

Classified Professional Staff Executive Committee

MEETING MINUTES

November 2, 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:

- Deb Maples
 Julie Johns
 Shannon Crow

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.	Joan Warren	
Approval of October Minutes	Minutes were approved as written. First Motion: Carrie Greer; Second Motion: Sue Lerch.	Committee Members	
Reports	<p>Administrative Liaison: Could not attend meeting; No report.</p> <p>President's Leadership Council Update: Fran Moore Reported</p> <ul style="list-style-type: none"> Amy Kausler and Suzie Welch presented on the Campus Compact Civic Engagement Action Plan. Currently the College does not log community service hours for students and would like to start. 	Daryl Gehbauer	

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	<p>Grant funds through Campus Compact are helping to fund the initiative, which includes ways to log service projects/hours that would also appear on student transcripts.</p> <ul style="list-style-type: none"> • Dale Richardson gave several updates: <ul style="list-style-type: none"> ○ 68 employees attended fire extinguisher training, quite a few less than last year. ○ He also mentioned space heaters: heaters which do not comply need to be removed by November 22nd. The College will purchase low-wattage replacements for those who need heaters. A member asked if the HVAC systems were more efficient, wouldn't the need for heaters be eliminated? ○ Magnetic door closures: Maintenance will start by installing the closures in the ADM building by IT so they can solve any potential issues before installing across campus. • Health Insurance Update: The Health Insurance Review Committee consisted of representatives from each insurance plan; a summary of their proposals was sent via email. Joan submitted a compiled list of questions to HR but has not yet received feedback. Faculty also submitted questions and did receive a response; Vivian Aubuchon will speak at the November 9 board meeting regarding insurance concerns. <ul style="list-style-type: none"> ○ It was mentioned that an HR representative attended the Certified Staff meeting and insurance was discussed. It would have been ideal to have a representative at the Classified meeting to discuss the insurance changes and answer questions. Members were uncertain that feedback from staff is taken into account when insurance plans are reviewed. ○ A question was raised regarding the change in the QHDP: the reimbursement from the College will be more than in 2017, why? Also, there is no difference in price between covering one child or multiple children, and there were questions as to why. ○ A member proposed a more competitive bid process to improve choices in the future. Other colleges, facing the same challenges, seem to have better coverage. ○ If the information had been communicated earlier, it would have given employees time to research their options for family coverage (i.e., purchasing insurance from the Marketplace for family members). 		
Certified Staff Liaison	Kristen Yelton reported:	Kristen Yelton	

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	<ul style="list-style-type: none"> • The Certified Staff discussed the insurance changes at their meeting (referenced in above section). • Dana Nevois has agreed to serve as Vice Chair/Chair Elect to Certified Staff. • Food Pantry: Certified Staff is moving forward to create and maintain a campus-wide food pantry for students. Holly Lincoln and Greg McVey are leading the initiative. <ul style="list-style-type: none"> ○ Other food pantries in the area were surveyed and Holly is looking into ways all groups can help each other. ○ A location on campus is needed. Electricity is needed to accommodate commercial refrigerators/freezers, which will be donated. Target date for opening is Fall 2018. The Viking Annex was suggested as a possible location after the Library moves out in the spring. Kim Garzia said they may have some shelving that can be donated, and will look into it on behalf of the committee. ○ Food items are being collected now and are currently stored in various Student Services offices. Items are given as needed to students (contact Brenna Young). ○ It was asked if the College could refer students to the Hillsboro pantry instead of housing and running a separate one. This option was researched, but housing it on campus gives more flexibility and serves students who may not have transportation to another location. ○ A member asked who will be staffing the pantry and whether it will be available to students only or to the community. Kristen researched and responded via email on 11/7/17: the pantry will be available to students only (they must show ID). It will be staffed by certified staff and other volunteers, with certified staff members committing to one, one-hour shift per month. • Rob Brieler presented on Key Performance Indicators (KPIs) and the KPI task force. • Enrollment Services is working on a replacement for Adopt-a-Family. They will be collecting donations and shopping for local organizations such as the Hillsboro Food Pantry (toy drive), Homeless Youth (pillows/blankets/towels) and A Safe Place (coat drive). 		
<p>Faculty Liaison</p>	<p>Rebecca Ellison provided the following updates:</p> <ul style="list-style-type: none"> • The next Faculty Senate meeting is Friday, November 17th. • The Curriculum committee is working on the academic calendar for 2020-2021. It was discovered that the Spring semester has been scheduled as 17 weeks instead of 16 weeks in the past, and 	<p>Rebecca Ellison</p>	

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	<p>the committee is correcting it. Also, Spring Break will now fall between the two 8-week sessions.</p> <ul style="list-style-type: none"> The Children’s play, <i>Cheer Up, Santa</i> runs November 15-19th, with schools attending on the 15th, 16th, and 17th. Santa will be giving out gifts to all the children after the play. 		
Liaison to Faculty Senate	See above report from Rebecca Ellison.	Teresa Schwartz	
Constituent Concerns	Joan followed up on last month’s question regarding toilet seat covers. The Environment and Safety Committee looked into the request and responded that Buildings and Grounds cannot purchase the covers due to the extra material waste and expense.	Executive Team Members	
Old Business	<p>Classification Study Update:</p> <ul style="list-style-type: none"> HR has received an updated timeline. They will be sharing this information and posting to the HR web page soon. The Faculty received a copy of their report, but there were errors in it. Staff has not received any information regarding the schools or companies to which their positions were compared. Rebecca will look at the schools to which faculty were compared and give the information to Joan. A member asked whether the staff and faculty reports were held to the same standard, i.e., if there are errors in the faculty report, they may be errors in the staff report, but staff have not been given a chance to view it. There was concern that the staff report will be pushed through without as much oversight as the faculty report has received. <p>Classified Staff Forums – Opening Week</p> <ul style="list-style-type: none"> Notes/comments/suggestions from the forums have been forwarded to the Administrative Liaison, Daryl Gehbauer. Carrie, Fran, and Joan met with him to review the items and answer questions. <p>Shared Governance Task Force Update: October 31, 2017</p> <ul style="list-style-type: none"> There are 13 representatives from Classified Staff on the Task Force; Lora Warner has replaced Amy Coomes since she is no longer with the College. Jim Reeves did not issue his report at the meeting, but followed up with paper copies to the representatives. He did not want to email the report for concern that it would be broadly shared before the task force had an opportunity to review it, interpret the findings, and propose solutions. However, Jim gave a verbal summary of his findings: communication, lack of follow-up, information without meaningful conversation, lack of visibility/engagement of administrators, lack of transparency, and trust issues were 	Joan Warren, Executive Team Members	

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	<p>highlighted. Joan will send out the summary report which can be shared immediately.</p> <ul style="list-style-type: none"> The Task Force will review the full report and submit feedback to Jim Reeves. The emphasis is on the action steps/solutions to implement in light of the report. A member mentioned that the report sounds like the same information the College received from the “Great Colleges to Work For” survey. It is unfortunate that the same issues are being identified over and over again. It was asked if the results will be shared with the Board of Trustees, since they are the overseeing body. A discussion regarding BOT accessibility and lack of employee interaction/communication with Board Members followed. Fran suggested members of the group begin to compile suggestions to submit to the Task Force via the Classified representatives. <p>Mission/Vision/Values Feedback</p> <ul style="list-style-type: none"> The MVV task force asked for feedback on the draft MVV statement by November 30th. <p>A member asked that it be communicated to HR and to the Administrative Liaison that Classified Staff do not seem to have as much influence as faculty when it comes to bringing questions or concerns forward. E.g., no one came to the Classified Staff meeting to talk about insurance; when questions are submitted, they are often delayed or set aside despite following protocol for bringing issues forward; lack of communication regarding the compensation study. When these things happen, it communicates to staff that they are not as important as other constituent groups. Members stated it would be better to receive bad news about something (i.e., insurance) than no news at all.</p>		
New Business	<p>Community Service (Volunteer) Task Force</p> <ul style="list-style-type: none"> The task force needs a representative from Classified Staff; the first meeting is mid-November. <p>Proposed Key Performance Indicators (KPIs):</p> <ul style="list-style-type: none"> Joan shared the results of the KPI subcommittee. The KPIs are tied to the strategic plan and are updated on a similar schedule. The subcommittee chose indicators that are already part of the College’s state and IPEDs reporting to avoid duplication of effort. Questions or comments can be directed to Joan. 	Joan Warren, Executive Team Members	
Executive Session	The committee did not enter executive session.		

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Adjournment	There being no further business, Carrie Greer motioned to adjourn and Daniel Boyer seconded the motion. The meeting was adjourned at 12:15 pm.	Joan Warren	

Next Meeting Date: Thursday, December 7th at 11:00 a.m. in the Viking Room

Respectfully Submitted,
Miriam Rougely
Secretary, Classified Staff Executive Committee