

Certified Professional Staff

MEETING MINUTES

October 20, 2017

CTE 144

1:00 PM

Members Present: Greg McVey (President), Dana Nevois (Vice President), Chris DeGeare (Secretary), Trish Aumann, Joette Klein, Stephanie Cage, Rob Brieler, Kathy Johnston, Holly Lincoln, Stacey Wilson, Sarah Bright, Kristen Yelton, Betty Linneman, Roger Barrentine, Terry Kite, Tasha Welsh, Michael Booker, Kathleen Harris, Allan Wamsley

Members Absent: Diane Scanga, Lisa Pritchard, Jaime Schneider, Tracy James, Kenny Wilson, Kathy Kuhlmann, Donald James, John Linhorst, John Westerman, Patti Christen, Patt Shoff, Claudia Stuppy, Ayad Ali, Carol Rodgers, Mark Smreker, Daniel Smith

Guests: Vivian Aubuchon, Julia Hampton

EXPECTED OUTCOMES OF MEETING: To continue the dissemination of relevant college information and to continue the progress on specific initiatives that will have a positive impact on the college community.

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	Greg called the meeting to order at 1:03 PM.		
Foundation Annual Fund Drive	Julia Hampton discussed the FC Foundation Annual Fund Drive. Please consider donating; even \$1 helps. Last year, 67% of Certified Staff participated. Julia offered to provide a pizza party if we can get 100% participation from Certified Staff.	Certified Staff	ASAP
Approval of Minutes	The meeting minutes from September 15, 2017 meeting were approved. <i>(Terry Kite 1st, Kathy Johnston 2nd) Passed.</i>		
Food Pantry Update	Greg and Holly will visit food pantries in DeSoto, Festus, Hillsboro, and Arnold to learn best practices. Vivian Aubuchon is working to secure a refrigerator donation from Hussmann. We will need to determine logistics (staffing, location, etc.)	Greg & Holly	October 25
Key Performance Indicators (KPI) Indicators	<p>Rob Brieler discussed the Strategic Planning Committee's work developing KPIs. These KPIs will be gathered and reported longitudinally with comparison data and charts.</p> <p>Completion – Graduation Rate (%) Accessibility – Average cost of tuition and fees for one year Retention – Fall-to-fall retention of first time, full time students Quality – Initially proposed but excluded because hard to measure</p> <p>Planning for soft roll out in spring, regular reviews, and integration in 2020-2025 strategic plan.</p>	Strategic Planning Committee	Spring 2018

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Health Insurance Review Committee Discussion	Tasha discussed upcoming changes to health insurance. Claims have gone up and premiums are will increase. Specific details were distributed via email along with a form to submit questions.	Tasha Group - submit questions	January 2018 October 25
Constituent Group Liaison Reports	Jill West has been selected as Classified Staff representative on the Grievance Panel, with Laura Klaus and Kim Pitts serving as alternates.		
New Business	Spring Break will be at the end of the first 8-week session in the future. Trish Aumann requested that the group provide feedback on the proposed Mission, Vision, and Values statements. Details and feedback form are available at www.jeffco.edu/mvv	Group	ASAP
Adjournment	The meeting was adjourned at 2:15 PM. <i>(Holly Lincoln 1st, Kristen Yelton 2nd) Passed.</i>		

Respectfully submitted,
Chris DeGeare
Certified Staff Secretary