

Certified Professional Staff
MEETING AGENDA
Friday, September 4, 2020, 1:30PM
<https://meet.google.com/zyk-iydn-kdr>

MEMBERSHIP:

Maryanne Angliongto	Tracy James	Holly Lincoln	Diane Scanga
Roger Barrentine	Mark Janiesch	John Linhorst	Jamie Schneider
Sheree Bell	Julie Johns	Amy McDaniel	Daniel Smith
Michael Booker	Kathy Johnston	Dana Nevois	Mark Smreker
Sarah Bright	Terry Kite	Lisa Pritchard	Lora Warner
Stephanie Cage	Kathy Kuhlmann	Dale Richardson	Tasha Welsh
Bob Deutschman	Darrell Kyle	C.J. Rodgers	Kenny Wilson
Carrie Greer	Jude Kyoore	Kimberly Sahr	Stacey Wilson
Maggie Rola			

GUESTS:

Agenda Item	Agenda Detail
1.) Call to Order	Friday, September 4, 2020, 1:30PM
2.) Approval of Minutes	2.1) March 2020 Minutes Motion- Michael Booker to Approve, Seconded by Julie Johns, Approved 2.2) August 2020 Minutes Tracy and Maggie not highlighted but in attendance - corrections to be made. Motion to approve - Terry Kite, Second by Lora Warner, Approved
3.) Reports	3.1) Liaison Reports

	<p>Monthly discussion with Dena to be the week following the CPS Meeting -</p> <ul style="list-style-type: none"> ● MCCA all virtual Nov 11 - 13, All MCCA schools will allow all welcome to attend - not just members. ● State of the College on or around Oct 5, Census data will be more accurate, will include State of the College in virtual Town Hall format ● Look into partnership with College food service for perishable and high demand items - courier pick up some items? <p>Bill Kaune will be Liaison for Faculty</p> <p>Stephanie - Classified Staff meeting cancelled yesterday Faculty Senate (Terry Kite) - organizational in nature, discussed opening of semester that included class sizes and similar concerns.</p> <p>Julie Johns inquired about first day of MCCA is dy off for Veterans Day</p>
<p>4.) Old Business</p>	<p>4.1) Food purchases for Viking's Vault, Sam's Club</p> <p>College has Sam's Club card that can be checked out</p> <p>4.2) Additional Resources for Viking's Vault</p> <p>Waiting for the signature on the MOU for ST Louis Alliance of Period Supplies</p> <p>Julie Johns asked about the discussion Holly Lincoln had been with the St Louis Food Bank - Joh L will inquire and report next month.</p>
<p>5.) New Business</p>	<p>5.1) Discussion of Committee Charge</p> <p>Asked to review - link below - asking if anyone has suggestions and Motion to change current committee charge</p> <p>Motion to recommend remain unchanged by Michael Booker, Second by Terry Kite, passes.</p> <p>5.2) Upcoming Employee Benefits Meeting</p> <p>Sarah Bright on EB committee - In addition to sharing that I'm available if any CPS member ever has a Benefits related question or concern, she shared that the task force reviewed claims data to ensure our premiums being collected adequately cover our costs.</p>

Also, since some medical procedures were delayed due to the pandemic, our new broker J.W. Terrill, helped evaluate data from more than this past year to better predict future expenses.

Pandemic issues with procedures delayed will be addressed later

5.3) SEM/R Data Task Force Membership

Asking if anyone interested in volunteering for that task for for 20-21

Table for next month - as old business - John L will put an email out to other members to check on interest from those not in attendance.

5.4) Viking's Vault Shopper and Period Alliance Contact

Kim Sahr was shopper for the year but has left the college, end of August - Kenny Wilson agreed to shop for September. John L looking for nominations for a new shopper for this year - Julie Johns suggested maybe a shopper for shorter periods of time - John asked to go to comments first.

Based on open discussion below - Michael Booker moves to table this until meeting with Dena, Stacey Wilson seconded, Passes.

Nursing volunteered for shopping in October.
Lisa volunteered for November shopping.

Commented [1]: Addendum to minutes approved 10/02/20, needs to be revisited for retroactive approval.

6.) Next Meeting Date

Friday, October 2, 2020, 1:30PM, via Google Meet

7.) Open Comment and Questions

Viking's Vault Oversight Committee?

John L would like to have group opinion of asking Dena to have the oversight of Viking Vault to all constituent groups - the coordination effort is difficult for one committee. Chat included nursing and Classified Staff have volunteered to help in the past - Lora Warner will add that to the Sept 17 meeting agenda - question is how to maintain the continuity of the services - rotating leadership between groups for smooth transition.

Lisa P knows that a lot of people in Library had volunteered in the past and the community service hours available to staff - but concerns regarding the health and safety of staffing at the moment - consider grocery delivery to the VW recipients, etc. Signage up to limit one shopper at a time - waiting for the 6' signage too - Stacey Wilson stated Student Services has some extra 6' signs they can share.

John will discuss with Dena at the meeting next week and then will get with Lora and get back to the group -

	Julie Johns reports number of students served - total numbers indicate 3 locations - JCH 56 students with vault visited 209 times, JCA 82 students, Imperial 3 students / Spring 2020 semester.
8.) Adjournment	Motion to adjourn - Stacey Wilson, Sarah Bright seconded, 2:02 p.m.

4.) Old Business

4.1) Food purchases for Viking's Vault, Sams' Club

The Business Office has access to a institutional Sam's Club card that can be checked out from the Business Office.

4.2) Additional Resources for Viking's Vault

The [contract for period supplies through the St. Louis Alliance for Period Supplies](#) is being reviewed for final signature for the Alliance. In its current form, the college will be supplied with 500 kits between September 1st and December 31st, 2020 through coordination with our contact at the Alliance.

5.) New Business

5.1) Discussion of Committee Charge

Certified Staff has been asked by the Administrative Policy and Procedures Task Force to review and recommend any changes to the CPS charge as found in the [Administrative Procedures on page 49](#).

- Purpose: Through democratic means, the Certified Professional Staff shall:
 - identify viewpoints and concerns and shall represent its members with a single voice to the College administration and Board of Trustees on matters of institutional significance;
 - facilitate the provision of professional and skill development opportunities for Certified Professional Staff; and,
 - increase communication among the Certified Professional Staff, Faculty, and the Classified Staff.
- Membership: This committee shall report to the College President through the administrative liaison appointed by the President or designee. The Certified Professional group shall be composed of all full-time administrative professional staff as designated by the administration of the institution.

Would CPS like to retain the charge as in or recommend any changes or updates?

Motion to recommend a change to the Administrative Policy and Procedures Task Force.

5.2) Upcoming Employee Benefits Meeting

A virtual health insurance meeting is scheduled for Tuesday, September 8, from 1:00 p.m. to 2:00 p.m. HR will share information regarding the medical and dental insurance renewal for the 2021 plan year during the session.

Information only, no motion needed.

5.3) SEM/R Data Task Force Membership

The SEM/R Committee is working to reform the Data Task Force for FY21 to include a pair (if possible) of representatives from each constituent group across campus.

Charge: To analyze data for the purpose of recommending institutional goals of enrollment, persistence, retention, and completion.

Motion to recommend one or two members to represent CPS on the SEM/R Data Task Force.

5.4) Viking's Vault Shopper and Period Alliance Contact

The departure of Kim Sahr as the college's Director of Student Compliance/Title IX Coordinator also means that CPS is without a Viking's Vault shopper and campus contact with the St. Louis Alliance for Period Supplies.

Motion to recommend a new member to act as Viking's Vault Shopper and campus contact with the St. Louis Alliance for Period Supplies.