

Classified Professional Staff Executive Committee

MEETING MINUTES - Draft

October 4, 2018

Viking Room, 11:00am

Members:

- President: Fran Moore
 VP/Pres Elect: Lora Warner
 Past President: Joan Warren
 Secretary: Kristin Sherman

Classified Professional Representatives:

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| <p>Group 1: Buildings & Grounds, Campus Police</p> <p>Group 2: Learning Center, Library, Disability Support Services, Testing Center</p> <p>Group 3: Enrollment Services, Student Financial Services, Athletics, Student Housing, Project SUCCESS, Institutional Research, Child Development Center, JCA</p> <p>Group 4: A&SE Offices, Employment Services, ATS, CTE Offices, Continuing Education, Business & Community Development, TAACCCT Grant Team, JC Online, JCI</p> <p>Group 5: Information Technology, Marketing/PR, Business Office, HR, Institutional Advancement, President's Office, COS</p> | <p><input type="checkbox"/> Beau Besancenez <input checked="" type="checkbox"/> Anthony Merseal</p> <p><input checked="" type="checkbox"/> Kim Garzia <input type="checkbox"/> Connie Nash</p> <p><input checked="" type="checkbox"/> Laura McCloskey <input type="checkbox"/> Deneen Mains</p> <p><input type="checkbox"/> Susan Lerch <input checked="" type="checkbox"/> Shannon Crow</p> <p><input checked="" type="checkbox"/> Mary Caine <input checked="" type="checkbox"/> Daniel Boyer</p> |
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Liaisons & Representatives:

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| <p>Faculty Liaison (<i>Attends Classified Staff on Behalf of Faculty</i>):</p> <p>Certified Staff Liaison (<i>Attends Classified Staff on Behalf of Certified Staff</i>):</p> <p>Administrative Liaison (<i>Admin Team Rep./Shares Committee Feedback with Admin Team</i>):</p> <p>Liaison to Faculty Senate (<i>Attends Faculty Senate on Behalf of Classified Staff</i>):</p> <p>Certified Staff Representative (<i>Attends Certified Staff on Behalf of Classified Staff</i>):</p> | <p><input type="checkbox"/> Rebecca Ellison</p> <p><input checked="" type="checkbox"/> Kristen Yelton</p> <p><input type="checkbox"/> Daryl Gehbauer</p> <p><input checked="" type="checkbox"/> Teresa Schwartz</p> <p><input checked="" type="checkbox"/> Lore Robart</p> |
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Guests:

- Anastasia Luettecke
 Tasha Welsh
 Deb Maples
 Miriam Rougely

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	The meeting was called to order at 11 a.m.	Fran Moore	
Old Business	<ul style="list-style-type: none"> Approve minutes from previous meeting. Tasha - Classification Study for staff in work sessions, dividing positions and new grading system that has been suggested by consultants, get approved by Task Force, reorganize pay schedule, \$50,000 set aside for follow-up from study to be divided up amongst staff for this fiscal year. Voluntary Separation Incentive for Faculty only - similar to last years, years of service, give difference between current salary and compensation study. 	Fran Moore	

	<p>Similar offer will be offered to certified and classified will be phased in. 6 month date separation for each. Cap is being set incentives will not exceed more than \$250,000 all applications will be accepted in order of seniority. Seniority with staff will be looked at for compensation study than with faculty - waiting to hear back from consultants. Would like to have study allocated out by March lump sum going out in June, staff taking the separation incentive will not receive June lump sum but the incentive in December for retirement.</p> <ul style="list-style-type: none"> ● Miriam - emailed asking for feedback on Onboarding Checklist (general checklist for new hires and onboarding), New Pat on the Back poster that has QR code - moving to all electronic POB's - Mary Caine will be collecting boxes and cards, announcement will be going out TBD (tomorrow through next week) ● Fran - Welcome new employee emails will identify classified or certified employees 		
<p>New Business</p>	<p>Board of Trustees Report: Anthony Merseal:</p> <ul style="list-style-type: none"> ● Foundation report ● Stargazing - 200 people ● Grant received Violence Against Women ● Enrollment is same as last year better than the 5% decrease that was anticipated in projected budget. ● HLC Visit - March 11-12 ● Student Survey - in January for HLC visit random sample ● Monday Oct. 8th - HLC Mock Visit ● Book Store - online store with lower prices for apparel will open within about 6 weeks. <p>Further information about past and upcoming Board meetings can be found on the BoardDocs website: https://www.boarddocs.com/mo/jefferson/Board.nsf/Public.</p> <ul style="list-style-type: none"> ● Anthony Merseal gave presentation on updates from Building and Grounds, campus renovations. <p>PLC Report: Next meeting Tuesday, September 25 New appointments Kristin Sherman, Secretary and Lore Robart, Liaison</p>	<p>Fran Moore</p>	
<p>Administrative Liaison Report</p>	<p>No report; Daryl was not able to attend the meeting.</p>	<p>Daryl Gehbauer</p>	
<p>Certified Staff Liaison</p>	<p>Kristen Yelton reported:</p> <ul style="list-style-type: none"> ● Meeting cancelled last week ● Viking Vault opened last week - 23 students used since open ● Volunteers - time reporting-depends on supervisor, how is this being addressed (Holly) we don't want to be penalized for helping out for something with the College. Is it a college sponsored event? - Being brought up in the Volunteer Task Force, plans to be rolled into the CEOC. Viking Vault will be sending out Volunteer Sign- Up on a monthly basis, barrells, and list. Day of Service is 	<p>Kristen Yelton</p>	

	going to be assumed to be regular work hours, still need to be approved by supervisor.		
Faculty Liaison	No report. Rebecca Ellison not able to attend.	Rebecca Ellison	
Liaison to Faculty Senate	Teresa Schwartz reported: <ul style="list-style-type: none"> ● Mostly talked about Faculty Compensation/Separation Incentive 	Teresa Schwartz	
Constituent Concerns	<ul style="list-style-type: none"> ● Concerns about Compensation Study - what has been done about it? Why hasn't Jim Reeves taken this to the board? Don't feel like our voice is respected. ● Anonymous - Letter read, restrooms being updated in B&G why not - instead of more public restrooms. Conversation led to other issues in Field House back hallway has no tiles replaced and not ebated when tiles were removed. ● Updating list of staff and getting invites out on drive. ● Adopt-a-Highway: currently still planned to be at 4-4:30pm at Softball Fields. ● Open Enrollment of Health Insurance - Week of Oct. 13th must enroll and update even if there are no changes. Link being sent out for open enrollment? Will ask Kristen Sides. College is increasing pay for increase of premiums. 5-7% increase for family plan, dependants and spouses will not be covered by college Health Insurance Information Session - Video October 1st ● Team Drive being created for Task Force for future structure, would like to have the structure decided by December. approximately 3 meetings before December. ● Knoll Lovet student survey results - would be happy to share about their experience with 	Executive Team Members	
Adjournment	There being no further business, Mary Caine motioned to adjourn the meeting. Theresa Schwartz seconded the motion. The meeting was adjourned at 11:38 a.m.	Joan Warren	

Next Meeting Date: Thursday, November 1, 2018, 11:00, Viking Room

Respectfully Submitted,
Kristin Sherman
Secretary, Classified Staff Executive Committee