

Certified Professional Staff

MEETING MINUTES

November 30, 2018 - 1:00 PM

CTE144

Members Present: Dana Nevois (President), Chris DeGeare (Vice President), Rob Brieler (Secretary), Ayad Ali, Diane Arnzen, Trish Aumann, Roger Barrentine, Sheree Bell, Michael Booker, Sarah Bright, Stephanie Cage, Kathleen Harris, Bryan Herrick, Tracy James, Julie Johns, Kathy Johnston, Terry Kite, Laura Klaus, Joette Klein, Kathy Kuhlmann, Chris Lile, Holly Lincoln, John Linhorst, Amy McDaniel, Lisa Pritchard, Dale Richardson, Carol Rodgers, Diane Scanga, Jamie Schneider, Pat Shoff, Daniel Smith, Mark Smreker, Claudia Stuppy, Allan Wamsley, Tasha Welsh, Kenny Wilson, Stacey Wilson, Kristen Yelton

Guests: Lore Robart (Classified Staff Representative)

EXPECTED OUTCOMES OF MEETING: To continue the dissemination of relevant college information and to continue the progress on specific initiatives that will have a positive impact on the college community.
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Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	Dana called the meeting to order at 1:00 PM		
Approval of Minutes	Chris moved to approve the minutes from August 15, 2018 as presented. Diane 2 nd . Minutes approved unanimously.		
Jefferson College Foundation-Campus Fund Drive	Julia Hampton and Marie Jennewein discussed the annual fund drive. Please consider donating, even \$1 helps the foundation when they are soliciting outside donations.	All – consider donating to the fund drive	January 10, deadline for payroll deduction
Holiday Party	Dana reminded the group that today is last day to register for the Holiday Party. Diane mentioned we have some amazing prizes this year. Kenny said the emcee is very fun. Register today to join the party on December 7 at 6:00 PM.	All – register to attend	November 30
Food Pantry Updates	Dana mentioned we have received substantial donations from Ozark Pantry in Festus: Socks, Tennis Shoes, Boots, Lysol Whips, Cereal, Long Underwear, Scrubs, Underwear, T-Shirts, Fruit Pies Hostess, Nutella, Coffee, Vitamin Water, Crackers Arnold food pantry: Breakfast Bars, Coffee, Peanut Butter Crackers, Mac and Cheese, Utensil packages, Hand soap, Pretzels, Pop Tarts, Canned Beans and Canned Soups		

**Food Pantry
Updates – cont.**

The donation cans were officially placed around campus, JCA and JCI the second week of October. Enrollment Services does a pickup of items at the first of each month. Emails go out weekly for our monthly requests.

The Vikings' Mini Vault officially opened at JCA on Monday, November 5th. Picture attached. (need to advertise this)



We gave out Vikings' Vault magnets to all faculty and staff so that it helps remind folks to donate.

We have had 49 volunteers since our opening on September 24th; 32 classified staff members and 17 certified members.

We have had a total of 62 unduplicated students visit the vault for 182 visits. Averages out to about 3 visits per person.

Hours changed in November. The pantry was originally five hours from 9-2pm, now open four hours 12-4pm, Monday - Thursday. Staffing is an issue. We are relying on classified staff to cover many hours. Certified staff needs to cover at LEAST one hour per month as was originally discussed during this proposal. How can we increase certified participation? Do we need to decrease number of days open? **Members recommended further limiting hours to 2-3 per day and do not refer students to Enrollment Services during closed hours.**

The group discussed items going out. Admin has requested that we log all food going out (and coming in). We need to develop this

All – Call Holly if you need a magnet

All – volunteer once a month

	<p>process. Some volunteers allow more items than should be given. How can we address this issue without losing volunteers? Members recommended placing a laptop or iPad in the Vault to log student use and (potentially) inventory.</p> <p>Do we want to limit the items? Currently we are doing four nonperishable, two perishable, two protein/meat and three hygiene. Meats are needed most and are taken quickly when stocked. No recommendations were made.</p>		
<p>Compensation & Classification Study</p>	<p>Tasha updated the group. The task force received a draft classification schedule and provided feedback to the consultant. Every position's grade has been finalized. The consultant is currently conducting a market analysis and will provide a draft compensation schedule by December 10.</p> <p>January - The process, grading system, steps, promotions, etc. will be shared. February - Individual employees will be reviewed and specific questions answered. March - Recommendations will be provided to the Board.</p> <p>\$50,000 is available to address salary gaps. Voluntary separation for staff will likely be offered.</p>		
<p>Shared Governance</p>	<p>The group discussed the Shared Governance Task Force and the status of Jim Reeves' report. To date, only task force members have reviewed the report. Certified Staff members requested a copy of the report. Chris stated he shredded his copy after reviewing. No present Certified Staff members have a copy.</p> <p>Dana shared that Classified Staff and Faculty Senate would like Certified Staff to join in writing a joint letter requesting the report be released. The group considered if there were any benefits to releasing the report and determined the following:</p> <ul style="list-style-type: none"> • Releasing the report would bring closure to the process • Releasing the report would promote transparency • Not releasing the report creates distrust • The Board of Trustees needs to know the contents of the report to inform their upcoming search for a new president (i.e., what challenges the new president will have to address, skills needed, etc.) <p>The group determined that a joint letter would be appropriate. Kenny moved that the joint letter should be in agreement with the original terms of the consultant's contract. Chris 2nd. Motion passed unanimously.</p>		

<p>Updates from Dr. Cummiskey</p>	<p>Dana met with Dr. Cummiskey on November 1, 2018.</p> <ul style="list-style-type: none"> • Day of Service-Turned out to be a great day. Working to finalize the policy for future events. • The service/therapy dogs that were on-campus after the death of the soccer player were appreciated and well received. • Compensation/classification timeline-Board members want to offer same opportunities to staff members; 5-year financial plan. • Budget-next year’s budget planning is in beginning phase. Does not know anything from the state at this point. Budget workgroups are reforming to review progress and long-term recommendations. What can we do to be more efficient? The College put off many things last year that will be addressed this year (i.e. Dean of Arts and Sciences). Dr. Cummiskey is optimistic this year’s budget will be better than last year. Need to make sure we are timely and have a plan by February-March. • Dental Assistant Program-Kenny Wilson has submitted grant proposal to start program. 		
<p>Constituent Group Liaison Reports</p>	<p>Lore Robart reported that Classified Staff have also asked to review the Shared Governance report. They reached out to Jim Reeves to check the status. Jim reported that he has not made any progress.</p> <p>Holly reported back from Faculty Senate. Dr. Cummiskey attended and discussed the Shared Governance report. Dr. Cummiskey stated that the draft report appears to have “missing pieces.” Jim Reeves recommended small groups need to be brought together to discuss the draft. Dr. Cummiskey stated that since there is not a consensus on the report, it will not be presented to the Board at this time. The Faculty Senate reminded the group that it has been a year since the draft was presented to the task force and there have been no changes to the draft or next steps taken. Faculty are requesting that the Board see the report as is. It was decided that Chris Otto and Rebecca Ellison will meet with Fran Moore (Classified Staff) and Dana Nevois (Certified Staff) to discuss next steps.</p> <p>Julia Hampton & Marie Jennewein discussed trying to achieve 100% donations from each constituent group to the Foundation.</p> <p>Dr. Daugherty discussed two Q&A sessions November 20th and 26th to discuss instructional division restructuring. She presented draft proposals from the 5 Interim Associate Deans. The next task force meeting is December 6th at 3:30 PM.</p> <p>The 2020-21 Academic Calendar was approved by Curriculum Committee at the November 29 meeting.</p>		

New Business	<p>The group discussed the Board of Trustees Special Meeting that was called on November 29. No one knows why it was called. It has created some anxiety and concern. Chris shared that Dr. Cummiskey told him it was nothing to worry about and no actions would be taken. Members recommended that in the future a note could be added to such announcements stating “no reason for alarm” or “personnel meetings are always closed” to avoid unnecessary concern.</p> <p>Committees and Constituent Groups policies will be under review this spring. Be on the lookout for ways to contribute.</p> <p>Next meeting will be January 25 at 1:00 PM.</p>		
Adjournment	<p>Diane moved to adjourn. Stephanie 2nd. Meeting adjourned at 2:08 PM.</p>		

Respectfully submitted,
Chris DeGeare
Certified Staff Vice President