

**Classified Staff
MEETING MINUTES
12/03/2020 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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|--|--------------------------------------|---|
| ✓ Nolan Luhm | <input type="checkbox"/> Joan Warren | ✓ Miriam Helms |
| ✓ Erin Bergman | ✓ Shannon Crow | ✓ Richard Stephenson |
| ✓ Kim Garzia | ✓ Daniel Boyer | |
| ✓ Kristen Sides | ✓ Laura McCloskey | ✓ Daryl Gehbauer |
| <input type="checkbox"/> Beau Besancenez | ✓ Debbie Bonham | ✓ Stephanie Cage |
| ✓ Fran Moore | ✓ Anthony Merseal | <input type="checkbox"/> Constance Kuchar |
| ✓ Anastasia Luettecke | <input type="checkbox"/> Lore Robart | |
| ✓ Mandy McKay | | |

GUESTS: Laura Villmer Alicia Smith Dena McCaffrey Kristine Bogue Stephanie Penn Brandi Gallaway

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 11:00
Approve Minutes	November 5, 2020 Minutes ACTION: Motion: Kim Garzia Seconded: Dan Boyer Vote: All in favor
Q&A w/Dena McCaffrey	<ul style="list-style-type: none"> ● Currently, tenure procedure remains open as a pathway to increased salary for faculty while staff don't have a similar pathway available to them due to COVID restrictions on raises. Why is this the case and what is being done to address this concern? <ul style="list-style-type: none"> ○ Faculty do not receive pay increases for achieving tenure, faculty receive pay increases for promotion which includes specific requirements that must be met to apply for promotion, this will continue due to BOT policy and procedures in place ○ It is a common practice in higher education and not unique to Jefferson College ○ Significant Tuitio declines and State budget cuts due to low state revenue collection during this pandemic affects the College's budget ○ Advocating the state legislature to increase the overall base community college , which is 14% of higher education budget to a higher level is continuing ○ Stabilizing and growing enrollment will increase the College's budget <ul style="list-style-type: none"> ■ enrollment decline has many factors, the overall low unemployment across the state affects the need for adults to seek education to obtain new skills ● Due to the compensation study, some pathways for advancement have been removed for staff. What are your thoughts on this topic?

	<ul style="list-style-type: none"> ○ Pathways for advancement are available in many categories, in fact , they were expanded is some ○ Speak with supervisors to determine options available and to develop skill sets to achieve an increase in level ● Many Classified Staff positions across campus have seen expanded duties, but pay has remained stagnant. There is a concern that we will continue to lose staff members. Are there any plans in place to address the morale issues this causes and what will the reclassification process look like going forward? <ul style="list-style-type: none"> ○ Talk with your supervisor if you feel you have been required to take on increased responsibilities in your workload above your current level, volume of work is different that level of responsibility ○ This year is was important to the administration not to implement a reduction force, no full time positions have been eliminated, some positions are on hold ○ Compensation study adjustments are on hold this year due to decrease in the budget ○ The Compensation Study was put in place to have a mechanism in which to define each category and level ● Questions: Dena stated she is always open to any questions via email or a phone call <ul style="list-style-type: none"> ○ Building morale and a sense of community in this pandemic time is important; increase in communication is important <ul style="list-style-type: none"> ■ HR will communicate about procedures related to review of job description when annual review information is posted in the spring <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kristen Sides will bring these items to Tasha Welsh’s attention
Bylaws Review Task Force Updates	<ul style="list-style-type: none"> ● Had our first meeting on November 10 ● Having our second meeting next Wednesday on December 9th at 10:30 am for anyone that would like to attend
Extended Cabinet Updates	<ul style="list-style-type: none"> ● Talked about integrated planning <ul style="list-style-type: none"> ○ Facilities Plan: Highway 30 Property (Daryl Gehbauer) ○ Overview of Strategic Workforce Planning (Tasha Welsh) ○ Academic Plan (Chris DeGeare) ● Student Well-Being Survey Report (Kim Harvey-Manus & Kristine Bogue)
Holiday Party Update	<ul style="list-style-type: none"> ● The Decoration Contest raised funds for Viking Vault ● Great prizes have been obtained for giveaways ● Pleased with participation from employees on voting for the various photo contests
HR Update	<ul style="list-style-type: none"> ● <i>Position Management</i> an extension of People Admin is live, currently only accessible to HR for now ● Training material roll out in January ● Will incorporate job description updates <ul style="list-style-type: none"> ○ This will allow future job postings to draw the job description without re-entering the information ○ Supervisors will have editing rights ● This extension will not contain performance evaluation information

BOT Meeting Updates	No November meeting has held
Administrative Liaison	<p>Daryl Gehbauer reports:</p> <ul style="list-style-type: none"> ● BOT has given permission for the college owned property in the northwest portion of the county is to be sold <ul style="list-style-type: none"> ○ the property is difficult to develop ● The sale of Viking Woods is to be determined <ul style="list-style-type: none"> ○ the college will own the property but not the buildings ○ the funds generated can be used elsewhere ● Closing the Imperial campus and moving the programs to the third floor of the Arnold campus is under review ● Year End audit is close to completion, the Foundation Audit has been completed ● Budget process to begin for next FY
Certified Professional Staff	Stephanie Cage reports: nothing new to report
CICC Staff Rep Report	<p>Miriam Helms reports:</p> <ul style="list-style-type: none"> ● A question was asked regarding staff access to Canvas; contact Allan's office if this is something you would like to have. ● Committees are reviewing the shared governance definition and their committee charges. ● CICC discussed committee budget requests. ● Feedback on Flow chart for committee recommendations was to add an assessment piece. This chart will replace a large portion of the text in the Admin Procedures Fran, Kim Harvey-Manus, and others have been working on. ● Viking Vault Subcommittee was approved as part of Student Learning and Support.
Certified Staff Rep Report	No report
Faculty Senate Rep Report	<p>Laura McCloskey reports:</p> <ul style="list-style-type: none"> ● Going over by laws ● Withdrawal policy changes: no longer need faculty to sign off if the student meets with an advisor
Constituent Concerns (Rep Reports)	None at this time
Executive Session	No need
Adjournment	<p>Time: 11:56 Motion Deb Bonham, Second Fran Moore Next Meeting: Thursday January 7, 2021 11:00 a.m.</p>
Additional Documents	1. Concerns from staff Link

Respectfully submitted,
Erin Bergman
Sr. Administrative Specialist