

Classified Staff Meeting Minutes

January 28, 2026 | Teams | 1:00 PM

Attendees:

Chairperson Memori Dobbs, Mary Jo Rutherford, Jama Marshall Roy, Carla Sabatino, Annette Shaw, Don Luketic, Chip Hawkins, Juanita Nickerson

1. Call to Order

Chairperson Memori Dobbs called the meeting to order.

2. Approval of Previous Meeting Minutes

- Approval of December Meeting Minutes
 - Don motioned to approve meeting minutes. Carla seconded. The motion passed.
- We missed approving meeting minutes for October and November. This will be tabled until the next meeting.

3. Committee Updates

- Legislative Affairs:
 - Memori, Chip, and Juanita met with George Perich from HR to discuss concerns regarding pay raises. They provided pay-scale data, history of internal pay raises, and concerns raised by employees. There is an approval process that needs to be done. Memori, Chip, and Juanita are advocating for Classified Staff, but the institution is exploring how this may be executed and how much that raise may be according to feasibility in the institutional budget.
- Election:
 - No updates.
- Staff Development:
 - No updates.
- Website:
 - No updates.
- Special Events:
 - No updates or current special events.
 - Will need to meet in March or April for Employee of the Year.

4. Old Business

- No updates or discussion.

5. New Business

- BOG Report – Juanita Nickerson:

- No updates. BOG meeting was cancelled.
- ACCE Report – Chip Hawkins:
 - Has not met.
- President’s Council – Memori Dobbs:
 - Covered data from the Employee Survey
 - Discussed ways to improve areas that were not as strong according to the survey data
- A Quick De-Escalation Training
 - This was supposed to occur along side the Active Shooter Training, but due to the water line break that occurred at the Advanced Technology Center, has been postponed to today’s meeting.
 - This presentation was created and presented by Carla Sabatino. You can review the presentation here: [deescalation training presentation.pdf](#)
- Day of Giving
 - Jama attended the Professional Development Informational Session of the Day of Giving where Kathy Hypes and Stefanie Moore discussed ways programs can set up campaigns. While only academic programs participated last year, the campaigns are open to any program or organization within Pierpont who has a fund account with the Pierpont Foundation. Since Classified Staff already has a fund for scholarships, Jama wanted to provide information to see if Classified Staff would like to set up a campaign.
 - Mary Jo made a motion to create a campaign for Day of Giving. Juanita seconded. The motion carries.
 - To set up the campaign, we need a goal. We currently have about \$1,600 in the scholarship fund.
 - Carla suggested setting the goal for \$500 which everyone agreed with.
 - Jama will set up a meeting with Kathy Hypes and Alex Casey to discuss next steps.

6. Staff Recognition & Announcements

- Birthdays, retirements, achievements
 - Non-Classified Staff - Lisa Philips is retiring. Her last day is February 6, 2026.
 - Memori will draft a congratulatory email on behalf of Classified Staff. She will send the draft to Classified Staff for approval so any changes can be made before sending it to Lisa.

7. Open Discussion: Comments, Questions, or Concerns

- Mary Jo mentioned to Annette and Carla that there was no faculty meeting in January, but she would send out information to them before the next meeting scheduled for the first Friday in February.

8. Upcoming Meeting

The next regular meeting will be February 25th, 2026 @ 1:00 PM on Teams.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jama Marshall Roy". The signature is fluid and cursive, with the first name "Jama" being the most prominent.

Jama Marshall Roy

Secretary