

Classified Professional Staff Executive Committee

MEETING MINUTES

June 1, 2017

Viking Room, 11:00am

Members:

- President: Carrie Greer
 VP/Pres Elect: Joan Warren
 Past President: Dave Brading
 Secretary: Miriam Rougely

Classified Professional Representatives:

Group 1: Buildings & Grounds, Campus Police

- Beau Besancenez John Willett
 Vacant (2018- Kim Garzia) Lois Underwood

Group 2: Learning Center, Library, Disability Support Services, Testing Center

- Gregg Crain Deneen Mains

Group 3: Enrollment Services, Student Financial Services, Athletics, Student Housing, Project SUCCESS, Institutional Research, Child Development Center, JCA

- Susan Lerch Fran Moore

Group 4: A&SE Offices, Employment Services, ATS, CTE Offices, Continuing Education, Business & Community Development, TAACCCT Grant Team, JC Online, JCI

- Mary Caine Daniel Boyer

Group 5: Information Technology, Marketing/PR, Business Office, HR, Institutional Advancement, President's Office, COS

Liaisons & Representatives:

Faculty Liaison (*Attends Classified Staff on Behalf of Faculty*):

- Vacant

Certified Staff Liaison (*Attends Classified Staff on Behalf of Certified Staff*):

- Kristen Yelton

Administrative Liaison (*Admin Team Rep./Shares Committee Feedback with Admin Team*):

- Daryl Gehbauer

Liaison to Faculty Senate (*Attends Faculty Senate on Behalf of Classified Staff*):

- (2018-Teresa Schwartz)

Certified Staff Representative (*Attends Certified Staff on Behalf of Classified Staff*):

- Vacant

Guests:

- Laura Klaus
 Lora Warner
 Patti Bone

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	The meeting was called to order at 11:05 a.m.	Carrie Greer	
Approval of February Minutes	First Motion: Deneen Mains; Second Motion: Lois Underwood Minutes Approved as written.	Committee Members	
Reports	President's Leadership Council Update: <ul style="list-style-type: none"> • Due to the ending of the academic year, no PLC meeting was held in May. 	Daryl Gehbauer	

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	<p>Board of Trustees Update: May 11, 2017</p> <ul style="list-style-type: none"> • After the 3rd reading, the Budget for 2017-2018 was approved. Daryl learned that Jefferson College is the only community college in Missouri that currently has a fully approved budget. Other schools seem to be waiting until June to see what Governor Greitens does. Jefferson College budgeted for the worst-case scenario. • New business <ul style="list-style-type: none"> ○ The Board awarded a new two-year contact for custodial supplies to Industrial Soap, whose services the College has utilized in the past. ○ Also approved was the installation of new carpeting in Viking Woods. It has been 14 years since the carpet was installed. ○ An interior and exterior painting contract (for Viking woods, JCA and JCI locations) was approved. ○ The contract for the fire alarm system in Viking Woods expired this year, and the Board approved a Simplex Grinnell system to be installed. This new system will be integrated into the existing JCH system. ○ The Board appointed Kathleen Harris as the new Director of Nursing. She is currently a nursing faculty member. ○ The Board affirmed the Foundation by-laws; approval is not required but the affirmation is a courtesy. ○ Amy Kausler, Allan Wamsley, and Kenny Wilson gave a presentation on the HLC Conference in Chicago. 		
Certified Staff Liaison	Certified Staff is not meeting monthly this year due to the Management Development Series, and has not met again since the last Classified Staff meeting. No report.	Kristen Yelton	
Faculty Liaison	Teresa Schwartz has volunteered to serve as Faculty Liaison for the 2017-2018 year. She will have a report after the next faculty meeting in August.	Teresa Schwartz	
Constituent Concerns	<p>Classification Study:</p> <ul style="list-style-type: none"> • Carrie has spoken with Tasha Welsh, who is currently finalizing the faculty piece of the compensation study. Afterward, she will finish the Classified Staff component. Tasha hopes to have more information soon. <p>Consultants:</p> <ul style="list-style-type: none"> • It was asked why the College has paid for consultants (e.g., Jim Reeves) in a time of budget cuts and layoffs. Daryl responded that consultants are utilized because they are experts in their fields. They bring subject matter expertise that, if the College were to complete these projects in-house, would take time away from 	Executive Team Members	

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	<p>employees' daily work. Both Jim Reeves and Fox Lawson (compensation study) will provide the College with good information.</p> <ul style="list-style-type: none"> • It was asked: how much has the College currently spent on consultants? Daryl said it was a small percentage of the overall budget and he would get the exact amount and share it. • A member asked for updates regarding Jim Reeves/Town Hall Task Force. Daryl responded that the original intent was to complete the work this year, but Jim wasn't able to get everyone together quickly enough. (See further updates below.) <p>Town Hall Task Force:</p> <ul style="list-style-type: none"> • The Task Force's timeline has been pushed back into the fall. • Members of the task force present at the Classified Staff meeting stated that Jim Reeves had met one-on-one with many individuals on campus. He had hoped to do group meetings but as he met with each member of the task force, he was referred to other employees who could offer insight into the issues expressed. As a result, he spent a lot of time in one-on-ones in the spring. • A member asked if this information about one-on-ones had been communicated, and if there was a way to gauge how much work had been done toward the task force's goals. Daryl stated that it was shared at PLC, but it appears that this information did not trickle down to other employees. Committee members requested this information be communicated campus-wide so that employees can be reassured that work is continuing. <p>Staff Appreciation:</p> <ul style="list-style-type: none"> • A question was asked about a possible staff appreciation day on July 18th. Daryl said the event is being planned but hasn't been communicated yet. It will be a BBQ picnic for certified and classified staff, planned by administration members, who will also be serving staff at the event. Richard Hardin is bringing his BBQ pit and the administration is paying for the event. It will take place outside in the parking lot, with the Café as a backup in case of rain. The BBQ will be from 11:00 am to 1:00pm so offices can arrange coverage of staff. They will be serving Building & Grounds employees separately due to differing schedules. <p>Food Services:</p> <ul style="list-style-type: none"> • A member noted there have been concerns from constituents about the catering provided by Food Services, especially the price for the quality received. For example, in times of budget 		

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	<p>reductions, it is difficult to justify \$50 for a small fruit tray when outside food could be purchased for less.</p> <ul style="list-style-type: none"> • Another member voiced concern about the vending machines, which are often empty. Food Services is losing money on them by not filling them regularly. It was suggested to have less machines but fill them more often to alleviate this problem. Also, the vending machine in CTE does not work properly. Food often gets stuck and students pound on it. There is concern that it may get broken. This issue has been addressed to FSC several times, with no change. Also, if a student needs a refund, they are required to go all the way to the Café, which is very inconvenient, and not always possible between classes. • A member stated that if food from catering was priced more reasonably, departments would probably buy more. • Another question was asked regarding the state of the cafeteria. There is a rumor that they are going to cut their hours. Daryl said he had not heard that, but he has a meeting scheduled with Mike from Food Service Consultants where they will be able to discuss hours and any other concerns. • Ideas for improving food services to students were offered: <ul style="list-style-type: none"> ○ The College could partner with local food providers (e.g., dairy Queen, McDonalds) to create a “food court” style dining experience. Daryl noted that the College is still in contract with FSC until 2020, meaning any possible changes would need to wait until then. ○ Another solution was requiring meal plans for Viking Woods residents. Daryl stated that though such a plan would create more revenue, it would not be a good deal for students who may not utilize the meal plan. ○ It was noted that students may not be using food services because the hours are not convenient for them, especially for athletes who could come for dinner, but find the Café closed after practice. The Café could close in the middle of the day and re-open for dinner to accommodate student schedules. • Daryl said he would take the suggestions into account when meeting with Mike. 		
Old Business	<p>Election Results:</p> <ul style="list-style-type: none"> • VP/President Elect: Fran Moore • Group #1 – Beau Besancenez • Group #2— Kim Garzia • Group #3—Laura McCloskey 	<p>Committee Members: Remind constituents they can use</p>	<p>June 2017 (send with</p>

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	<ul style="list-style-type: none"> • Group #4 – Sue Lerch • Group # 4 – Laura Klaus • Group #5—Daniel Boyer • Faculty Liaison – Teresa Schwartz <p>Classified Staff Feedback Form:</p> <ul style="list-style-type: none"> • Carrie now has access to the online feedback form which is live on the Employee Tab, under Constituent Group Minutes. She asked representatives to remind their constituent groups they can submit anonymous feedback through this link. 	<p>the online feedback form on the Employee Tab for comments or concerns</p>	<p>draft minutes)</p>
<p>New Business</p>	<p>June Work Day</p> <ul style="list-style-type: none"> • Last year the committee scheduled a work day to prepare for the 2016-2017 academic year. Carrie asked if the committee felt a work day was needed this summer. It was decided that a workday was not needed due to good participation in monthly meetings and increased communication with constituents. Lois Underwood motioned, and Deneen Mains seconded not to hold a workday in the summer. The committee voted their agreement. <p>Restructuring Constituent Groups:</p> <ul style="list-style-type: none"> • Carrie asked if the committee needs to revisit the representative groups to make them more even. For instance, there are only 5 full-time employees in Group 2. With the recent position restructurings across campus, this may be even more relevant. <ul style="list-style-type: none"> ○ It was decided to bring up the issue in the Classified Staff forums in August to receive constituent feedback. ○ Daryl asked what the responsibilities of a representative entail. Carrie responded: they send out emails on the behalf of the committee, including minutes and reminders. The representatives are important because they are the ones “out in the trenches” and can bring concerns forward from their co-workers. They know what the problems are because people are more comfortable talking to someone they know. ○ Daryl asked if representative can attend staff meetings if needed. For instance, could a representative go to a Buildings & Grounds meeting to bring updates and be a friendly face? Committee members affirmed representatives could attend staff meetings. <p>Classified Staff Forum in August:</p> <ul style="list-style-type: none"> • The forums held during Kick Off Week in 2016 were well-received. The committee was able to answer questions and put together a 		

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	<p>list of issues to work on for the year. Some issues have already been resolved, such as the staff discount at the bookstore</p> <ul style="list-style-type: none"> The committee was in favor of holding forums again in August. Carrie will check with Linda Fuentes to add forums to the Kick-Off Week schedule. <p>Semester Question:</p> <ul style="list-style-type: none"> Each semester, the committee plans to send a question for feedback to all classified staff. The committee discussed possibilities for a new semester question. Kristen suggested asking staff for ideas to increase enrollment, which is not limited to Enrollment Services, but a campus-wide issue. The committee agreed to consider this question as a possibility. Carrie will check with Holly Lincoln regarding this question, and will be attending an Enrollment Services retreat where the topic can be discussed. She will report back at the next meeting whether the committee should move forward with the question, or select an alternate question for feedback. <p>Next meeting – Thursday, July 6th at 11:00 in ASII 413.</p> <ul style="list-style-type: none"> Subsequent meetings will be on the 1st Thursdays of the month at 11:00. 		
Executive Session	No session needed.		
Adjournment	There being no further business, the meeting was adjourned at 11:45 a.m. Mary Caine made the first motion, seconded by Deneen Mains.	Carrie Greer	

Next Meeting Date: Thursday, July 6th at 100:am in ASII 413

Respectfully Submitted,
 Miriam Rougly
 Secretary, Classified Staff Executive Committee