

Classified Professional Staff Executive Committee

MEETING MINUTES

October 5, 2017

Viking Room, 11:00am

Members:

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

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*):

- Rebecca Ellison

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:

- Trish Aumann
 Patti Bone
 Shannon Crow
 Debbie Maples
 Lora Warner

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 11:02 a.m.	Joan Warren	
Approval of September Minutes	Minutes were approved as written. First Motion: Lois Underwood; Second Motion: Deneen Mains.	Committee Members	
Mission, Vision, Values	Trish Aumann attended as a guest with Fran Moore to present the overview of the Mission, Vision, and Values Task Force and next steps.		

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	<ul style="list-style-type: none"> Trish presented the overview of the process including the representation in the Task Force. Kenny Wilson and Trish Aumann are the MVV Task Force Chairs. Trish and Fran presented the draft statement and asked for honest feedback and comments. Feedback can be submitted online at www.jeffco.edu/mvv. After comprehensive review by all stakeholders this fall, the task force will make revisions based on the feedback received. 		
<p>Reports</p>	<p>Daryl Gehbauer gave the following updates:</p> <p>President’s Leadership Council: September 26, 2017</p> <ul style="list-style-type: none"> Patti Christen from the Foundation presented a revised fundraising request form as part of her office’s initiative to coordinate fundraising efforts. The form now includes signature approvals for the Bookstore and Food Services, if the fundraising involves a product that could be supplied by either of those entities. The MVV Task Force presented the draft MVV statement. Kathy Johnston announced the JCA 10th anniversary celebration, set for Thursday, November 9th at the Arnold Campus. The PLC discussed the Hot Seat Question, as to whether it is an effective mode of communication and trust-building. Students were unaware of the ability to submit questions, and the initiative does not seem to have much traction outside of PLC. Daryl said after discussion, the Hot Seat will continue, but may be modified. <p>Board of Trustees Update: September 14, 2017</p> <ul style="list-style-type: none"> Setting of the Tax Levy for 2017: This annual, legally required event outlines the total property tax rate for county residents. Though the current rate has decreased, funding should be similar because the assessed property valuations will be increasing. Women’s Soccer was approved as a Division 3 sport. A financing arrangement for the library remodel was approved. It will be repaid once the Foundation raises the full amount. The project is funded almost equally through the Foundation (30%), Grant funds (40%), and College Plant funds (30%). Equipment purchases for the LEA, EMT/Paramedic, and Welding programs were approved. These are partially funded through the state Enhancement Grant. The Board approved an agreement with the Comfort Inn in Festus for a reduced rate for athletic teams, College faculty, and staff. The hotel offered a rate of \$69.99 for any Jefferson College 	<p>Daryl Gehbauer</p>	

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	<p>students or employees. Out-of-town teams coming to play the JC team will be charged a discounted rate of \$79.99, and the College will receive a 10% commission.</p> <ul style="list-style-type: none"> The renewal of the MOU with Missouri Baptist for the 2+2 program was approved. The new MOU also includes an automatic renewal so it does not need to be approved by the Board annually. The College can terminate the agreement with a 90-day notice if needed. 		
Certified Staff Liaison	<ul style="list-style-type: none"> No report. 	Kristen Yelton	
Faculty Liaison	<ul style="list-style-type: none"> Faculty Senate will hold a faculty forum to discuss issues that arose during the compensation study. Faculty Senate meets Friday, October 6th at 2:30; it is an open meeting that anyone can attend. 	Rebecca Ellison	
Liaison to Faculty Senate	<ul style="list-style-type: none"> Report given by Rebecca Ellison. 	Teresa Schwartz	
Constituent Concerns	<p>Questions:</p> <ul style="list-style-type: none"> A member asked about toilet seat covers; people are using toilet paper to cover the seats and it often ends up on the floor, causing a mess in the bathrooms. Toilet seat covers were requested. Daryl said he would look into it, and Shannon offered to mention it at the Environment & Safety Committee meeting. A member asked about volunteer hours, such as with the Adopt-A-Highway event with the Environment & Safety Committee: the email states that this time is not part of the 40-hour work week, meaning it must be made up, or vacation time used. This policy discourages volunteering. A discussion followed regarding other events such as the Eclipse Day, volunteering for job-related events/banquets, wellness classes, etc. There are not clear guidelines for staff attached to these events. The committee will return to the discussion at the November meeting. A member asked about the mowing service: they have been mowing every Friday even though the grass has not grown much due to lack of rain, which seems like a waste of money. 	Executive Team Members	
Old Business	<p>Update on SpiceWorks (Online Maintenance Request) Issues:</p> <ul style="list-style-type: none"> Because of the way MyJeffco V2 is built, SpiceWorks does not have same mechanisms to allow requestors to view their ticket status. The software is now stored on an off-site server, which allows submission from anywhere on any device, but the 	Joan Warren, Executive Team Members	

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	<p>drawback is the inability to see the tickets in the queue. Follow-up on a submitted ticket can be done by calling Kathy Kuehn, and/or resubmitting the request if it has not been completed.</p> <p>Classification Study Update:</p> <ul style="list-style-type: none"> Joan did not have an update on the progress of the study. She said when the results do come through, classified staff representation will be sought for the task force that will review the report. A member asked about the original timeline, which was supposed to be 9 months but is reaching 18 months. There have been a lot of personnel and job description changes since the PDQs were completed, which could change the results. Salary compression also does not seem to be addressed by the study. It was mentioned that faculty were able to view the materials prior to the start of the study; however, Classified and Certified did not see the companies or institutions to which their positions were being compared. <p>Grievance Review Panel:</p> <ul style="list-style-type: none"> Member – Jill West, Alternates – Kim Pitts & Laura Klaus. <p>Classified Staff Forums – Opening Week</p> <ul style="list-style-type: none"> The summarized notes from the forums were distributed to representatives. Joan asked members to review to make sure the themes were expressed well and the concerns were interpreted and summarized correctly. Please send updates, additions, or corrections to Joan, Carrie, or Fran. After committee review, the summary, including suggested action items, will be sent to Daryl and distributed to classified staff. The Opening Week Survey showed staff still value the forums, and they are something the committee should continue. 		
<p>New Business</p>	<p>BAT-FAT – Amendment to College Procurement Policies & Procedures:</p> <ul style="list-style-type: none"> Joan sent out an email with the new BAT-FAT agreement. Two of the items require Board approval: dollar amount limits for blanket purchase orders, and rental car/mileage reimbursement changes. She asked members to let her know of any comments or questions. <p>Adopt-A-Family</p> <ul style="list-style-type: none"> Due to the loss of a coordinator for Adopt-a-Family, Classified staff is looking for volunteers to help organize the process. One person has volunteered so far. 	<p>Joan Warren, Executive Team Members</p>	

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	<p>Annual Question</p> <ul style="list-style-type: none"> • Annual question: What professional development opportunities would you like to see on campus? • The committee agreed on the above question to be sent before Christmas to classified staff, with a plan to begin addressing the results in spring. 		
Executive Session	The committee did not enter executive session.		
Adjournment	There being no further business, the meeting was adjourned at 12:01 p.m.	Joan Warren	

Next Meeting Date: Thursday, November 2nd at 11:00 a.m. in the Viking Room

Respectfully Submitted,
 Miriam Rougely
 Secretary, Classified Staff Executive Committee