## **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: Car	rie Greer
⊠ Secretary: Miriam Rouggly	🖂 18-19 Pres Elect: Lora Warner		
<b>Classified Professional Represe</b>	ntatives:		
Group 1: Buildings & Grounds, Cam	npus Police	🗆 Beau Besancenez	□John Willett
			(⊠ Anthony Merseal, 18-19)
Group 2: Learning Center, Library,	Disability Support Services, Testing	🗆 Kim Garzia	Bekah Lewis
Center			( 🗆 Connie Nash, 18-19)
Group 3: Enrollment Services, Stud Housing, Project SUCCESS, Instituti Center, JCA	ent Financial Services, Athletics, Student onal Research, Child Development	□ Laura McCloskey	Deneen Mains
Group 4: A&SE Offices, Employmer	nt Services, ATS, CTE Offices, Continuing Development, TAACCCT Grant Team, JC	🗵 Susan Lerch	Shannon Crow
<b>Group 5:</b> Information Technology, Institutional Advancement, Preside	Marketing/PR, Business Office, HR, ent's Office, COS	⊠ Mary Caine	⊠ Daniel Boyer
Liaisons & Representatives:			
Faculty Liaison (Attends Classified S	Staff on Behalf of Faculty):		Rebecca Ellison
Certified Staff Liaison (Attends Clas	sified Staff on Behalf of Certified Staff):		🗆 Kristen Yelton
Administrative Liaison (Admin Tear	n Rep./Shares Committee Feedback with A	dmin Team):	🗵 Daryl Gehbauer
Liaison to Faculty Senate (Attends	Faculty Senate on Behalf of Classified Stafj	f):	🗵 Teresa Schwartz
Certified Staff Representative (Atte	ends Certified Staff on Behalf of Classified S	taff):	□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	

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Employee Support Committee Onboarding Initiative	The committee is working on an Onboarding initiative for new employees. This initiative came out of a survey of new employees (employed 5 years or less) taken in November 2017. Feedback included requests for professional development, more consistent training, and staff mentoring. Miriam presented a draft Supervisor Checklist for use when a new employee is being hired. The checklist includes tasks and considerations for the date of hire, first day on-campus, and first week in the position, as well as ongoing training. The overall goal is to have a training list for each position, so a supervisor can be sure to provide both general, college-level training, as well as specific, position-level training to new employees. The committee will send the checklist to constituent groups and administrative team for feedback. The committee would like to attach the checklist to the performance evaluation so that employees can give suggestions for the training and needs of their position. The full Onboarding plan would include staff mentoring, campus tours, a welcome packet, and ongoing professional development.	Miriam Rouggly	
Old Business	Classification Study Update: Carrie reported the task force completed the structure of positions and sent it to supervisors for feedback. The administrative support structure took some extra time, but it is now complete and Carrie will be sending it out to the consultants today. She will be meeting with the task force on June 18 to complete the classification piece of the study. The next step is the compensation piece. Progress is being made, but it is unlikely it will be complete by the end of summer. Carrie noted there have been so many changes in staff positions, the task force needed to "freeze" the structure as it was at the end of May in order to complete the classification. A representative asked if the task force has been updating the structure as positions changed. Carrie responded she and Tasha had been contacted by several employees whose positions had changed after the PDQs were completed; their positions were updated for the structure.	Carrie Greer	
	Shared Governance Task Force Update: Joan emailed Jim Reeves for an update. He responded he has been speaking with Dr. Cummiskey and faculty this spring and has wanted to present his report to the Board. Classified Staff and faculty both have asked for the report to be shared with the Board. He said the budget has taken priority with the Board, and as a result, he has not been able to present at a board meeting. He also asked for any further thoughts from classified staff.	Joan Warren	

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New Business	Joan welcomed the new officers for the 2018-2019 year.	Joan Warren	
	<ul> <li>Board of Trustees Report: April and May, 2018</li> <li>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 &amp; Procedure manual, faculty promotions, and the Jefferson College Diversity plan (first reading). The Budget was the largest discussion item for the April Meeting.</li> <li>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.</li> <li>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</li> </ul>	Joan Warren & Daryl Gehbauer	
	<ul> <li>election to fill Ms. Stocker's seat as well as two other seats that will be up for election.</li> <li>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.</li> </ul>		
	Daryl added the June 14 <sup>th</sup> 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. Joan emphasized the importance of Classified Staff representation at Board meetings and invited other representatives to take turns attending		

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	<ul> <li>PLC Report: April 24, 2018 Joan attended the April PLC meeting and gave the following updates: <ul> <li>PLC will break for the summer and resume the last Tuesday in August.</li> <li>The Council of Chairs update included an announcement of an Art Task Force to manage displays and donations of art to the College.</li> <li>Sarah Bright and Allan Wamsley gave a presentation regarding the most recent HLC Annual Conference.</li> <li>A group of OTA students presented their findings regarding their accessibility survey.</li> <li>The Cultural Events and Outreach Committee proposed revisions to their charge and voted to be renamed the Community Engagement and Outreach Committee. No concerns were expressed in PLC with these changes.</li> </ul> </li> <li>Joan reminded the committee that PLC minutes are published on the website under the President's page.</li> <li>Representative Rally: <ul> <li>Joan, Fran, and Lora are planning a rally for all Classified Staff representatives over the summer. This meeting will include information on what the position entails, and detail the expectations of representatives per group. All staff are welcome at the meetings, but may also speak with their representative to bring concerns to the Executive Committee.</li> <li>Joan mentioned the meeting day and time will need to be confirmed for the upcoming year. The next meeting date was tentatively set for the second Thursday in July due to the Independence Day holiday.</li> </ul> </li> </ul>	Joan Warren	
	<b>Opening Week Forums</b> : A member asked if the committee would hold open forums during Opening Week. The committee agreed the forums are valuable. These meetings allow staff to give feedback and hear updates from the constituent group. Fran will work with Miriam to get them on the Opening Week schedule.	Joan Warren	
	Miriam gave an update on the Employee Support Committee (ESC). The committee voted in April to add two additional representative spaces for classified staff to create proportionate representation from all constituent groups. She asked for anyone interested in joining the ESC to contact her.	Miriam Rouggly	

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	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.	Joan Warren	
	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.	Fran Moore	
	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.	Carrie Greer	
Administrative	Administrative Liaison: No report.	Daryl	
Liaison Report		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	Teresa Schwartz reported: the summer musical, "Mame", opens June 15	Teresa	
Senate	and features a large selection of students who have stepped us to lead all parts of the production.	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 Rouggly Secretary, Classified Staff Executive Committee