

## **Certified Staff Committee**

### **Meeting Minutes**

**Date:** 8/12/15 – 8:45 A.M.

**Location:** CTE-139

**Attendees:** Diane Arnzen, Chris DeGeare, Kenny Wilson, Sandy Frey, Tasha Welsh, Kristen Yelton, Lisa Pritchard, Ed Tomaszkiwicz, John Westerman, Holly Lincoln, Patty Christen, Kim Harvey, Greg McVey, Dana Nevois, Allan Wamsley

Diane Arnzen opened the meeting at 8:15 A.M. with light conversation and introductions.

Diane Arnzen will maintain her position as President for the 2016 Academic Year. Kenny Wilson will maintain his position as Vice-president. Holly Lincoln offered up her position as Liaison to the Classified Staff Committee. Kristen Yelton volunteered for this role. Sandy Frey offered up her position as Liaison to the Faculty Senate Executive Committee. Lisa Pritchard volunteered for this role. Diane Arnzen noted that we do not have a Secretary for the Certified Staff Committee. Chris DeGeare volunteered for this role.

Holly Lincoln shared progress of the Performance Evaluation Task Force. The group is finalizing a draft evaluation document for input and suggestions. Changes include modifications to the rating system to allow for more options than Satisfactory/Unsatisfactory. Other changes include aligning the evaluation document and process with the College's strategic plan. The Task Force received great feedback from surveys of classified and certified staff. Once completed, the final draft will be reviewed by the Employee Support Subcommittee, the Administrative Team, Classified Staff Committee, and Certified Staff Committee. Feedback will be solicited this fall, with further discussion and training to follow. It is unlikely that the new evaluation document will be used for evaluations this year.

BAT/FAT are negotiating faculty evaluation. John Westerman brought up some challenges with the evaluation of ATS faculty. He will continue the discussion with Tasha.

Discussion began around the charge of the Certified Staff Committee. All concluded that professional development opportunities should be our focus again this year. Last year, we focused on performance evaluations. Responses from Certified Staff indicated that the most interest was training in Banner, budgeting, and project management. The group decided to focus on project management this year. Possibilities include sharing of current practices, guest speakers, resources from the Continuing Education department, and possible alignment with and preparation for PMP certification. Kenny and Diane will meet to draft a plan for discussion at our next meeting.

The group decided to meet on the first Friday of each month from 8:15 – 9:45 A.M., unless otherwise noted. Our next meeting will be September 4. The November meeting will need to be rescheduled due to a conflict with the MCCA Annual Convention.

Lisa Pritchard requested volunteers for the Library Remodel Committee. Allan Wamsley and Kenny Wilson volunteered for this role. Kenny Wilson asked if faculty volunteers were needed. Lisa Pritchard indicated that many faculty from A&S and CTE have volunteered. She will be sharing the list of volunteers for selection by someone other than herself.

Sandy Frey shared updates from the Faculty Senate Executive Committee. Caron Daugherty provided an update on changes to the faculty handbook. Many sections have been revised. There will no longer be printed copies. Faculty requested the ability to search the handbook by updates/revisions. More faculty are needed for Faculty Senate Executive Council. Service to colleagues will be emphasized to encourage more faculty to step up. There was a conversation on the reputation of Faculty Senate amongst faculty. There is an open forum today. All faculty are welcome to attend. Rebecca Ellison is on the Master Planning Committee.

Diane Arnzen shared that her department received a grant to continue their efforts for another five years. Chris DeGeare stated that this along with an update on TAACCCT Grant initiatives will be provided at 2:30 P.M. today in CTE-144.

Tasha Welsh updated the group on changes being considered by the Department of Labor that would impact our position grade categories. The proposal is now in a Review Period. If approved, all level 8, 9, and 10 employees will be classified as non-exempt. Employees in these grades will be converted to hourly employees, with time-and-a-half pay for any hours over 40 per week. These employees will also be required to use Web Time Entry.

Allan Wamsley shared that Action Plans and Capital Projects are due September 15 to the Vice-president's office.

Tasha Welsh shared that PeopleAdmin, online application/applicant tracking system, will go live on October 1. There is an additional module that would allow us to build and modify job descriptions within PeopleAdmin. Tasha is looking into the cost and possible funding opportunities.

Meeting adjourned at 10:00 A.M.