

Classified Professional Staff Executive Committee

MEETING MINUTES

December 7, 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:

- Patti Bone
 Lora Warner
 Shannon Crow
 Kristine Bogue

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 11:04 a.m.	Joan Warren	
Approval of November Minutes	The November minutes were approved as written. First Motion: Carrie Greer; Second Motion: Sue Lerch.	Committee Members	
Old Business	Classification Study Update:	Joan Warren, Executive	

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	<p>There is no official update, but Certified Staff is requesting a formal update report from Human Resources. Greg McVey asked if Classified Staff would be willing to co-sponsor the letter.</p> <ul style="list-style-type: none"> The committee agreed, and asked to see the letter before it was sent. Joan will seek feedback from the committee once the letter is complete and before it is submitted. It was asked if the staff classification study was being held to the same standard as the faculty study, and if the Classified Staff committee would be able to see the faculty study since there were issues with it. Joan said she would check into these inquiries. <p>Shared Governance Task Force Update: Classified Staff members who are representatives on the Shared Governance Task Force met to review Jim Reeves' report and offer suggestions and solutions.</p> <ul style="list-style-type: none"> The group made a list of items with comments, omissions, suggestions, and clarifications which Joan has forwarded to Jim on behalf of the Classified representatives. One question submitted was the role of the Board of Trustees in the process and whether they will be involved or have access to the report once it is complete. Jim's report also suggested mediation sessions, and the submitted list requests information about how those would be run. 	Team Members	
New Business	<p>Announcements:</p> <ul style="list-style-type: none"> Joan mentioned the HLC Promotional task force which was recently announced via email. Volunteers are sought for the group, which will be tasked with developing awareness of the upcoming HLC visit on campus and in the community. Classified Staff participation in the campus fund drive is low this year; as of the meeting date, only 2% of classified staff had contributed or pledged. Even a \$1.00 donation counts as participation and gives the Foundation a boost when they solicit donations in the community. <p>Board Meeting Attendance/Representation: Dr. Cummiskey suggested the President of Classified Staff and/or a representative attend each Board meeting. Joan will attend the January 11th meeting, and asked if others would like to attend the remaining meetings. Each meeting is about 1 ½ hours long (depending on the number of items on the agenda and the placement of the Executive Session on the agenda), and the representative would mainly be there for informational purposes.</p>	Joan Warren, Executive Team Members	Joan will create a sign-up sheet for members to attend the meetings.

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	<ul style="list-style-type: none"> • Thursday, 12/14/17 – 5:30 p.m. • Thursday, 1/11/18 – 5:30 p.m. • Thursday, 2/8/18 – 5:30 p.m. • Thursday, 3/8/18 – 5:30 p.m. • Thursday, 4/12/18 – 6:30 p.m. (later due to ATS Board Dinner) • Thursday, 5/10/18 – 5:30 p.m. <p>Community Service (Volunteer) Task Force</p> <ul style="list-style-type: none"> • Amy McVey & Kaysie Dudley volunteered for the task force, but more members could be added if interested. <p>Budget Work Groups</p> <ul style="list-style-type: none"> • Classified Staff was represented well in the budget workgroups; approximately 40% of the overall volunteers were classified. <p>Diversity Plan Listening Sessions</p> <ul style="list-style-type: none"> • An email reminder was sent out announcing the listening sessions for the Diversity Plan. The next session will be Friday, January 19th at 3:00 p.m. in ASI 119. <p>Voluntary Separation Incentive (VSIP)</p> <ul style="list-style-type: none"> • The VSIP will be presented to the Board on Dec 14th for approval. If approved, January 19th is deadline for applications. 		
<p>Reports</p>	<p>Board of Trustees Update: November 9, 2017</p> <ul style="list-style-type: none"> • The Board approved the purchase of some furniture for the library. From a construction standpoint, the project is essentially finished. After the holidays, the shelving and furniture will be moved in. A grand opening is planned for April or May. • The annual computing purchase was approved. This purchase is made every year at the same time and provides for the timely replacement of computing equipment. • Mass messaging replacement: Regroup is being replaced with Everbridge. Regroup had not been very reliable or responsive to problems. The new system is compatible with Alertus, the desktop alert software. • SPOL software purchase approved: the software includes modules for budgeting, assessment, planning, etc. Full installation will take place in two waves over two years. • FT soccer coach position confirmed. • Health Insurance: the first recommendation was presented, and the Board asked to take another look. A special BOT meeting was called to approve the adjusted insurance plan. The OAP will now 	<p>Daryl Gehbauer</p>	

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	<p>cost \$57/month and the QHDP will reimburse employees \$160/month; coverage after the deductible is 90% rather than the previous 100%.</p> <ul style="list-style-type: none"> • Patti Christen’s resignation from the Foundation was approved. A replacement will be sought. • Other approved items were related to the BAT-FAT agreements, including tiered-approval levels for Orders for Payment/General Requisitions and a \$50 allowance for the difference between driving a personal car and choosing a rental. The Board also approved a change to BOT Policy II-019 which allows the employee waiver for tuition to be applied before Pell funds. <p>Further information can be found on the BoardDocs website: https://www.boarddocs.com/mo/jefferson/Board.nsf/Public.</p>		
<p>Certified Staff Liaison</p>	<p>Kristen Yelton reported:</p> <ul style="list-style-type: none"> • Greg McVey is drafting a letter on behalf of Certified Staff to request a formal update on the classification study (See Old Business above for details). • Food Pantry update: The Annex was discussed at Team meeting as the probable location. • Christmas Collections: various donations were solicited this year instead of Adopt-a-Family. Suggestions were made that in the future only one donations announcement be made instead of many different ones. Without the student development position to coordinate the drives, participation suffered. • Shared Governance Task Force update: the group talked about the concerns addressed in Jim’s report and how to move forward. • Take Back the Night: The Cultural Events and Outreach Committee has agreed to run TBTN again this Spring. More information will be coming soon. 	<p>Kristen Yelton</p>	
<p>Faculty Liaison</p>	<p>No report.</p>	<p>Rebecca Ellison</p>	
<p>Liaison to Faculty Senate</p>	<p>Teresa Schwartz reported:</p> <ul style="list-style-type: none"> • The Classification study for faculty is currently on hold due to errors in the report. • Some changes are being made to the Academic Calendar related to the number of weeks in the semester. The new calendar will reflect a true 16-week semester. 	<p>Teresa Schwartz</p>	

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Constituent Concerns	<p>Questions:</p> <ul style="list-style-type: none"> • Will FSC have any issues with Food Pantry? <ul style="list-style-type: none"> ○ Daryl will be checking with them, but it should not be a problem since the food pantry is not directly competing. FSC has helped students in the past who were in need. • Will there be a screening for students to qualify for food pantry assistance? <ul style="list-style-type: none"> ○ Certified Staff is still developing the procedures. They are wanting to confirm the space first. Mineral Area started a similar food pantry, and Holly is talking to them about their procedures. • Will hours staffing the food pantry be considered work hours for hourly staff? <ul style="list-style-type: none"> ○ There is not a clear policy for this subject, but it will be worked out before the pantry is staffed. • Will the Foundation position be filled? <ul style="list-style-type: none"> ○ Daryl answered a replacement for Patti Christen will be sought, and there is an interim plan, but it has not yet been presented to the Board. • Classified Staff will now be sending a representative to each Board meeting. What is the process for that representative if an issue arises at the Board Meeting that affects staff? <ul style="list-style-type: none"> ○ The representative can speak to Daryl after the Board meeting, as he is the administrative liaison to Team and the BOT on behalf of Classified Staff. 	Executive Team Members	
Executive Session	The committee did not enter executive session.		
Adjournment	There being no further business, Fran Moore motioned to adjourn. Dan Boyer seconded the motion. The meeting was adjourned at 11:50 a.m.	Joan Warren	

Next Meeting Date: Thursday, February 1st, 2018 at 11:00 a.m. in the Viking Room.
The January meeting was cancelled due to being scheduled on the first day back from break.

Respectfully Submitted,
 Miriam Rouggy
 Secretary, Classified Staff Executive Committee