

Classified Professional Staff Executive Committee

MEETING MINUTES

March 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
 Greg McVey
 Meghan Lucas
 Deb Maples
 Shannon Crow
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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 11:03 a.m.	Joan Warren	
Approval of February Minutes	The February minutes were approved as written. First Motion: Deneen Mains; Seconded by Deb Maples. All approved.	Committee Members	
Student Athlete Drug Testing Policy Updates	Greg McVey presented the recently updated drug testing policy for athletics and asked for feedback. Though the College has drug-tested athletes since 2005, the department has revised the policy and will be seeking Board approval in June or July to enact the policy in August. The changes will have no budget impact.	Gregg Crain & Greg McVey	

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	<p>classified staff executive committee members. The full report was not sent campus-wide in order to allow the full task force to supply feedback.</p> <ul style="list-style-type: none"> A member asked how the classified staff constituent group will be able to offer feedback when they have not yet seen the report. Joan stated they are waiting on the full task force to meet again to approve the full report, after which it will be sent to everyone. It was also mentioned that faculty held a forum to share the report orally with constituent members and allow them to voice comments and/or concerns. If any classified staff members would like to review the written report and provide commentary, please contact Joan or one of the shared governance task force members: Carrie Kapper, Connie Nash, Daniel Boyer, Debbie Maples, Deneen Mains, Fran Moore, Lora Warner, Lore Robart, Mary Caine, and Matt Keeney. <p>Follow-Up: Team Response to Classified Staff Open Forum Questions/Comments Team Responses to Classified Staff concerns were shared via email after last month's meeting. Joan did not receive any comments from Classified Staff, but further feedback is welcome.</p> <p>Community Service Task Force Amy McVey and Kaysie Dudley are serving as Classified Staff representatives on the Community Service Task Force. They are currently reviewing policies for community service and hoping to have a draft by summer. The task force is also looking into acquiring some grants to help fund a College community service day.</p>	Joan Warren	
New Business	<p>Board of Trustees Report: February 8, 2018 Carrie attended the Board meeting on behalf of Classified Staff. Reports were given on the following: Library Capital Campaign; Diversity Plan; and Service Learning. The Voluntary Separation Incentive Program applications were also approved. Further information can be found on the BoardDocs website: https://www.boarddocs.com/mo/jefferson/Board.nsf/Public.</p> <p>PLC Report: February 27, 2018 Joan attended the PLC meeting on behalf of Classified Staff:</p>	<p>Carrie Greer</p> <p>Joan Warren</p>	

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	<ul style="list-style-type: none"> • The Automotive Technology program developed an income-generating agreement to provide repair services to InstantCredit AutoMart. • Lisa Pavia-Higel presented her work with the Fulbright Student Program. • Leslie Buck gave a presentation regarding the MOTR Core 42 State initiative, which dictates which courses will be transferable as General Education throughout Missouri. • The President’s Hot Seat Question was discussed in terms of how it is administered, who is involved in answering questions, and whether to re-brand it. • Daryl shared a budget recommendations report spreadsheet. Changes are expected after the Board Work Session March 1st and Board meeting March 8th. A tuition increase is included in the recommendations, as well as the rebuilding of the reserves. Ideas from the Budget Work Groups were included in the spreadsheet. • Budget Assumptions need to go to Board for first reading by May in order to have them approved before July. 		
<p>Administrative Liaison Report</p>	<p>Daryl reported the main focus in Team has been budget. They are waiting to receive some more direction from Board members regarding tuition increase possibilities and other items before budget assumptions are developed. The biggest unknown in the process is what the state will decide to do: the legislature may ask for a tuition freeze in exchange for restored funding.</p> <ul style="list-style-type: none"> • A member asked what would happen if a tuition increase is approved in March, but the state comes back and requires a tuition freeze. Daryl responded the change would go back to Board. Restored state funding is best-case scenario, even if Board needs to vote on it again, because a tuition raise is still tied to enrollment, whereas state funding is a fixed number. • A question was asked about Jefferson College’s tuition and fees in comparison to other schools. Daryl said Jefferson is not out of the norm with tuition, though the current technology fee is much lower than other schools. 	<p>Daryl Gehbauer</p>	
<p>Certified Staff Liaison</p>	<p>Kristen Yelton reported: Holly Lincoln gave update on the food pantry. In terms of location, the Viking Annex will not be utilized for the pantry. The decision is due in part to the public location of the Annex; it may serve its function better to be in an area that offers more discretion for those using it.</p>	<p>Kristen Yelton</p>	

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Faculty Liaison	Report given by Teresa Schwartz.	Rebecca Ellison	
Liaison to Faculty Senate	<p>Teresa Schwartz reported: Faculty senate gave an update on the faculty classification and compensation study. Much of the remaining discussion centered on shared governance and distributing the report from Jim Reeves through a faculty forum on February 23rd.</p> <p>Teresa also mentioned the PROSPER Act currently making its way through Congress. The bill contains higher education reforms, which effectively gut TRiO programs such as Student Support Services (Project SUCCESS). The legislation would also affect subsidized loans and federal work study. She urged members of Faculty Senate and the Classified Staff Executive Committee to spread the word and contact their representatives in Congress to urge them to keep funding for these important programs.</p>	Teresa Schwartz	
Constituent Concerns	With changes in workload due to staff departures and budget implications, a member reminded the group to support one another, remembering that requests may take more time than they used to take. Patience and understanding in these times is crucial.	Executive Team Members	
Executive Session	The committee did not enter executive session.		
Adjournment	There being no further business, Carrie Greer motioned to adjourn. McCloskey seconded the motion. The meeting was adjourned at 11:55 a.m.	Joan Warren	

Next Meeting Date: Thursday, April 1, 2018 at 11:00 a.m. in the Viking Room.

Respectfully Submitted,
Miriam Rougely
Secretary, Classified Staff Executive Committee