

# Classified Professional Staff Executive Committee

## MEETING MINUTES

February 1, 2018

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     
  Bekah Lewis

**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:

- Julie Johns     
  Deb Maples     
  Connie Nash     
  Shannon Schoenky

### 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 11:04 a.m.	Joan Warren	
<b>Approval of December Minutes</b>	The December minutes were approved as written. First Motion: Carrie Greer; Second Motion: Mary Caine.	Committee Members	
<b>Old Business</b>	<b>Classification Study Update:</b> <ul style="list-style-type: none"> <li>• Tasha Welsh reported on the Staff Classification and Compensation Study. Tasha acknowledged the frustration</li> </ul>	Tasha Welsh/Carrie Greer	

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	<p>surrounding the study and hopes that we can move forward. There is now a good plan in place. Carrie Greer has been appointed Project Manager, and Tasha is confident Carrie will keep this process moving and communicate with constituents.</p> <ul style="list-style-type: none"> <li>• Volunteers are needed for the Task Force. Certified staff have provided two volunteers, an email request has been sent to faculty, Kim Harvey will serve as the administrative liaison, and two classified staff have volunteered (which is the number requested). Today is the deadline to volunteer; if additional staff volunteer, we will vote on representation.</li> <li>• A question was asked about next steps. The consultant provided the first draft of the new classification structure, but the document is not yet complete. Once the consultant sends the final draft, Tasha will review it and forward to supervisors. The supervisors will give their comments and then it will be given to the task force for review. It was noted that throughout the review process, the task force will be able to ask questions and get feedback from their colleagues and give input to the process; however the members of the task force will not be grading individual positions.</li> <li>• The consultant is completing the classification portion first and then will go out to the market for the compensation portion. Then they'll dig deeper and address any internal inequities.</li> <li>• Joan has been asked by several of the staff if classified staff will be held to the same standards as faculty in terms of comparison colleges. Tasha replied for the positions that are unique to colleges, they will use data from CUPA (College and University Professional Association), along with salary surveys to compare those unique academic type positions. For IT or business office positions, which can easily transition into other areas, they'll be going out to the market to do comparisons as well.</li> </ul> <p><b>Open Forum Questions/Comments to Team Update:</b></p> <ul style="list-style-type: none"> <li>• Daryl Gehbauer responded to the open forum questions from August. Please refer to his written report that is attached as an addendum to these meeting minutes.</li> </ul>	Daryl Gehauer	

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	<p><b>Shared Governance Task Force Update:</b></p> <ul style="list-style-type: none"> <li>Joan gave an update on the shared governance task force. They started with 13 classified staff representatives and now have 11. They met with the consultant in late October. All of the members received his report to read. He asked for feedback and will be scheduling meetings with each constituent group to review their feedback.</li> </ul>	Joan Warren	
New Business	<p><b>Board of Trustees Report:</b></p> <ul style="list-style-type: none"> <li>Joan noted the voluntary separation was approved</li> <li>Library financing update</li> <li>Campus Police Department ordered 3 Tasers</li> <li>Field House and Fine Arts are getting door replacements</li> <li>Telecommunication Maintenance extended for another 3 years</li> <li>Administration windows will be replaced. Covered under the Missouri House Bill 19 funds</li> <li>JCI will be getting a new roof</li> <li>Student Center AC being replaced</li> <li>Working with Metropolitan Community College to undergo an audit of our energy bills; the consortium will get a fee of 20% of our savings. We could gain up to 80% savings.</li> <li>HR requested to switch back to PAS from Cigna for the Employee Assistance Program. It was a little more expensive, but they believed it offers better service and quicker responses. Cigna was \$1 a person and PAS is \$1.62. The board approved.</li> <li>Redfield approved to have naming rights to a room in the library.</li> <li>The foundation received two grants, one for health occupations and the other to help with the aquatics program. There was an update on pool. Despite additional efforts to advertise and promote the pool, the classes and pool use remains about the same as the previous year. They are not seeing demand revenue to match the budget. Major repairs are still needed, estimated at \$50,000. Currently, researching the Silver Sneakers program through Medicare.</li> <li>This summer the college is hosting a Gateway Writing Project for high school and college English teachers. They can earn their 6 credit hours toward their 18 credit hours they need for their dual credit.</li> </ul> <p>Further information can be found on the BoardDocs website:  <a href="https://www.boarddocs.com/mo/jefferson/Board.nsf/Public">https://www.boarddocs.com/mo/jefferson/Board.nsf/Public</a>.</p>	Joan Warren, Executive Team Members	



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	<ul style="list-style-type: none"> <li>○ Tiered tuition</li> <li>○ Expand/create event hosting</li> <li>○ Expand service at Mercy Clinic</li> <li>○ Expand housing</li> <li>○ Early access to career programs</li> <li>○ Expand CTE revenue-generating services</li> <li>● Employee Optimization &amp; Benefits               <ul style="list-style-type: none"> <li>○ 3-day work week during spring break</li> <li>○ Utilize more students who qualify for federal work study and decrease amount budgeted by college payroll</li> <li>○ Reduce work week during fall and spring semesters (36 hours in 4 days; 36 hours in 4.5 days; 40 hours in 4 days, and 40 hours in 4.5 days with no changes in salary and no changes to the summer 36 hours work weeks)</li> <li>○ Staff voluntary furlough program with supervisory approval</li> </ul> </li> </ul>	Carrie Greer	
<b>Administrative Liaison Report</b>	Administrative Liaison Reported: <ul style="list-style-type: none"> <li>● No report</li> </ul>	Daryl Gehbauer	
<b>Certified Staff Liaison</b>	Kristen Yelton reported: <ul style="list-style-type: none"> <li>● Make students more aware of the food pantry. Send two surveys, one asking what students really need and naming opportunity.</li> <li>● Greg McVey, who is serving as interim director for the foundation, gave an update on the annual employee campaign for the foundation. Tom Burke has been hired part-time, but will only be focusing on the library campaign.</li> <li>● Discussed the classification-compensation study and combining efforts with classified.</li> <li>● Shared governance updates, similar to what Joan reported earlier.</li> </ul>	Kristen Yelton	
<b>Faculty Liaison</b>	Rebecca Ellison reported: <ul style="list-style-type: none"> <li>● This semester, Rebecca has class and will not be able to attend our meeting. Teresa Schwartz will fill-in for her.</li> </ul>	Rebecca Ellison	
<b>Liaison to Faculty Senate</b>	Teresa Schwartz reported: <ul style="list-style-type: none"> <li>● Similar to what was mentioned earlier, they're frustrated with the classification-compensation study.</li> <li>● Also, talked about the food pantry.</li> </ul>	Teresa Schwartz	
<b>Additional Information</b>	Joan noted Lois Underwood has retired and Bekah Lewis has volunteered to take her place as a Group 2 representative.	Joan Warren	
<b>Constituent Concerns</b>	<b>Questions:</b> No questions	Executive Team Members	

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<b>Executive Session</b>	The committee did not enter executive session.		
<b>Adjournment</b>	There being no further business, Carrie Greer motioned to adjourn. Sue Lerch seconded the motion. The meeting was adjourned at 12:30 p.m.	Joan Warren	

Next Meeting Date: Thursday, March 1<sup>st</sup>, 2018 at 11:00 a.m. in the Viking Room.

Respectfully Submitted,  
Susan Lerch  
Group 4 Representative, Classified Staff Executive Committee