

Classified Professional Staff Executive Committee

MEETING MINUTES

April 5, 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:

- Shannon Crow
 Meghan Lucas
 Deb Maples
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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 11:04 a.m.	Joan Warren	
Approval of March Minutes	The February minutes were approved as written. First Motion: Deneen Mains; Second Motion: All approved.	Committee Members	
Non-Discrimination Statement	Joan informed the committee of the plan to add "gender identity or expression" to Jefferson College's non-discrimination statement. The proposal will go to Board for first reading in May. This initiative was student-driven through the LGBTQ+ Student Club and Student Senate.		

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<p>Old Business</p>	<p>Classification Study Update: Carrie reported the draft report of the classification study is now complete, except for the Administrative Support series. The current version has been sent to supervisors. The task force is asking for feedback and there will be further revisions. They anticipate questions from supervisors and possibly some face-to-face meetings to discuss the report. When the consultants complete their market research, it will be added to the report.</p> <p>Shared Governance Task Force Update: The Task Force has not met since the last Classified Staff meeting. Joan has been in touch with Jim Reeves, who has been meeting with Dr. Cummiskey about the findings of the report. Jim has also been communicating with faculty regarding their feedback.</p>	<p>Carrie Greer</p> <p>Joan Warren</p>	
<p>New Business</p>	<p>Board of Trustees Report: March 2018 Carrie attended the March 8th meeting on behalf of Classified Staff, and gave the following summary:</p> <ul style="list-style-type: none"> • Dr. Cummiskey announced his retirement at the completion of his contract in 2020. • A German student exchange program was announced; the Global Studies subcommittee will be looking for host families among faculty and staff. • The Foundation has raised 46% of the needed funding for the library and is also working to establish an Alumni Association. • The Board had a first reading of the new Mission, Vision, Values statements and a first reading of the Diversity Plan. • A tuition increase up to \$10 and a fee increase of \$5 was approved. • Four employees and one student addressed the Board regarding the budget. Three faculty and one student spoke regarding lab instructors, and one faculty member addressed issues of shared governance. • The faculty re-employment list was approved, though it did not include the lab instructors. <p>Further information can be found on the BoardDocs website: https://www.boarddocs.com/mo/jefferson/Board.nsf/Public.</p> <p>Outstanding Achievement Award: May 31st Joan announced the Classified Staff Outstanding Achievement Award nominations would be due April 27th. Any classified employee can be</p>	<p>Carrie Greer</p> <p>Joan Warren</p>	

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	<p>nominated if they have been at the College for 5 years and have not received the award in the last 10 years. Qualifications include demonstrating excellence, positive morale, improvement of self and others, initiative, innovation, and enhancing the image of their department/College. After the nominations are received, Classified Staff will vote on the nominees. The winner will be announced in August during Kick-Off Week.</p> <p>PLC Report: March 27, 2018 Joan reported several items from the March PLC meeting:</p> <ul style="list-style-type: none"> • The Missouri state senate is recommending funding to be restored to higher education at last year’s levels, with the provision that schools do not raise tuition more than 1%, which would equate to \$1 for Jefferson College. • Daryl and Dr. Cumiskey gave some information about the budget. • Roger reported his department surveyed 540 students regarding their media preferences to help inform marketing. • The updated non-discrimination statement was presented. • Kathy Johnston gave a presentation on the barriers to graduation. A staff/faculty survey showed campus approval to remove the student attendance requirement for Commencement. • New software, called FAST, will be replacing the Cognos reporting system this summer. Training will be in early June. • Allan Wamsley and Connie Kuchar presented the updated Assessment Handbook, going to Board for first reading in May. 		
<p>Administrative Liaison Report</p>	<p>The Administrative Liaison reported the focus in his office has been on budget. At a Board retreat last week, Daryl presented updated budget assumptions.</p> <ul style="list-style-type: none"> • The assumptions include a half-step raise for employees. • One goal is to begin rebuilding the college’s reserves; it will be a long-term process, but needs to begin immediately. • Several personnel changes are included in the assumptions, mainly related to early retirements and the Voluntary Separation Incentive Program participants, but also includes the lab instructors. • Caron gave a presentation regarding the restructuring of the lab assistant positions: the main driver for the change is the decreased enrollment in the sciences. Unfortunately, enrollment is decreasing at a higher rate in those areas than overall. The proposed restructuring is based on models utilized at other institutions. 	<p>Daryl Gehbauer</p>	

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	<ul style="list-style-type: none"> • Due to increased enrollment in ATS and increased ATS tuition rates, up to \$226,000 will be saved in the budget. • Recommendations by budget work groups are being considered, but more time is needed to work out the details. • The closing of the pool is also being recommended as part of the assumptions. However, last year the Board agreed to give the pool two years before closing it. • Daryl is projecting a 5% decrease in enrollment next year, and the budget is based on those figures. <p>Finally, Daryl mentioned detailed information is available in BoardDocs under the March 29th Work Session.</p>		
Certified Staff Liaison	Kristen Yelton reported the March Certified Staff Meeting was cancelled. However, they are beginning to collect food for the Jefferson College food pantry, and looking at housing it in the Café in an under-utilized storage area. Students submitted name ideas for the food pantry, and the campus will vote on it via electronic form.	Kristen Yelton	
Faculty Liaison	No Report.	Rebecca Ellison	
Liaison to Faculty Senate	No Report.	Teresa Schwartz	
Constituent Concerns	No concerns or questions were brought forward.	Executive Team Members	
Executive Session	The committee did not enter executive session.		
Adjournment	<p>The May meeting was cancelled due to coinciding with an Enrollment Services event. The next meeting will be in June. In the meantime, Joan and Fran will work to solidify representatives for next year.</p> <p>There being no further business, Carrie Greer motioned to adjourn. Laura Klaus seconded the motion. The meeting was adjourned at 11:29 a.m.</p>	Joan Warren	

Next Meeting Date: Thursday, June 7, 2018 at 11:00 a.m. in the Viking Room.

Respectfully Submitted,
 Miriam Rougely
 Secretary, Classified Staff Executive Committee