

# Classified Professional Staff Executive Committee

## MEETING MINUTES

August 3, 2017

Viking Room, 11:00am

### Members:

- President: Joan Warren     
  VP/Pres Elect: Fran Moore     
  Past President: Carrie Greer  
 Secretary: Miriam Rouggy

### Classified Professional Representatives:

**Group 1:** Buildings & Grounds, Campus Police

- Beau Besancenez     
  John Willett

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

- Kim Garzia     
  Lois Underwood

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

- Laura McCloskey     
  Deneen Mains

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

- Susan Lerch     
  Laura Klaus

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

- Mary Caine     
  Daniel Boyer

### 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*):

- Teresa Schwartz

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

- Vacant

### Guests:

- Lora Warner

### EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to Order</b>	The meeting was called to order at 11:03 a.m.	Joan Warren	
<b>Approval of February Minutes</b>	Minutes Approved with following changes: <ul style="list-style-type: none"> <li>• Clarified sentence on third page, third bullet to say: "It was asked if the Board would support another tuition increase. Daryl said he was not sure, since they recently approved an \$8/credit hour tuition increase."</li> </ul> First Motion: Laura Klaus; Second Motion: Carrie Greer	Committee Members	

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<p><b>Reports</b></p>	<p><b>President’s Leadership Council Update:</b></p> <ul style="list-style-type: none"> <li>The PLC does not meet during the summer.</li> </ul> <p><b>Board of Trustees Update:</b> July 13 and (Special Meeting) July 27, 2017</p> <ul style="list-style-type: none"> <li>The Board approved the award for athletic transportation to Huskey Trailways. Two companies submitted bids.</li> <li>Approval for window replacement in the Student Center building went through. New windows will be energy efficient and replace windows with broken seals. Funding is from previously acquired state funds that have not been fully expended.</li> <li>Reappointment of assistant coaches was approved.</li> <li>The BAT-FAT Statement of Understanding was approved.</li> <li>Special meeting, July 27th: the meeting was called in order to approve four faculty hires before the start of the school year. All appointments were approved.</li> </ul> <p><b>Follow-Up on Consulting Fees</b> Daryl followed up with the committee regarding a previous question about how much the College has spent for consultants. The following consultants were hired this academic year:</p> <ul style="list-style-type: none"> <li>Clearbridge Consulting, Jim Reeves – shared Governance Task Force following Town Hall Meeting: \$5,000</li> <li>Cosgrove Associates, hired temporarily to provide reporting after Joan Warren’s transition: \$15,000</li> <li>Fox Lawson, Compensation and Classification Study: \$79,000</li> <li>TRi Architects, Master Planning Study: \$141,000</li> </ul> <p>This project is currently on hold. The Master Study initial phase included analysis of programs offered, new areas for review and future needs. TRi provided a report for review, but there is a great deal of data to sift through. The next phase will be physical construction; due to current budget climate, phase two is on hold. The College has not paid out this contract entirely because the report is not finalized.</p> <p><b>Follow-Up on Food Services</b></p> <ul style="list-style-type: none"> <li>Ray and Daryl met last week with Mike Kumpf from Food Service Consultants. They talked about what the college can do to help them be successful and also how to make a better food operation for the college as a whole.</li> <li>Daryl communicated the number one complaint is the vending machines; they are either not working, or not being filled in a timely manner. He said the overall vending sales from year to year have declined, and this inconsistency is the most likely</li> </ul>	<p>Daryl Gehbauer</p>	

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	<p>reason. Daryl suggested FSC cut number of machines, and offer more limited selections with a higher volume so items do not run out. As an example, the soda machine in the ADM building has very low sales; Daryl advocated this machine be removed since there is another machine close by in the Student Center. He also suggested a regular restocking schedule, which may be easier to adhere to if the number of machines is lower.</p> <ul style="list-style-type: none"> <li>• Also discussed were the hours of operation for both the snack bar and cafe. Due to labor costs, hours may be adjusted so that FSC is running more efficiently.</li> <li>• Regarding the catering arm of FSC, according to their contract with the College, they hold the first right of refusal. It was noted that perhaps they give up opportunities too quickly. Nevertheless, Daryl stressed the importance of quality.</li> <li>• In conclusion, Mike stated FSC will meet and come back to Daryl with proposals for improvement. Though the College only receives \$9,000-\$10,000 commission per year, it is beneficial to both parties for FSC to be successful.</li> <li>• It was asked if there was any mention as to the reason FSC has not been able to keep the vending machines filled. Daryl said he suspected there isn't a regular schedule for checking the machines. Fewer machines would at least make it easier to keep up.</li> </ul>		
<b>Certified Staff Liaison</b>	Greg McVey will be the new Certified Staff president for 2017-2018. Kristen could not make the meeting as she had training for her RAs today.	Kristen Yelton	
<b>Faculty Liaison</b>	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	
<b>Constituent Concerns</b>	<p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>• A representative asked about the new MyJeffco, the content of which is now linked through the jeffco.edu website. Concern was expressed by several members that so much content is now searchable through the website and therefore public. Minutes from all committee meetings and constituent groups are included. As a public institution, it was noted that anything discussed and recorded in the minutes is open to the public. A member mentioned that people may not want to speak up as much in committee meetings if their name and the topic is searchable publicly. The committee discussed leaving out personally identifiable information in the minutes due to the public nature of the minutes.</li> </ul>	Executive Team Members	

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	<ul style="list-style-type: none"> <li>• Daryl asked the group how the new MyJeffco was going in other ways. Some minor concerns were expressed, such as the ability to find links that were previously easier to access from the old MyJeffco. Daryl said he has noticed the same thing and suggested to IT that a list of frequently used links be added that could be make things more readily accessible.</li> <li>• A member asked: if the content of MyJeffco is now searchable, does that affect the security of the information such as HR, payroll, etc.? Dan Boyer answered that particular information has the same security as the old MyJeffco. Though the information is technically accessible from outside campus, it requires a password to access confidential information. However, some things which are not confidential and therefore not password protected, such as the organizational chart, will be searchable. Anyone from inside or outside could search the website and find the link to the chart.</li> </ul>		
<b>Old Business</b>	<p><b>Classified Staff Feedback Form:</b></p> <ul style="list-style-type: none"> <li>• There have not been any submissions through the online form since the last meeting. The feedback form will be mentioned at the Classified Staff Forums during Kick-Off Week.</li> </ul> <p><b>Classification Study:</b></p> <ul style="list-style-type: none"> <li>• Tasha reported through Joan that Fox Lawson (consultant company) has reviewed the PDQs for staff positions and has begun organizing positions into proposed categories and grades. Their report will include recommendations for positions. Within two weeks they plan to finish the report and notify the College. Joan has not heard back regarding a follow-up timeline, but the expectation is that Fox Lawson will come to campus to present their findings, first to administration and then to faculty and staff.</li> </ul>		
<b>New Business</b>	<p><b>Outstanding Achievement Award:</b></p> <ul style="list-style-type: none"> <li>• Congratulations to Tina Jokerst, the recipient of this year's award.</li> </ul> <p><b>Grievance Review Panel</b></p> <ul style="list-style-type: none"> <li>• The Panel is outlined in Board Procedure (also outlined in the employee handbook) which states each constituent group shall elect one member and two alternates to serve on the Grievance Review Panel in the event the panel needs to be convened. This panel is only activated if a grievance is filed, according to Procedure, and reaches a certain level. The committee will seek volunteers through constituent representatives and hold a vote if there are multiple volunteers.</li> </ul> <p><b>Potential Capital Project Idea:</b></p>	<p><b>Committee Members:</b> Please come to one (or both) forums in August</p>	

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	<ul style="list-style-type: none"> <li>• Certified Staff is proposing a Capital Project to redesign the Viking Room and would like to submit the project in conjunction with the other constituent groups. The Viking Room windows are already slotted to be replaced, which may affect the proposal. More information will be forthcoming.</li> <li>• Joan mentioned that Classified Staff can submit Capital Projects as a constituent group, and that ideas are welcome from staff.</li> </ul> <p><b>Classified Staff Forum – Opening Week</b></p> <ul style="list-style-type: none"> <li>• The forums will be held in order to discuss concerns and issues relevant to Classified Staff as well as shared information and announcements. The forums are scheduled for Thursday, 8/17/17, 2:00 – 2:45 p.m. (ASI 207) and Friday, 8/18/17, 1:00 – 1:45 p.m. (ASI 115).</li> </ul>		
<b>Executive Session</b>	The committee entered executive session at 11:36 a.m.		
<b>Adjournment</b>	There being no further business, the meeting was adjourned at 12:02 p.m.	Joan Warren	

Next Meeting Date: Thursday, September 7<sup>th</sup> at 11:00 a.m. in the Viking Room

Respectfully Submitted,  
Miriam Rougely  
Secretary, Classified Staff Executive Committee