

Classified Professional Staff Executive Committee

MEETING MINUTES

June 7, 2018

Viking Room, 11:00am

Members:

- President: Joan Warren
 VP/Pres Elect: Fran Moore
 Past President: Carrie Greer
 Secretary: Miriam Rougely
 18-19 Pres Elect: Lora Warner

Classified Professional Representatives:

Group 1: Buildings & Grounds, Campus Police

- Beau Besancenez John Willett
 Anthony Merseal, 18-19)

Group 2: Learning Center, Library, Disability Support Services, Testing Center

- Kim Garzia Bekah Lewis
 Connie Nash, 18-19)

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 Shannon Crow

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:

- Debbie Maples
 Laura Lewis

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 March Minutes	The April minutes were approved as written. First Motion: Carrie Greer; Second Motion: Teresa Schwartz. All approved.	Committee Members	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<p>New Business</p>	<p>Joan welcomed the new officers for the 2018-2019 year.</p> <p>Board of Trustees Report: April and May, 2018 Joan attended April and May meetings and reported the following items were approved in April: the updated Mission, Vision, Values Statement, the Law Enforcement Academy Policy & Procedure manual, faculty promotions, and the Jefferson College Diversity plan (first reading). The Budget was the largest discussion item for the April Meeting.</p> <p>Joan reported the following regarding the May Board meeting: approval of contracts, the Fine Arts roof replacement, HVAC unit in the Student Center, revision to non-discrimination, Assessment handbook, and revision to the Athletics policy and procedure.</p> <p>The May meeting included continued budget discussion. Additionally, Board member Barb Stocker resigned due to moving out of the area. The open seat will be replaced by an appointed member who will serve out the remaining term until April 2019. At that time, the Board will hold an election to fill Ms. Stocker’s seat as well as two other seats that will be up for election.</p> <p>In May, a Carpenter’s Union representative spoke to the Board regarding the Fine Arts studio rooms renovation. The low bidder, a company called Bartels-Missey, was much lower than the other bids received, and the representative spoke in opposition to that company’s bid. Daryl assured the group the College did bid through prevailing wage, per the state law. However, having only four board members at the meeting, with one who had to abstain, the Board did not have enough votes to approve the contract. The contract was delayed to a special meeting on May 19, when it was approved.</p> <p>Daryl added the June 14th meeting will include the second reading of the budget and the Board will vote to approve or not. There will be no Board meeting in August per the Board’s updated meeting schedule.</p> <p>Joan emphasized the importance of Classified Staff representation at Board meetings and invited other representatives to take turns attending the remaining meetings.</p> <p>Further information can be found on the BoardDocs website: https://www.boarddocs.com/mo/jefferson/Board.nsf/Public.</p>	<p>Joan Warren</p> <p>Joan Warren & Daryl Gehbauer</p>	

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	<p>Joan suggested publishing a list of where classified staff are represented across the college. This list could include institutional committees as well as subcommittees such as the Health Insurance Subcommittee.</p> <p>Fran thanked the group for the high voting response for the Classified Staff Outstanding Achievement Award. 71% of the constituent group voted. The winner will be announced by the Foundation. Fran asked for feedback on the online ballot as well.</p> <p>Carrie revisited the topic of restructuring the representative groups for the committee. She noticed one of the groups is shrinking due to retirements, restructuring at the college, etc. She proposed the Child Development Center move out of Group 3 and into Group 4. Group 3 is mainly Student Services, and is the largest. The goal is to keep representatives accessible to those they represent.</p>	<p>Joan Warren</p> <p>Fran Moore</p> <p>Carrie Greer</p>	
Administrative Liaison Report	Administrative Liaison: No report.	Daryl Gehbauer	
Certified Staff Liaison	Kristen Yelton: No report.	Kristen Yelton	
Faculty Liaison	Rebecca Ellison: No report, Faculty Senate did not meet in May.	Rebecca Ellison	
Liaison to Faculty Senate	Teresa Schwartz reported: the summer musical, "Mame", opens June 15 and features a large selection of students who have stepped up to lead all parts of the production.	Teresa Schwartz	
Constituent Concerns	None.	Executive Members	
Executive Session	The committee did not enter executive session.		
Adjournment	There being no further business, Carrie Greer motioned to adjourn. Sue Lerch seconded the motion. The meeting was adjourned at 11:38 p.m.	Joan Warren	

Next Meeting Date: Tentative: Thursday, July 12, 2018.

Respectfully Submitted,
 Miriam Rougely
 Secretary, Classified Staff Executive Committee