposed to be here and making sure they are checking in somewhere. For safety of the campus, at a minimum it is important to

know who is on campus doing work. The hope is to somehow create a check in system. John is looking into a solution to this problem.

- If you have a person working on a project in your area and the item seems to be functioning but then you come in the next day to the equipment not working, please put in a Maintain X maintenance request or send an email to Kim Niehaus, Dale Richardson and/or John Willett so they are aware of the situation. You can also try calling x3505.
- Discussion of safety/asbestos abatement: Asbestos is most dangerous when it turns into a particulate state. We will address those concerns with a local company (AG Environmental) . We have a partnership that is a licensed company for the removal of asbestos. We continue to follow federal guidelines with removal of the asbestos to make sure no one is in danger.
- In reference to fumes concerns: if there is work that is needed to be done and it may produce fumes, work is attempted to be completed on days Jefferson College is not in session but if you experience fumes and you are concerned, please contact Dale Richardson, Kim Niehaus and/or John Willett or call ext 3505. Sometimes air handlers pull fumes in and distribute those throughout the building so please let Buildings and Grounds know.
- Staff concern with directory information available on the public website
 - The concern is that we have our pictures, email address and area that we work. It could potentially open up our faculty and staff to an cyber attack or creating fake accounts for the individuals.
 - Suggestions include: can we put some of the pictures behind a credential wall or only link it to our org chart?
 - We are a public institution but students use this information to see who they need to contact.
 - Is there a happy median to keep us protected from a cyber attack but still seem accessible to students or potential students?
 - Is there a way to opt in/opt out to the public directory?
- Website redesign survey located on the announcements page until 12/15
 - Please submit your feedback as we are in a good spot for our website redesign.
- Reminder to simply provide follow ups and close the loop on communication between departments
 - Communication is a constant concern of making sure the people that need to know are notified of different things going on around campus.
- Employee Connect and Unite, 12-14-2023, 8:30-9:30 TC Bldg
 - Please come over and hang out for just a little bit before we go on break.
- Next meeting date - It has been decided to skip the January 4th meeting and use email for feedback on the grievance process to collect data.

Extended Cabinet Meeting Updates	<ul style="list-style-type: none"> ● Last held on November 27th - Recordings were not available for view but Lisa Vinyard is working getting those recordings available for Jefferson College employees. ● HLC Future Trends ● Accessibility update ● Community Garden update by Holli Gillam and Brandi Gallaway ● Next meeting January 22, 2024
BOT Meeting Updates	<ul style="list-style-type: none"> ● Not a normal meeting held in November. Special meeting held to extend a contract for a faculty member. ● Next BOT meeting will be tonight, December 7th
Administrative Liaison Report Tasha Welsh	<ul style="list-style-type: none"> ● Be on the lookout to the grievance policy and procedure ● Met with the Employee Support group from the Modern Think Survey Results but more information will come out ● Open Enrollment just wrapped up - Please pay extra attention to your paycheck in January to make sure the proper amount comes out of your paycheck. ● Employee assistance program in the Benefits Tab. If you feel you are experiencing mental health issues, work burnout or if you think others are experiencing mental health issues please use our employee resources. It is free and anonymous. https://www.jeffco.edu/employee-resources/pas-employee-assistance-program
Certified Staff Liaison Report Stephanie Cage	<ul style="list-style-type: none"> ● No update.
Faculty Liaison Report Kathy Johnson	<ul style="list-style-type: none"> ● No update
Certified Staff Rep Report Emily West	<ul style="list-style-type: none"> ● No update
Faculty Senate Rep Report Laura McCloskey	<ul style="list-style-type: none"> ● No update
CICC Staff Rep Report Brandi Gallaway	<ul style="list-style-type: none"> ● No update
Constituent Concerns (Rep Reports)	<ul style="list-style-type: none"> ● No concerns
Executive Session	<ul style="list-style-type: none"> ● Executive session not needed
Adjournment	Time: 11:52 am Next Meeting: Thursday, February 1, 2024 @ 11AM
Additional Documents	Attached documents reviewed during this meeting: None

Respectfully submitted,

Shannon Crow