

**Classified Staff**  
**MEETING MINUTES**  
**November 3, 2022 11:00**  
**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 checked="" type="checkbox"/> Shannon Crow | <input checked="" type="checkbox"/> Keri Hayes      | <input 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 checked="" type="checkbox"/> Jenna Schwartz  | <input type="checkbox"/> Daryl Gehbauer  |
| <input type="checkbox"/> Anthony Merseal         | <input type="checkbox"/> Sarah Perry                | <input type="checkbox"/> Stephanie Cage  |
| <input 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, Angela Bassin, Anthony Foster, Ashley Moll, Brit Wallace, Caleb Yochim, Carlynn Schoenky, Daniel Lauder, Darrel Hulvey, David Smith, Denise Hawkins, Emily Koogler, Erica Chandler, Holli Gillam, Hope Hernandez, Ian Schneider, Jen Gann, Jennifer Baine, Jessica Montgomery, Judith Ellison, Karen Altenau-Smith, Karla Mason, Kim Niehaus, Kyle Portell, Laura Villmer, Linda Ladendecker-Corley, Marina Duffner, Mary Caine, Meredith Buschmann, Saranda Lund, Sean Oberle, Shannon Schoenky, Stephanie Earls, Stephanie Penn, Stephanie Werner, Susan Lerch, Torri Thomas, Zachary Quick

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 11:01a.m.
Approve Minutes	October 6, 2022 <b>ACTION:</b> 1. <b>Motion:</b> Denise Hawkins <b>Seconded:</b> Keri Hayes <b>Vote:</b> Motion passes
New Business	<ul style="list-style-type: none"> <li>● <b>Mission, Vision, Values - Is Jefferson College living up to these statements?</b> <ul style="list-style-type: none"> <li>○ <b>Mission and Vision are pretty solid. The values may nor may not have changed. How does everyone feel about accessibility, diversity, affordable education or service.</b></li> </ul> </li> <li>● <b>Remote work policy</b> <ul style="list-style-type: none"> <li>○ <b>Finalizing the position evaluations. The form should be on the HR website page once it is completed. You will get an email when the next steps are available. January should be when staff are potentially approved for remote work.</b></li> </ul> </li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. <b><i>If you have any feedback about the Mission, Vision, or Values, please let Daryl Hulvey know.</i></b></li> <li>3. <b><i>If you have any questions about the remote work policy, please let Brenna know.</i></b></li> </ol>
Misc. Updates/Reminders	<ul style="list-style-type: none"> <li>● Insurance- medical/dental UMR Vision split in 2023 to EyeMed <ul style="list-style-type: none"> <li>○ Open enrollment dates TBD will happen in November</li> <li>○ Decrease in dependent premium</li> <li>○ Deductibles will decrease</li> <li>○ All details will be revealed at Enrollment meetings</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Building renaming survey came out- please participate if you would like to be part of the process of renaming the buildings.</li> </ul>
<b>Extended Cabinet Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Shout out to Brandi Gallaway for running a very successful Trunk or Treat with over 1,200 visitors to our campus.</li> <li>● Our Men's Soccer team was ranked 8th in the nation</li> <li>● E Sports proposal for Fall 2023- There is a lot of interest in bringing this to Jefferson College. There is talk of purchasing 12 stations. It would start as a club under Student Development. 4 different games they are looking into currently. If you have any questions, please contact John Linhorst.</li> </ul>
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● <a href="#">BOT Meeting Updates</a></li> <li>● <b>Noteworthy news, the Nursing pass rate was at 94.6%. Tied for last year. This is the 4 consecutive year they have passed above 80%. Kudos to our Nursing Department and students.</b></li> <li>● <b>Approval of New Assistant Controller Christina Duepener.</b></li> <li>● <b>Next meeting is December 8th</b></li> </ul>
<b>Administrative Liaison Report</b>	Daryl Gehbauer reports <ul style="list-style-type: none"> <li>● Not in attendance</li> </ul>
<b>Certified Staff Liaison Report</b>	<ul style="list-style-type: none"> <li>● Not in attendance</li> </ul>
<b>Faculty Liaison Report</b>	<ul style="list-style-type: none"> <li>● Bill Kaune not present to report</li> </ul>
<b>Certified Staff Rep Report</b>	<ul style="list-style-type: none"> <li>● Not in attendance</li> </ul>
<b>Faculty Senate Rep Report</b>	Nothing to report
<b>CICC Staff Rep Report</b>	Brandi Gallaway reports <ul style="list-style-type: none"> <li>● New flier that was sent out to update all employees to show the flow chart of Shared Governance. This is in edit mode currently.</li> <li>● Also there is a Summary Report for the CICC. This report is currently the survey results of all that are serving on a committee. Just general information. The comments are being taken seriously. They are working on making the committee structure better and smoother.</li> </ul>
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>● No concerns to report</li> </ul>
<b>Misc. Updates</b>	<ul style="list-style-type: none"> <li>● The OVW grant for Project Prevention Project is running out in December 2022.</li> <li>● The Foundation Office reported The Leader Publications Dinner was back after several years. It will be held Dec. 16th at the Field House.</li> <li>● The Foundation Office was able to secure another \$10,000 grant for the Vikings Vault.</li> <li>● At our LEA the Missouri Department of Public Safety will be offering \$5,000 scholarships to students applying for the Law Enforcement Academy. One student that qualified is one of our current recruits.</li> <li>● If you entered into the Holiday Decorating Contest, please turn in your donations to Mandy McKay by November 15th.</li> </ul>
<b>Executive Session</b>	<ul style="list-style-type: none"> <li>● Executive Session is not needed today</li> </ul>
<b>Adjournment</b>	<b>Time: 11:23 a.m.</b> <b>Next Meeting: December 1st</b>
<b>Additional Documents</b>	Attached documents reviewed during this meeting: 1. <<Upload documents in Google Drive and insert link here>>

Respectfully submitted,  
Shannon Crow  
Sr. Administrative Specialist