

**Classified Staff  
MEETING MINUTES  
01/07/2021--11:00 a.m.  
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 right click on the checkbox and choose the ✓ symbol).*

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|-----------------------|----------------------|------------------------------|
| Erin Bergman          | Mandy McKay          | <b>Reps from Constituent</b> |
| Beau Besancenez       | ✓ Laura McCloskey    | <b>Groups:</b>               |
| Debbie Bonham         | ✓ Anthony Merseal    | Daryl Gehbauer               |
| ✓ Daniel Boyer        | ✓ Fran Moore         | Stephanie Cage               |
| ✓ Shannon Crow        | ✓ Lore Robart        | Constance Kuchar             |
| Kim Garzia            | ✓ Kristen Sides      |                              |
| ✓ Miriam Helms        | ✓ Richard Stephenson |                              |
| ✓ Anastasia Luettecke | Joan Warren          |                              |
| ✓ Nolan Luhm          |                      |                              |

**GUESTS:** Karen Altenau-Smith, Stephanie Earls, Brandi Gallaway, Kelsey Hudson, Mary Linderer, Shelly Mueller, Stephanie Penn, Alicia Smith, Laura Villmer, Brittany Wallace, Brenna Young

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	Meeting called to order by Nolan Luhm, President at <b>11:01 am</b>
<b>Approve Minutes</b>	Nolan asked for motion to approve and accept December 3, 2020, minutes. <b>ACTION: Motion--</b> Lore Roberts; <b>Seconded--</b> Richard Stephenson <b>Vote:</b> All in favor with no corrections
<b>Vikings' Vault Subcommittee</b>	<ul style="list-style-type: none"> <li>• Nolan explained tasks with which Vikings' Vault Subcommittee (under Student Learning &amp; Support Committee) is charged</li> <li>• Need for volunteers from Classified Staff membership</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. The following CS members offered to serve on Vikings' Vault Subcommittee: Fran Moore, Shelly Mueller, Kristen Sides Alicia Smith, Brittany Wallace, Brenna Young</li> </ol>
<b>HR Updates</b>	<ul style="list-style-type: none"> <li>• Kristen informed Committee the Families First Coronavirus Response Act (FFCRA) ended on December 31, 2020 but Jefferson College has decided to extend FFCRA benefits for part-time regular and full-time employees through the end of February. She is updating the application, since the benefits are no longer under FFCRA.</li> <li>• Jefferson County Health Department has placed its first order for the Covid vaccines, which are still in Phase A (first phase). Phase B may involve educational institutions. JCHD is planning one large-scale drive-through vaccine clinic once a month along with smaller clinics throughout the county throughout the month. Since these vaccines are a 2-dose regimen, there is a strict timeline. Jefferson College is hoping to host one of the clinics, but waiting on approval from JCHD. Vaccines will not, at this time, be mandatory for employees of Jefferson College.</li> </ul>

<b>Extended Cabinet Updates</b>	No meeting this month
<b>BOT Meeting Updates</b>	<ul style="list-style-type: none"> <li>● Ratification of Contracts <ul style="list-style-type: none"> <li>○ Emergency roof repair of the Technology Center to repair leaks</li> <li>○ Purchase of a steel-structured canopy for ATS metal fabrication to allow increased social-distanced lab space and experience working in an outdoor setting through CARES Act funding</li> </ul> </li> <li>● Ratification of Purchases <ul style="list-style-type: none"> <li>○ New tables for ATS Biomed</li> <li>○ Additional remote hosting storage for Blackboard has been purchased through CARES Act funding</li> <li>○ Purchase of White Glove Migration consultation for the learning management system's transition from Blackboard to Canvas purchased through CARES Act funding</li> <li>○ Networking equipment purchased for improved WiFi services to the current outdoor locations on the Hillsboro campus purchased through CARES Act funding</li> <li>○ SMART Boards have been purchased through CARES Act funding</li> </ul> </li> <li>● Approval of Contract <ul style="list-style-type: none"> <li>○ Phase I of the Observatory <ul style="list-style-type: none"> <li>■ Concrete donated by Holcim Cement</li> <li>■ Included excavation, power, and concrete slab for the observatory dome</li> <li>■ Observatory dome recently purchased by the St. Louis Astronomical Society</li> </ul> </li> <li>○ Subcontractor for geothermal system of house ATS Residential Carpentry program is constructing</li> </ul> </li> <li>● Approval of Purchase <ul style="list-style-type: none"> <li>○ Two new lathes and one new surface grinder purchased for the CIM program</li> <li>○ Pick-up truck for Buildings &amp; Grounds Department</li> </ul> </li> <li>● Ratification of Appointment <ul style="list-style-type: none"> <li>○ Paul Ferber hired as Director of Law Enforcement Academy</li> </ul> </li> <li>● Approval of Appointment <ul style="list-style-type: none"> <li>○ Boyd Copeland hired for the Director of Student Compliance/Title IX Coordinator position</li> <li>○ Ashley Rudolph hired in full-time English faculty position</li> <li>○ Jason Norsic hired for Soccer Goalkeeper Coach position</li> </ul> </li> <li>● Approval of Resignation <ul style="list-style-type: none"> <li>○ Jonathon Todd has resigned from his position as Instructor of Culinary Arts</li> </ul> </li> <li>● Peggy Northcott has been elected to the Jefferson College Foundation Board of Directors</li> <li>● First reading of the Jefferson College Police Department Policy and Procedures Manual</li> </ul>
<b>Administrative Liaison Report</b>	Liaison not present
<b>Certified Staff Liaison Report</b>	Liaison not present
<b>Certified Staff Rep Report</b>	Lore unable to attend Certified Staff meeting due to schedule conflict

<b>Faculty Senate Rep Report</b>	Laura reports that there was no Faculty Senate meeting last month.
<b>CICC Staff Rep Report</b>	Miriam reports that there was no CICC meeting last month.
<b>Constituent Concerns (Rep Reports)</b>	<ul style="list-style-type: none"> <li>● Laura McCloskey introduced new full-time employee, Kelsey Hudson, who was in attendance. Kelsey will serve as Academic Skills Coordinator for Project Success.</li> <li>● Question from representative as to whether we are posting minutes on the Committees webpage</li> </ul> <p><b>ACTION:</b> Nolan to check on whether current minutes are linked to webpage.</p>
<b>Executive Session</b>	Nolan called meeting into executive session, dismissing all attendees not a part of Executive Committee. No issues were brought forward.
<b>Adjournment</b>	<p>Nolan called for motion to adjourn.</p> <p><b>ACTION: Motion--</b>Shannon Crow; <b>Second--</b>Anthony Merseal <b>Vote:</b> All in favor of adjournment. Meeting adjourned at <b>11:22 am</b>.</p> <p><b>Next Meeting:</b> Thursday February 4, 2021, at 11:00 am</p>

Respectfully submitted,  
Fran Moore on behalf of Erin Bergman