

Classified Staff
MEETING MINUTES
March 2, 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 type="checkbox"/> Mandy McKay | <input checked="" 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 checked="" type="checkbox"/> Sarah Perry | <input checked="" 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: Frank Allen, Michelle Allen, Samuel Lewis, Karen Altenau-Smith, Jennifer Baine, Brenda Baner, Angela Bassin, Jaclyn Birks, Lucia Brodribb, Tera Brutsman, Alasia Buschkopf, Meredith Buschmann, Barbara Clements, Corynne Doyle, Cindy Draper, Stephanie Earls, Judith Ellison, Anthony Foster, Jenn Gann, Holli Gillam, Hope Hernandez, Matthew Husky, Tina Jokerst, Linda Ladendecker-Corley, Daniel Lauder, Susan Lerch, Bekah Lewis, Deneen Mains, Karla Mason, Jessie Montgomery, Victoria Needy, Kim Neihaus, Sean Oberle, Zachary Quick, Lore Robart, Samantha Roberson, Melissa Salzman, Marina Sarkissian, Carlynn Schoenky, Alicia Smith, Torri Thomas, Laura Villmer, Brit Wallace, Caleb Yochim

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00 a.m.
Approve Minutes	February 2, 2023 ACTION: 1. Motion: Brandi Gallaway Seconded: Lore Robart Vote: Motion Passes
New Business	<ul style="list-style-type: none"> ● Board Policy Section III - email sent to all Classified Staff on Tues, Feb 21. Any feedback should be provided to me, Lisa Vinyard or Dena McCaffrey by 4:30, Friday, March 3 <ul style="list-style-type: none"> ○ Early Resignation Procedure ○ Early Resignation Policy ○ Board Procedures Section III Procedure ○ Board Procedure Section III Policy ● Board Work session on February 23 <ul style="list-style-type: none"> ○ Veterinary Technology Updates ○ Bookstore Equitable Access Model ○ Budget Discussions
Misc. Updates/Reminders	<ul style="list-style-type: none"> ● Survey Results - Open Forum or No Open Forum? <ul style="list-style-type: none"> ○ Sent to over 150 members, 41 responded ○ 33 = no, 8 = yes ○ In this case, majority rules. It still stands if you have any concerns please feel free to reach out to your representative for

your group, Brenna (our Vice President) or myself. We would be more than happy to bring your concerns forward to the appropriate person.

- Clarification about remote work and snow days
 - This concern was taken to Brenna Young, John Linhorst and Tasha Welsh as they serve on the Remote Work Task Force and it was taken to Cabinet. Members of Cabinet responded: for the time being when all campuses are closed, employees are not required to work remotely. Employees that choose to work voluntarily on those days will not receive compensation or compensatory time for their work. Cabinet and Remote Work Task Force will continue to review the remote work policy for campus closures, in the meantime if you have any questions or concerns please feel free to let Tasha, John or Brenna know.
- Serving on a Committee - To serve or not to serve?
 - Dena stated it is not a job requirement unless it is in your job description but it is strongly recommended to help bridge the gap between areas on campus and provide helpful insight that would otherwise potentially be overlooked. Becoming involved across campus on different committees does help create stronger relationships.
- Potential to pay positions such as: Classified Staff Secretary and/or Secretary for other Committees that are not required for their job position?
 - This concern came up from our open forum as Classified Staff has had a vacancy for the Secretary position. A recommendation was made, to see if compensation for the position was an option. Dena stated this is not something that could be done as the tasks can still be completed within our normal 40 hour work week.
- Tired of all the emails?
 - Tracy James and Roger Barrentine are working on a landing page that will help alleviate some of the emails that we received if it is all posted to a centralized location. The hope is to have this implemented for Fall 2023. They are in the beginning stages of this but will be reaching out for feedback from the constituent groups.
- The Cabinet is discussing the budget currently and are looking at the potential of raises for employees. Not a sure thing but they will know more next month.
- [Lynda K. Johnson](#) form was sent out. If you have any recommendations please nominate a deserving individual. Those are due April 7th.

Extended Cabinet Meeting Updates

- February 28th
 - DSS will be undergoing a name change and rebranding. They will become ARO - Accessibility Resource Office. This goes to the BOT for approval.

	<ul style="list-style-type: none"> ○ Personnel changes: <ul style="list-style-type: none"> ■ Daryl Gehbauer is retiring on November 30, 2023. Working on his replacement for a start date of July 1, 2024. ■ Kathy Kuhlmann will then report to Dena for that time being and will continue seeing over the Business Office operations. ■ Tracy James - Chief Information Officer/Senior Director of IT will report to Dena. ■ Josephine Kershaw will become the Dean of Institutional Effectiveness starting July 1, 2023. ■ A search will then be conducted to fill the Dean of Instruction position. They will open it internally first and then externally if no one applies. ■ Chris DeGeare will be the Vice President of Academic Affairs. This is not a promotion but a name change for Chris. ■ John Linhorst will be Interim Senior Director of Operations and will oversee Purchasing, Auxiliary and Buildings and Grounds. ■ Jefferson College is also searching for a full time Chief of Police and Emergency Preparedness. ○ Foundation Virtual Auction April 17-22. Baskets Due by April 7th. If you are not able to put a basket together, there are wish lists available to purchase from. If you do purchase from those, please let Laura Villmer know as she does not get a notification of the purchases. If you have any questions please contact Laura in the Foundation Office. ○ Preview Day - March 4th. 125 volunteers so far. If you have any other questions please let Carrie Greer know. ○ Anon question - Can we move our Friday off for Spring Holiday to Monday? The answer was no. It had already been put on the Academic Calendar, people have made arrangements for their children so this would not be possible. If you have vacation or personal time you are more than welcome to take that day off if approved through your supervisor. ● Next Extended Cabinet Meeting is April 6th
<p>BOT Meeting Updates</p>	<ul style="list-style-type: none"> ● Last meeting - March 9th <ul style="list-style-type: none"> ○ 2nd reading of Section 1 General Policies and Procedures ○ Strategic Planning Update for FY24 Capital Projects: <ul style="list-style-type: none"> ■ Jeffco.edu Website, CTE170 HVAC Lab remodel, FA Scene Shop Reno, JCTV Studio Reno, JCA211 Biotechnology Lab remodel, Observatory Enhancements ○ Bond Projects <ul style="list-style-type: none"> ■ JCI to JCA LEA Expansion and Reno, Viking Woods Expansion, Vet Tech Facility, Fine Arts North Reno,

	<p>Student Center lower level reno, ASI Windows/exterior entrance</p> <ul style="list-style-type: none"> ● Next meeting, Thursday, April 13th. 6 pm
<p>Administrative Liaison Report Daryl Gehbauer</p>	<ul style="list-style-type: none"> ● Budget is still in the early stages. The 1st look is a very conservative look but will be really getting into it in the next couple months. Will go for final approval in June meeting ● We have selected Barnes and Noble for our new bookstore. We are changing to an equitable access bookstore model-\$24 fee/credit hour that will be charged to all students or they can opt out. This will give most students about \$200 savings per year. This is to help to provide the students their materials on the first day of school to help with their success. Barnes and Noble will be remodeling the area that is currently our bookstore. If students choose to have their books delivered to their home, there is a charge but if they are delivered to the school, there are no costs incurred for that. ● Police Department survey results are in. 323 responses! Paul Ferber will be going through these responses. ● 15 million dollar bond has been approved for some projects. Lots of changes physically happening over the course of 3 years.
<p>Certified Staff Liaison Report Stephanie Cage</p>	<ul style="list-style-type: none"> ● Tasha talked about the remote work policy discussions ● Evaluation/self evaluation feedback about the form. Making sure it is being written by the supervisor and not copied and pasted. ● Talked about making sure the Alertus system is working and if everyone has it that wants/needed.
<p>Faculty Liaison Report Bill Kaune</p>	<ul style="list-style-type: none"> ● Not in attendance. ● It was requested to have a new Faculty Liaison as Bill is teaching at this time for the spring semester.
<p>Certified Staff Rep Report Emily West</p>	<ul style="list-style-type: none"> ● Nothing to report
<p>Faculty Senate Rep Report Laura McCloskey</p>	<ul style="list-style-type: none"> ● Request out for faculty liaison, Next meeting is March 10 ● End of course surveys were discussed. Trying to figure out the best way to make them meaningful. ● Linda K Johnston form went out. If you have anyone to nominate, please do. ● Environment and Safety talked about the Alertus system. Daryl will follow up with Tracy James about this to make sure everyone has it on their computers and to make sure we periodically let people know what it is and how to use it. Daniel Boyer stated if you would like it and do not have it please fill out an "IT Helpdesk" ticket through your My Jeffco for installation. Panic button operations may be an option for those that are in labs such as our Automotive, Welding and HVAC.
<p>CICC Staff Rep Report Brandy Gallaway</p>	<ul style="list-style-type: none"> ● CICC did not meet. Nothing to report.
<p>Constituent Concerns (Rep Reports)</p>	<ul style="list-style-type: none"> ● Requested to have information sent out to campus employees about what Alertus is and how to get it on your computer if needed.
<p>Executive Session</p>	<ul style="list-style-type: none"> ● Executive session not needed
<p>Adjournment</p>	<p>Time: 11:41 a.m. Next Meeting: Thursday, April 6, 2023</p>
<p>Additional Documents</p>	<p>Attached documents reviewed during this meeting: None</p>

Respectfully submitted,
Shannon Crow
Sr. Administrative Specialist