



**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<ul style="list-style-type: none"> <li>• The Board approved the Nursing SIM Lab expansion contract with Brock Miller for \$338,100.</li> <li>• A five-year contract was awarded to Under Armour for Athletic Team apparel. This contract will save the College money in the long run.</li> <li>• A \$211,675 contract for the repair and resealing of the back half of the College parking lots near Viking Woods was approved.</li> <li>• A three-year renewal agreement was approved for Blackboard, which will save the College \$154,000 over three years.</li> <li>• Faculty hires were approved for Early Childhood Education, Math, and Biology.</li> <li>• Head Coaches were reappointed; these positions entail both advising and coaching roles.</li> <li>• An agreement with Jefferson R-VII school district was approved, which allows certain Jefferson High School students to an Associate of Arts degree during their junior and senior years.</li> <li>• Two companies, Production Castings and First State Bank, pledged \$15,000 for the library remodel in exchange for naming rights for two of the six study rooms.</li> <li>• As part of the Viking Woods repairs capital project, the Board approved bathtub remodels for 20 apartments.</li> </ul>		
<b>Certified Staff Liaison</b>	<p>Greg McVey will be the new Certified Staff president for 2017-2018. Certified Staff is currently in the process of nominating a colleague for the annual award.</p> <p>It was asked if it had been considered to allow certified staff and classified staff to cross-nominate. Could a certified staff member nominate a classified staff member for the Outstanding Staff award? What about offices of one, where an employee may not have a peer who knows the quality of their work, and so they cannot be nominated? Carrie mentioned that the award guidelines are set and approved by the Foundation, and that the purpose of only allowing peers to nominate each other was most likely to foster peer-to-peer recognition.</p>	Kristen Yelton	
<b>Faculty Liaison</b>	Teresa Schwartz has volunteered to serve as Faculty Liaison for the 2017-2018 year. She will have a report after the next faculty meeting in August.	Teresa Schwartz	
<b>Constituent Concerns</b>	<p><b>State Budget Cuts:</b></p> <ul style="list-style-type: none"> <li>• It was mentioned that the governor has proposed further cuts to higher education; will this affect the College budget? Daryl responded that the College chose the worst-case scenario when building next year’s budget, so it should not affect the budget further.</li> </ul> <p><b>Questions Regarding Enrollment:</b></p>	Executive Team Members	

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	<ul style="list-style-type: none"> <li>• It was asked how declines in enrollment will affect the budget. Daryl agreed that enrollment was not looking good; the College budgeted to be down 1%, but enrollment is currently down 7%. If the 7% remains, it would mean a \$600,000 loss to the budget.</li> <li>• Kristen mentioned enrollment will be the topic of an upcoming Student Services Directors retreat, and Carrie confirmed it was the subject of the Enrollment Services Retreat as well.</li> <li>• A member asked if there would be more layoffs if enrollment does not pick up. Daryl responded that Team is getting together to outline a strategy in case enrollment does not increase. He said he hopes there will not be any further layoffs. The difficulty, is that the biggest percentage of the budget is salaries and benefits – it’s people.</li> <li>• It was asked if the Board would support another tuition increase. Daryl said he was not sure, since they recently approved an \$8/credit hour tuition increase.</li> <li>• A member asked if the Board would consider closing the pool again if enrollment does not increase. Daryl said he highly doubted it. Is the College still considering a third party to run the pool? Daryl said it was still being considered.</li> <li>• A member asked why Continuing Education courses were closed if the pool was brought back. Daryl said the pool/swimming courses had been added back, but overall, CE courses were not paying for themselves. The bulk of the funds needed come from full time credit students.</li> <li>• The committee discussed possible reasons for the enrollment decline. The tendency for students to wait until the last minute to register was mentioned, and members suggested incentives for earlier registration. Carrie noted that there have been big changes in developmental education; students who previously would have been enrolled in developmental courses can’t enroll at all. This change is probably affecting enrollment up front. However, research has shown that students in developmental courses do not persist, so in the long run the current system is better. She also mentioned some students are doing summer reading “boot camps” to prepare themselves to retest into college-level courses.</li> <li>• There was discussion regarding the accuracy of enrollment data and whether the college is comparing data accurately.</li> </ul>		
<p><b>Old Business</b></p>	<p><b>Classified Staff Feedback Form:</b></p> <ul style="list-style-type: none"> <li>• Carrie reported there have been no new submissions since February on the feedback form.</li> </ul> <p><b>Classification Study:</b></p>		

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	<ul style="list-style-type: none"> <li>Joan reported Tasha is out this week, so there are currently no updates on the classification study.</li> </ul> <p><b>Staff Appreciation: July 18<sup>th</sup>, 11:30 a.m. – 1:30 p.m.</b></p> <ul style="list-style-type: none"> <li>An announcement will be sent out today inviting staff to the appreciation lunch.</li> </ul>		
<p><b>New Business</b></p>	<p><b>Classified Staff Forum – Opening Week</b></p> <ul style="list-style-type: none"> <li>The forums to discuss concerns and issues relevant to Classified Staff held during Kick Off Week in 2016 were well-received. One topic will be how to find the minutes, feedback form, and representatives list on the new MyJeffco.               <ul style="list-style-type: none"> <li>Thursday, 8/17/17, 2:00 – 2:45 p.m. (ASI-115)</li> <li>Friday, 8/18/17, 1:00 – 1:45 p.m. (ASI-115)</li> </ul> </li> <li>Committee members were asked to attend one forum, and both if possible. The agenda for both forums will be the same.</li> </ul> <p><b>Semester Question:</b></p> <ul style="list-style-type: none"> <li>Enrollment Services will be holding a “Bright Ideas” contest focusing on how to increase enrollment. Therefore, a new semester questions will need to be developed.</li> <li>Feedback from the Kick Off Week forums may prompt a new semester question, but members were asked to be thinking about possibilities.</li> </ul> <p><b>Outstanding Achievement Award:</b></p> <ul style="list-style-type: none"> <li>There were six nominations, and 72 responses have been received so far.</li> <li>Voting closes Wednesday, 7/12/17 at 5:00 p.m.</li> </ul> <p><b>Potential Capital Project Idea:</b></p> <ul style="list-style-type: none"> <li>Viking Room update/remodel – Kenny Wilson will attend the next meeting to discuss a capital project idea to remodel the Viking Room.</li> <li>Questions were asked regarding the appropriateness of a remodel in the current budgetary times. Daryl responded that Capital Projects are funded from a different “pot” of money, the use of which is restricted by statute. He also asked about a Cafeteria remodel as part of the Viking Room proposal.</li> <li>A member asked about submitting a capital project for an accessible ramp on the east side of the Fine Arts Theater instead of the Viking Room proposal. Joan said the committee could certainly discuss this idea. The committee will hear Kenny’s</li> </ul>	<p><b>Committee Members:</b> Please come to one (or both) forums in August</p>	

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	<p>proposal first to decide if they will support it, and other ideas for capital projects can also be discussed at the forums in August.</p> <p><b>Follow-up on Cafeteria/Food Services from Last Month:</b></p> <ul style="list-style-type: none"> <li>• It was discussed that a Cafeteria remodel and food service changes are most likely tied together. Fran reported she and several members submitted FSC invoice samples to Daryl for his meeting with Mike Kumpf. The meeting has not yet taken place, but Daryl will update the committee after he speaks with Mike.</li> <li>• A member noted that it would make more sense for the grill side of the Cafeteria to be open during the summer instead of the hot plates side. It would be better to be able to order mozzarella sticks or chicken strips rather than only have one entrée choice. Daryl said they are looking into that, as well as reevaluating their operating hours.</li> <li>• MyJeffco issues – students couldn't get in but now it should work. Browser compatibility</li> </ul> <p><b>BAT-FAT Agreement:</b></p> <ul style="list-style-type: none"> <li>• The BAT-FAT agreement was sent out for staff comment.</li> </ul> <p>Carrie reminded committee members to check the locations for each upcoming meeting, as several meetings had to be moved to different areas due to scheduling conflicts with the Viking Room.</p>		
<b>Executive Session</b>	The committee did not enter executive session.		
<b>Adjournment</b>	There being no further business, the meeting was adjourned at 11:40 a.m. Lois Underwood made the first motion, seconded by Laura Klaus.	Joan Warren	

Next Meeting Date: Thursday, August 3<sup>rd</sup> at 11:00 a.m. in Viking Room

Respectfully Submitted,  
 Miriam Rougely  
 Secretary, Classified Staff Executive Committee