Classified Professional Staff Executive Committee

MEETING MINUTES

September 6, 2018

Viking Room, 11:00am

Members:					
☑ President: Fra	n Moore	☑ VP/Pres Elect: Lora Warner	☑ Past President: Joar	President: Joan Warren	
☑ Secretary: Mir	iam Rouggly				
Classified Profes	sional Repres	sentatives:			
Group 1: Building	gs & Grounds	, Campus Police	☐ Beau Besancenez	□ Anthony Merse	eal
Group 2: Learnin Testing Center	ng Center, Libr	rary, Disability Support Services,	☑ Kim Garzia	☐ Connie Nash	
Group 3: Enrollm	, Project SUC	Student Financial Services, Athletics, CESS, Institutional Research, Child	☑ Laura McCloskey	☐ Deneen Mains	
•	ation, Busines	yment Services, ATS, CTE Offices, is & Community Development, ne, JCI	⊠ Susan Lerch	☑ Shannon Crow	
Group 5: Inform	ation Techno	logy, Marketing/PR, Business Office, t, President's Office, COS	☑ Mary Caine	☑ Daniel Boyer	
Liaisons & Repre	sentatives:				
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 Li	iaison <i>(Admin</i>	Team Rep./Shares Committee Feedback wit	th Admin Team):	☐ Daryl Gehbaue	r
Liaison to Faculty	y Senate <i>(Att</i>	ends Faculty Senate on Behalf of Classif	ied Staff):	□ Teresa Schwart □	[Z
Certified Staff Re	presentative	(Attends Certified Staff on Behalf of Cla	ssified Staff):	□Vacant	
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Guests:					
EXPECTED OUTC	OMES OF M	EETING:			
Agenda Item		Discussion		Action Item/	Timeline/
				Person(s)	Deadline
				Responsible (If	
				applicable)	
Call to Order	The meetir	ng was called to order at 11:02 a.m.		Fran Moore	
Old Business	Fran report	ative Rally Report: ted the Representative Rally was a succ tive able to attend the training day. Re r roles on the committee and participat	oresentatives learned	Fran Moore	

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	Classified Staff Forums Report: Fran estimated an attendance of 50-60 classified staff at the Open Forums in August. Questions, concerns, ideas, and kudos were offered during the forums; Fran, Joan, and Lora are working to compile and summarize the feedback. The summary will be presented to the Executive Committee for review before being distributed to Classified Staff and to Daryl, the Administrative Liaison. Fran also acknowledged the winners of the attendance prize (a printer donated by COS): Shannon Crow and Karen Hester.	Fran Moore	
	Employee Support Committee (ESC): Miriam announced the Holiday Party would be held on Friday, December 7, 2018 at the Hillsboro Civic Center. When the Holiday Party subcommittee meets in September, they will choose a theme for the party.	Miriam Rouggly	
	In lieu of the Decorating Contest, the committee is planning a "Canstruction" Contest, wherein buildings will compete by assembling holiday-themed structures from canned goods and other non-perishable items. These items will them be donated to the Vikings Vault Food Pantry.		
	The committee is still working on an Onboarding initiative to provide consistent training for new employees. The first step is a supervisor checklist, which will outline general orientation needs and training for all new employees. Supervisors may then reference the checklist any time a new hire is planned. The committee will send the draft out for comment and feedback in the next few months. Miriam also mentioned Kristen Sides has added materials to the welcome packet received by new employees and ensures they have a parking pass and ID on the first day of work. Even small changes like these can make a big difference in the		
New Business	welcome employees receive. Executive Committee Meeting Schedule: The committee agreed to continue meeting on the first Thursdays of the month at 11:00 a.m.	Fran Moore	
	Board of Trustees Report: July 26, 2018 Fran attended the Board meeting in July and reported that the main discussion points and public comments were about the pool and the faculty BAT-FAT agreement. Several community members asked for the pool to remain open. Faculty members addressed the Board to ask for a special meeting in August so that the BAT-FAT negotiation could be approved before a new labor law (HB1413) went into effect.	Fran Moore	

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	Anthony Merseal will attend the September 13 meeting on behalf of Classified Staff. The next two meetings will be October 11 at 7 p.m. and December 6 at 5:30 p.m. Fran reminded the representatives that anyone is welcome to attend the Board meetings on behalf of the committee. Further information about past and upcoming Board meetings can be found on the BoardDocs website: https://www.boarddocs.com/mo/jefferson/Board.nsf/Public. PLC Report: Next meeting Tuesday, September 25 Fran attended the August 27 PLC meeting and reported on several items. • Caron Daugherty and Kim Harvey gave an update on the Higher Learning Commission (HLC) mock site-visit schedule for October 8. A group of former and current peer reviewers will be contracted to review the assurance argument and hold mock meetings to help the College prepare for the HLC visit next March. • In preparation for HLC, the Faculty Work Day (usually held in the fall) and the Faculty In-Service Day on October 16 will be used for HLC criterion review. • Registration for Wintersession and Spring Session will begin October 22. • As of August 26, enrollment was up overall by 2.2%, and new student enrollment was up 5%. Compared to other Missouri community colleges, these numbers are strong. • The Vikings Vault food pantry will have a grant opening and ribbon cutting on Wednesday, September 19. Staff are asked to bring a can opener to the opening. • A representative asked about the process for bringing donations to the pantry. Fran will ask Certified Staff for clarification, but currently, donations can be brought to the Enrollment Services front desk. • A member asked if Classified Staff who would like to work the pantry will be required to take leave time, or if it will be considered regular hours worked. Fran said she would check into this issue. Representative Needed: Certified Staff Liaison Fran noted the committee still needs a liaison to attend Certified Staff meetings on behalf of Classified Staff. This position is currently vacant.		
Administrative Liaison Report	No report; Daryl was not able to attend the meeting.	Daryl Gehbauer	

Amanda Itana	Accorda Harris			
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Certified Staff Liaison	No report; Kristen was not able to attend the meeting.	Kristen Yelton		
Faculty Liaison	 Rebecca Ellison reported: Faculty Senate's first meeting of the year was during Opening Week. Faculty decided to make a concerted effort to attend board meetings and speak before the Board regarding faculty concerns. Compensation Study: each faculty member received a salary sheet showing where his or her salary started, and where it should be under the new compensation system. These sheets were developed by a task force that met over the summer. \$100,000 has been budgeted to address the compensation issues, half of which will be used for the faculty. Nothing has been shared yet with faculty as far as how exactly the money will be distributed. Faculty also discussed the consultants that were hired for the compensation study. Since much of the work done by Fox Lawson was incorrect and therefore not utilized for the study, faculty would like to see if the College could recoup some of the money paid for the study. 	Rebecca Ellison		
Liaison to Faculty Senate	Teresa Schwartz reported faculty senate also discussed the Shared Governance Task Force. Vivian Aubuchon contacted Jim Reeves to ask for an update, and he has not responded. Vivian asked if the report he submitted would be shared with the Board, as it is one of the only opportunities for these issues to be presented to them.	Teresa Schwartz		
Concerns	A member brought forth a concern that the bathrooms in ASII are not being cleaned and the trash is not being emptied regularly. Anthony Merseal made note and said bathrooms are generally cleaned once a day, in the evening. He said he would address this concern with the night crew. Another representative noted there have been some complaints about vending machines not being stocked. Debbie Bonham in Daryl's office has been checking, and this issued should soon be addressed. A member asked about a new Mercy clinic opening in Hillsboro, whether it would affect the on-campus clinic. Fran answered she heard from Aida that she was not involved in the new clinic, and it will not affect her hours on campus. Another concern was raised regarding athletes utilizing the clinic for physicals and/or drug testing. When all athletes come on the same day, the clinic cannot see other patients.	Executive Team Members		
Executive Session	The committee entered Executive Session at 11:25 a.m. Restructure of the representative groups was discussed. The committee returned to Regular Session at 11:38 a.m.			

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Adjournment	There being no further business, Daniel Boyer motioned to adjourn the meeting. Sue Lerch seconded the motion. The meeting was adjourned at 11:38 a.m.	Joan Warren	

Next Meeting Date: Thursday, October 4, 2018, 11:00, Viking Room

Respectfully Submitted,
Miriam Rouggly
Secretary, Classified Staff Executive Committee