Classified Professional Staff Executive Committee

MEETING MINUTES

March 1, 2018

Viking Room, 11:00am

Members:				
☑ President: Joar	n Warren ⊠ VP/Pres Elect: Fran Moore	☑ Past President: Car	rie Greer	
☑ Secretary: Miri	am Rouggly			
Classified Profess	ional Representatives:			
Group 1: Building	s & Grounds, Campus Police	☐ Beau Besancenez	□John Willett	
Group 2: Learning Testing Center	g Center, Library, Disability Support Services,	☑ Kim Garzia	⊠ Bekah Lewis	
Group 3: Enrollm	ent Services, Student Financial Services, Athletics, Project SUCCESS, Institutional Research, Child hter. JCA	☑ Laura McCloskey	⊠ Deneen Mains	5
Group 4: A&SE Of Continuing Educa	ffices, Employment Services, ATS, CTE Offices, tion, Business & Community Development, eam, JC Online, JCI	☐ Susan Lerch	☐ Laura Klaus	
Group 5: Informa	ation Technology, Marketing/PR, Business Office, Advancement, President's Office, COS	⊠ Mary Caine	⊠ Daniel Boyer	
Liaisons & Repres	sentatives:			
Faculty Liaison (A	ttends Classified Staff on Behalf of Faculty):		☐ Rebecca Elliso	n
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 Classij	fied Staff):	☑ Teresa Schwa	rtz
Certified Staff Rep	oresentative (Attends Certified Staff on Behalf of Cla	assified Staff):	□Vacant	
			vacant	
Guests:				
	⊠Greg McVey ⊠ ।	Meghan Lucas	☑ Deb Maples	
Shannon Crow				
EXPECTED OUTCO	OMES 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	The February minutes were approved as written.		Committee	
February Minutes			Members	
Student Athlete	Greg McVey presented the recently updated drug testing policy for		Gregg Crain &	
Drug Testing Policy Updates	athletics and asked for feedback. Though the Colle athletes since 2005, the department has revised t seeking Board approval in June or July to enact th changes will have no budget impact.	ege has drug-tested he policy and will be	Greg McVey	

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	 The policy will outline reporting chain of command in the event of a positive test, clarifies student notification procedures, and emphasizes confidentiality. The most significant change will be a new provision that allows the VP of Student Services and the Athletic Director to order a test if there is reasonable suspicion a student is using drugs. Currently, the department tests all athletes in August, and performs random drug tests monthly on a selection of 10% of athletes. 		
Old Business	Classification Study Update: Carrie Greer updated the committee on the progress of the classification/compensation study. A task force has been formed and they are in the last stage of revision on the overall document. After this stage, the data will be sent to supervisors/department heads, ideally in the next two weeks. At the same time, the consultants will be looking at market research data and will share the results with the task force. They are hoping to have the report completed by the end of the semester. The task force meets again on March 22 nd . • A member asked if the Board Work Session on March 1 st will affect the study. Daryl responded that no decisions will be made at the work session; the only positions that would be affected are those in which the job duties are drastically changing. Carrie added there are seven positions the task force has flagged for rereview due to significant changes in duties. • A member asked if the market research utilized will be comparable to that which was used for the faculty study. Carrie responded there was an issue with the comparative institutions supplying data for the study. The research will use both higher education and other outside sources as comparisons. Carrie assured the group she will be asking a lot of questions when the task force reaches this part of the study. They will also make sure there is adequate time for classified staff to review the final document.	Carrie Greer	
	Shared Governance Task Force Update: Joan recapped the Shared Governance Task Force timeline: the task force met with consultant Jim Reeves in late October, and again in February. He presented his report and asked for feedback from each constituent group. The report was not distributed electronically (by Jim's request), but was reviewed by each constituent group within the task force. • The Classified Staff representatives on the task force met and compiled feedback, which Joan will send via email to the	Joan Warren	

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	classified staff executive committee members. The full report was not sent campus-wide in order to allow the full task force to supply feedback. • 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. 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. 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.	Joan Warren	
New Business	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 .	Carrie Greer	
	PLC Report: February 27, 2018 Joan attended the PLC meeting on behalf of Classified Staff:	Joan Warren	

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	 The Automotive Technology program developed an incomegenerating 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. 			
Administrative Liaison Report	 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. 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. 	Daryl Gehbauer		
Certified Staff Liaison	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.	Kristen Yelton		

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Faculty Liaison	Report given by Teresa Schwartz.	Rebecca Ellison	
Liaison to Faculty Senate	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 23 rd . 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.	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	
Adjournment	The committee did not enter executive session. 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 Rouggly
Secretary, Classified Staff Executive Committee