

## Certified Staff Committee Meeting Minutes

**Date:** 9/4/15 – 8:45 A.M.

**Location:** Viking Room

**Attendees:** Diane Arnzen, Michael Booker, Patti Christen, Chris DeGeare, Kathy Johnston, Joette Klein, Holly Lincoln, Greg McVey, Lisa Pritchard, Tasha Welsh, John Westerman, Kenny Wilson, Kristen Yelton

Diane Arnzen opened the meeting at 8:15 A.M. with a review of the Certified Staff Committee stated purpose and proposed update. Update formally includes the provision of professional development opportunities for Certified Staff as part of the committee purpose. All agreed. Next steps include administrative team review and revisions to Administrative Policy and Procedure. [Revised charge document attached]

Diane and Kenny Wilson met to create a draft timeline for professional development activities focused on Project Management. The proposed timeline and logistics were discussed. Diane presented the question of whether this timeline is an appropriate plan or if it's too structured for our group. Chris DeGeare stated that it was appropriate, joking, "If we can't effectively manage a project on project management, we're doomed." All agreed the timeline and organization was good. [Timeline of topics attached]

Diane continued the discussion on Project Management by sharing resources for consideration. Jefferson's Continuing Education department has several course offerings: Project Management @ eSpeed; Project Management Applications; Project Management Fundamentals; and Intro to Microsoft Project 2010. These courses are offered to employees at a discounted rate and would cost participants \$15 each. Diane also shared a book, "Absolute Beginners Guide to Project Management."

The group discussed the aforementioned resources, raising questions about how this would work. Would we review topics and discuss as a group? Would this method provide enough expert knowledge? Should we secure guest speakers to cover the outlined topics? Should we have a book study? Could we create a LibGuide on Project Management?

The group decided to work toward the creation of a LibGuide as part of the project over the coming year. The LibGuide would be a repository for the research done over the year. The first step toward this goal will be reviewing an article on Creating Shared Vision in support of Higher Education Project Management. Lisa Pritchard offered to research articles on the topic. All members were encouraged to send Lisa any article you may think would benefit the group. The plan is to review the article prior to our next meeting and discuss next steps. Diane volunteered to research guest speakers, both internal and external. Kenny mentioned that Dr. Caron Daugherty, VP of Instruction, has established a data advisory task force to analyze

instructional data needs at the college. He indicated that the data piece of this project could be of interest to the task force.

Diane announced that non-instructional furniture requests are due in late October (Oct. 28, tentatively). These requests are for office and hallway furniture for non-instructional staff only. There is approximately \$50,000 budgeted. Furniture requests should be general. Specifics will then be discussed with requestors individually. This info will be shared via email and campus announcement soon.

Kathy Johnston shared that Enrollment Services is still processing drops for non-payment every two weeks. They are also now processing drops for no-shows. The numbers are small. Students have received letters notifying them of drop for no-show, in some cases inappropriately due to inaccurate attendance/participation reporting by faculty.

Holly Lincoln shared that Spring registration will begin on October 19 for Priority 1, followed by October 26 for Priority 2, and November 2 for all others. In years past, Summer registration also opened with Spring registration. This year, it will be only Spring. Summer registration will open in February to allow more time to focus on Summer scheduling. This will hopefully improve enrollments as students registering for Spring courses are often not yet thinking about Summer courses. It was stated, anecdotally, that students only focus on one semester at a time. Holly also announced the President's Picnic for Classified Staff will be October 13 from 11:00 A.M. to 1:00 P.M. She asked that all supervisors encourage their staff to attend. This is a faculty work day with no classes. This will be a professional development opportunity with games and fun prizes. The theme is Jeffco is Jazzed about you. The guest speaker will be Dr. Joel Vanderheyden.

Kenny shared that there has been some turnover in the Nursing department. Two faculty and one staff have resigned. Student have been talking, suggesting that everyone is "jumping ship". If you hear this discussion, please let them know that the turnover is not because the "ship is sinking", but because these nurses have great opportunities they could not pass up. Kenny also provided an update on MoSTEMWINS. Personal Resource and Education Plan (PREP) is up and running. We already have 24 participants, receiving navigation services in the pre-health occupations pathway. We committed to 80 participants and expect to surpass our goal. Due to a faculty resignation, the Electronics Technology program has been postponed until January. Kenny then announced that he and Chris will be presenting on Competency Based Education (CBE) at the TAACCCT On! Regional Conference in Topeka, KS. This is the same presentation that was delivered at the MoWINS retreat in June. Several MoSTEMWINS task force members will be presenting at the MCCA Annual Convention in November.

Greg McVey provided updates on student athletics. The volleyball team is currently 4-1. Soccer is 2-1. He then described a new system supporting the health of student athletes. They have begun using a software product called IMPACT to pretest students to determine head injury. If a player receives trauma to the head, they are retested and differences are noted. Decreased scores are not the only indicator. Improved scores are also indicative of injury. Greg then

announced that the baseball team volunteered at the recent Alzheimer's Walk in Crystal City on 8/29/15. He finished by sharing that he is still getting familiar with the college's processes and procedures.

Tasha Welsh shared that she has been doing a lot of recruiting lately. Also, the college is proposing a retirement incentive, to be voted on by the Board of Trustees on September 17. More information will be sent out immediately following the BOT approval. There will be a deadline of January 4 for retirement applications, which will then go to the BOT for approval at the January meeting.

Kristen Yelton shared that Viking Woods students are moved in, with two open spots remaining. They are currently working to replace doors and locks. Last week, they had a slip-n-slide, which was fun and well-attended. International Peace Day is coming up in September. Students can celebrate by tie-dyeing a t-shirt. R U OK? Day was a big hit. 212 semi-colons were tattooed on students, faculty, and staff.

Chris provided an update on the fire in the Welding area. The fire was not actually inside, but in the air cleaning unit outside the Welding shop. After close inspection, it appears as though a lit cigarette butt ignited the air filters. Chris then shared staffing updates. Bill Sansagraw has moved from Biomedical Electronics Technician Instructor to TAACCCT Grant (MoSTEMWINs) Electronics Technology Instructor, filling a dual role as faculty to both programs. Additionally, a new TAACCCT Grant Data Specialist position has been created to support TAACCCT Grant data reporting requirements, several statewide data projects, and IT project management for MoSTEMWINs projects.

Lisa shared that the new firewall created many problems for students attempting to access online databases. The library received hundreds of student calls on the issue. She then announced that the library has three new part-time employees, including two Reference Librarians and a Computer Lab Assistant. Lisa also shared that the three finalists for the Master Plan contract have been visiting the library as part of the final evaluation process, which includes creating a library renovation plan. She announced that the library has provided instruction to 958 Intro to College students. She also provided updates on the Missouri State criminal court record archival project. The 3-5 year project will result in the digitization, publication, and dissemination of the Jefferson College History Center's Jefferson County Criminal Court records from the 1820's – 1890's.

Diane announced that Project SUCCESS is now conducting orientations for 54 students. After the orientations, they can choose whether to be Project SUCCESS participants. This is possible thanks to a renewed grant, for which the program was recently featured in a Leader newspaper article.

John Westerman shared that there is a lot going on in the ATS. He is currently focusing on meeting the needs of the sending high schools. This includes meeting MSIP5 goals by improving reporting and aligning internal "mindsets" with those of the sending schools, DESE,

and other internal stakeholders. One method schools can use to obtain additional MSIP5 points is by participating in new or expanded DESE-approved programs. Project Lead the Way (PLTW) Biomedical was recently expanded, is DESE-approved, and has received support from Enhancement Grant for improvements. This program should be eligible to receive the additional points. John also shared that the ATS is seeing increased enrollments from home schoolers. When they attend the ATS, they enroll at their local high school, and funding is sent from the sending school. In the event that a parent refuses to enroll their child at a sending school, we are creating processes to allow for self-pay.

Patti Christen shared the Foundation has applied for three grants, totaling over \$200,000, from the Jefferson Memorial Community Foundation. These grants will support the Wellness Program continuation, Health Occupation scholarships, and purchase of Nursing simulation equipment. She also reminded all that the Fox Run Golf Tournament is September 21 and the Monster Dash 5K is October 24.

Michael Booker shared that the PACE series looks great this year. Upcoming events include an a cappella vocal group and presentation by Dr. Kent Farnsworth. Michael has been working to finalize load. He and Rebecca Ellison are applying for a grant from the NEH to connect US Military Veterans with the arts. Michael also shared that Linda Abernathy will be retiring from her position of Division Chair in January.

Meeting adjourned at 9:45 A.M.