

**Classified Staff**  
**MEETING MINUTES**  
**Thursday October 1, 2020 11:00 am**  
**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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|--|--|----------------------|
| ✓ Nolan Luhm                             | ✓ Joan Warren                            | ✓ Richard Stephenson |
| ✓ Erin Bergman                           | ✓ Shannon Crow                           |                      |
| ✓ Kim Garzia                             | ✓ Daniel Boyer                           |                      |
| ✓ Kristen Sides                          | <input type="checkbox"/> Teresa Schwartz | ✓ Daryl Gehbauer     |
| <input type="checkbox"/> Beau Besancenez | ✓ Debbie Bonham                          | ✓ Stephanie Cage     |
| ✓ Fran Moore                             | ✓ Anthony Merseal                        | ✓ Constance Kuchar   |
| ✓ Anastasia Luetkecke                    | ✓ Lore Robart                            |                      |
| ✓ Mandy McKay                            |  |                      |
|  | ✓ Miriam Helms                           |                      |

**GUESTS:** Laura McCloskey, Denise Hawkins, Lanie Meyer, Bekah Lewis, Brandi Gallaway, Debbie Maples, Laura Villmer, Stephanie Penn, Donald Riffe, Kaysie Dudley, Mary Linderer, Shelly Mueller

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time: 11:00</b>
Bylaws Review Task Force	<ul style="list-style-type: none"> <li>● Bylaws need to be reviewed and possible updated</li> <li>● A task force will form to review and report at a future meeting</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Nolan Luhm, Daryl Gehbauer, Denise Hawkins, Fran Moore and Alicia Smith have volunteered to review/update and present back to the committee.</li> </ol>
Extended Cabinet Representative	<ul style="list-style-type: none"> <li>● President Dena McCaffrey and created an Extended Cabinet with the goal of providing communication and interactive participation in college- level discussions related to process, budget, policy, procedures, etc. <ul style="list-style-type: none"> <li>○ Members- Cabinet</li> <li>○ Certified staff President &amp; representatives</li> <li>○ Classified staff President &amp; representatives</li> <li>○ Faculty Senate President &amp; representatives</li> <li>○ CCICC Committee President &amp; representatives</li> <li>○ Diversity Committee President &amp; representatives</li> <li>○ Student Senate President &amp; representatives <ul style="list-style-type: none"> <li>■ Nolan Luhm as President and Kristen Sides as President-elect will represent Classified Staff</li> </ul> </li> </ul> </li> <li>● Two additional members of Classified Staff are requested</li> <li>● Meeting time 2:00-3:30 the second Wednesday of the Month</li> </ul> <p><b>ACTION:</b></p>

	<ol style="list-style-type: none"> <li>1. Fran Moore and Alicia Smith have volunteered to represent Classified Staff</li> </ol>
<b>State of the College</b>	<ul style="list-style-type: none"> <li>● Will take place on 10/5 2:00-3:30 Google Meet</li> <li>● All are welcome to submit questions</li> </ul>
<b>Past Minutes</b>	<ul style="list-style-type: none"> <li>● Minutes from past meetings need approval</li> <li>● Google form was sent to members for approval <ul style="list-style-type: none"> <li>○ 4 members have completed, need 7 for quorum</li> </ul> </li> <li>● Deb Bonham reports the 11/19 minutes were approved in Feb/20 and Feb/20 have been approved in March 20</li> </ul>
<b>Human Resource Update</b>	<p>Kristen Sides reports:</p> <ul style="list-style-type: none"> <li>● The Covid-19 web page has a dashboard with campus statistics of cases <ul style="list-style-type: none"> <li>○ <a href="#">Covid Dashboard</a></li> </ul> </li> <li>● Flu shots for eligible employees are available today on campus</li> <li>● Open Enrollment for healthcare benefits 11/16-11/25/2020 <ul style="list-style-type: none"> <li>○ All eligible employees must login and enroll with the new platform</li> <li>○ Current selections will not roll-over to the new platform</li> </ul> </li> </ul> <p>PEERS/PSRS performed an internal audit and it appears the health insurance premium reimbursement given to employees on the QHDHP medical plan (currently \$160) that has been treated as compensation and subject to PSRS/PEERS withholding may not be subject to retirement withholding.</p> <ul style="list-style-type: none"> <li>● Retroactive to 2004</li> <li>● Jefferson College is appealing the decision</li> <li>● Next year the health insurance reimbursement amount for those on the QHDHP medical plan will be \$128</li> </ul>
<b>BOT Meeting Updates</b>	<p>Nolan Luhm reports:</p> <ul style="list-style-type: none"> <li>● The Board approved expenditures for emergency asbestos removal and emergency mold removal in AS1, for instructional furniture for AS1 102 &amp; 106, and for hanging separation screens.</li> <li>● One of the contracts that was approved was for new GPS air filter units.</li> <li>● There were several IT-related contracts that were approved as well including the fiber optic network backbone, financing for the fiber optic network cabling backbone, and Fine Arts cellular amplification.</li> <li>● The Board also approved of a plan to replace the baseball fencing.</li> <li>● The remodeling of CTE building classrooms and for the roof replacement of the administration building were also approved.</li> </ul>
<b>Administrative Liaison Report</b>	<p>Daryl Gehbauer reports:</p> <ul style="list-style-type: none"> <li>● Jefferson College has received \$2.8 million in funds from federal, state and county CARES act</li> <li>● An additional 1.3 to use directly for students, holding 10% for emergency use</li> <li>● Major expenditures include the following: student laptop giveaway, air quality controls HVAC, various dividers across campus, moving</li> </ul>

	housekeeping personal from evenings to daytime, hiring two contact tracing personal (temporary), PPE equipment, classroom renovations to comply with social distancing, increase online offerings of student courses, touchless flushers, faucets, towel and soap dispensers
<b>Certified Staff Liaison Report</b>	Stephanie Cage did not attend, no report
<b>Faculty Liaison Report</b>	Constance Kuchar, no report
<b>CICC Staff Rep Report</b>	<p>Miriam Helms reports:</p> <p>CICC met on Friday, August 14 (Opening Week)</p> <ul style="list-style-type: none"> <li>● A workgroup from CICC is updating Administrative Procedure III-001 <ul style="list-style-type: none"> <li>○ CICC still discussing and updating Admin Procedure III-001.01 (Board VI-005) and III-001.02 <ul style="list-style-type: none"> <li>■ Policies and procedures as related to shared governance (last updated 2012)</li> <li>■ Definition: "Shared governance means that administrators, faculty, and staff each play a role in decision making at the College. Shared governance also encourages and respects the input of students and community members. Shared governance is a delicate balance between faculty and staff participation in planning and decision-making processes, on the one hand, and administrative accountability on the other. True shared governance attempts to balance maximum participation in decision making with clear accountability. Administrators are responsible for communication of final decisions to constituents [Adapted from Olson, G.A, (2009). Exactly What is "Shared Governance"? Chronicle of Higher Education]"</li> </ul> </li> </ul> </li> <li>● (Draft) <a href="#">Flow Chart for Committee Recommendations</a> - will be sent out for Constituent feedback</li> <li>● Shared Governance webpage - plans to revamp the committees page into a shared governance page</li> <li>● Strategic Planning - integrated planning task force meetings to be held on Faculty Work Day.</li> <li>● Committee budgets – committees are maintaining their budget levels from last year.</li> <li>● Filling Committee Vacancies – most are not filled</li> </ul>
<b>Certified Staff Rep Report</b>	Lore Robart reports Viking Vault committee is looking for volunteers to staff available time slots

<b>Faculty Senate Rep Report</b>	Laura McCloskey has replaced Teresa Schwartz, no report
<b>Constituent Concerns (Rep Reports)</b>	None at this time
<b>Executive Session</b>	No need for session
<b>Adjournment</b>	<b>Motion:</b> Deb Bonham <b>Second:</b> Denise Hawkins <b>Time:</b> 11:47 <b>Next Meeting:</b> November 5, 2020 at 11:00 a.m.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: None

Respectfully submitted,  
Erin Bergman  
Sr. Administrative Specialist