

Classified Professional Staff Executive Committee

MEETING MINUTES

September 7, 2017

Viking Room, 11:00am

Members:

- President: Joan Warren
 VP/Pres Elect: Fran Moore
 Past President: Carrie Greer
 Secretary: Miriam Rougely

Classified Professional Representatives:

Group 1: Buildings & Grounds, Campus Police

- Beau Besancenez
 John Willett

Group 2: Learning Center, Library, Disability Support Services, Testing Center

- Kim Garzia
 Lois Underwood

Group 3: Enrollment Services, Student Financial Services, Athletics, Student Housing, Project SUCCESS, Institutional Research, Child Development Center, JCA

- Laura McCloskey
 Deneen Mains

Group 4: A&SE Offices, Employment Services, ATS, CTE Offices, Continuing Education, Business & Community Development, TAACCCT Grant Team, JC Online, JCI

- Susan Lerch
 Laura Klaus

Group 5: Information Technology, Marketing/PR, Business Office, HR, Institutional Advancement, President's Office, COS

- Mary Caine
 Daniel Boyer

Liaisons & Representatives:

Faculty Liaison (*Attends Classified Staff on Behalf of Faculty*):

- Rebecca Ellison

Certified Staff Liaison (*Attends Classified Staff on Behalf of Certified Staff*):

- Kristen Yelton

Administrative Liaison (*Admin Team Rep./Shares Committee Feedback with Admin Team*):

- Daryl Gehbauer

Liaison to Faculty Senate (*Attends Faculty Senate on Behalf of Classified Staff*):

- Teresa Schwartz

Certified Staff Representative (*Attends Certified Staff on Behalf of Classified Staff*):

- Vacant

Guests:

- Greg McVey
 Patti Bone
 Connie Nash
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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 11:01 a.m.	Joan Warren	
Approval of August Minutes	Minutes were approved as written. First Motion: Carrie Greer; Second Motion: Kim Garzia.	Committee Members	
Guest Speaker: Greg McVey	Greg presented a proposal for Athletics to add a women's soccer team starting Fall 2018. Greg will present to the Board of Trustees on September 14 th . <ul style="list-style-type: none"> • The proposal is due in October to NJCAA, and new teams can only be added every four years. The addition of a women's soccer 		

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	<p>team would help the College to be in compliance regarding gender equity by adding 24 or more female student athletes.</p> <ul style="list-style-type: none"> • There is significant local high school interest, and soccer players are traditionally high-achieving students. • Greg addressed funding concerns: the team would be Division 3, meaning that athletic scholarships would not be offered at this level, though the team could still compete against Division 1 teams. Since the College already has a men’s program, money can be saved by combining coaching, scheduling, and travel resources. He said the tuition dollars earned will outweigh the costs incurred. • In response to a question, Greg stated players are not required to live on campus, but may do so if they choose. • A question was asked regarding whether the local high schools were informed and in favor of the team. Greg has spoken to the athletic directors from each school who indicated women’s soccer and men’s basketball would have the most local student interest at the College level. 		
<p>Reports</p>	<p>President’s Leadership Council Update: August 29th</p> <ul style="list-style-type: none"> • An Eclipse wrap-up was shared: 2,000 people from 32 states attended the event. • Enrollment update: The College is currently 5.87% down, a budget impact of half a million dollars. • Budget update: budget cuts were offset slightly with some state funding that came through after the calculations were reviewed at the state level. Concerns remain with expenses and revenues and the necessity of tapping into the College’s reserves. Daryl identified the following possibilities moving forward: <ul style="list-style-type: none"> ○ Pass a bond issue: these are expensive to attempt, but could increase revenues. If there are no other issues on the ballot, the cost to run the vote is \$300,000, with no guarantee of success. ○ Combine expenses with other colleges by bidding as a consortium across the state. ○ Complete an audit of energy bills and telephone bills, which is a quick and easy way to find savings. ○ Employ “green” strategies: more paperless initiatives to supplement current ones. Examples include online COS and SpiceWorks requests, and document imaging in Student Services and the Law Enforcement Academy, with plans to expand to Human Resources and the Business Office. 	<p>Daryl Gehbauer</p>	

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	<ul style="list-style-type: none"> ○ Vending Machines: several machines have been moved or removed and should now be stocked more frequently. Daryl asked for feedback of the new system: if it is not working or if there are ongoing issues with vending, please let him know. A member asked whether the number of healthy vending machines could be increased. Daryl asked about usage of the healthy machines, and will check into the possibility. ● MyJeffco V2: Daryl reminded the group there is still a place for feedback on the new site. Click in the upper right corner of the home page to submit comments or concerns. <p>Board of Trustees Update: August 10, 2017</p> <ul style="list-style-type: none"> ● The contract with Cosgrove & Associates was extended to allow them to assist with state and federal reporting requirements and training in the Institutional Effectiveness Office. ● The purchase of a replacement boiler in CTE was approved. ● A replacement van for Buildings & Grounds was approved for purchase. The current van, a 2005 Astro, was in need of frequent maintenance and had over 200,000 miles. <p>A member asked about the fiscal impact of the Eclipse event. Daryl responded that the expenses and returns were about even.</p>		
Certified Staff Liaison	<p>Kristen reported:</p> <ul style="list-style-type: none"> ● Greg McVey is the new president; he is soliciting feedback from members to decide on the committee’s focus for the year. ● Diane Arnzen was nominated from Certified Staff to be a member of the Grievance Review Panel, should the panel be convened. Holly Lincoln and Allan Wamsley were chosen as alternates. ● The Mission/Vision/Values Task Force will be presenting a draft of the M/V/V statement to each constituent group. They have already begun with the Strategic Planning and Accreditation committees. ● Holly Lincoln brought forth a proposal to Certified Staff asking for them to take leadership in creating a student food pantry on campus. Certified will discuss the initiative again at the September 15th meeting. 	Kristen Yelton	
Faculty Liaison	<p>Teresa Schwartz introduced Dr. Rebecca Ellison, who will be attending Classified Staff meetings on behalf of faculty. Dr. Ellison reported:</p> <ul style="list-style-type: none"> ● Faculty senate held an election for the Grievance Review Panel. Dr. Ellison was chosen as representative, and Chuck Nitsch and Blake Carrol are alternates. 	Teresa Schwartz	

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	<ul style="list-style-type: none"> • She shared Faculty Senate meets on the same Friday as the Division meetings, at 2:30pm in ASII 413. The meetings are open for anyone to attend or to bring issues or concerns. • Faculty Senate is working with JCNEA to collect negotiation items. 		
Constituent Concerns	<p>Questions:</p> <ul style="list-style-type: none"> • A member stated SpiceWorks used to show a list of previously submitted tickets, but no longer has this feature. Daniel Boyer indicated SpiceWorks in MyJeffco V2 and SpiceWorks prior to MyJeffco V2 are essentially different products due to the way the program interfaces with MyJeffco. There may not be a way to show the list of open tickets in the new site. In response, it was asked if there was a way for the system to notify requestors of their tickets' status. Joan will check into this issue further. 	Executive Team Members	
Old Business	<p>Classification Study Update:</p> <ul style="list-style-type: none"> • Joan received an update from Tasha: On August 16th, Tasha received an email from the consultants, which included a "recommended sample structure for administrative support". Tasha had not had a chance to review the sample structure, but once she does, she will present it to Team. • Joan's question prompted Tasha to ask the consulting firm for an update. They responded, "we are finishing the structure along with employee allocation at the moment, then we will be sending the information by job and family in September." • Joan will continue to ask for updates and share information as she receives it. <p>Grievance Review Panel</p> <ul style="list-style-type: none"> • There were seven staff members who volunteered to represent Classified Staff on the GRP; they are listed on the online ballot. Voting closes September 8th. <i>(Update: Jill West was voted representative, with Kim Pitts and Laura Klaus as alternates.)</i> <p>Classified Staff Forum – Opening Week Update</p> <ul style="list-style-type: none"> • 27 staff attended the Thursday session, and 22 attended on Friday, with an unduplicated count of 41. • The committee received a lot of good feedback and are in the process of compiling their notes. Joan asked members who also may have taken notes at the forums to forward those to her so they can be combined with hers and Fran's. • After compiling, Joan will send out the notes for review by the committee. Questions and concerns highlighted through the 		

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	forums will be submitted to administration through Daryl, the committee's administrative liaison.		
New Business	<p>Semester Question:</p> <ul style="list-style-type: none"> • After the forums last year, the committee decided to ask Classified Staff one question per semester (via online survey) to foster positive, open communication and a chance for staff to share ideas. Last year, the question was, "What does your supervisor do to make you feel appreciated"? The results were shared at PLC and with Certified Staff and Administration. There were concerns expressed that the results did not go to all supervisors, since some supervisors are Classified Staff, not Certified. This issue will be resolved with future survey questions. • After discussion, the committee decided to ask one question per year in order to keep from survey overload. • The following questions were submitted as options for the current year, chosen based on feedback received at the faculty forums: "What could my coworkers do to improve our working environment?" and "What professional development opportunities would you like to see for staff on campus?" <p>Capital Project Requests – Due 9/12/17</p> <ul style="list-style-type: none"> • Kenny Wilson presented an idea to Certified Staff for a Capital Project to renovate the Viking Room. Certified Staff was not comfortable with the projected cost, but Kenny will continue to research options for a future proposal. • Joan reminded everyone that Classified Staff could submit a project as a group if the committee had an idea for a proposal. <p>A question was asked regarding the Viking Room window replacement and when it will begin. Daryl answered that it should be during the month of September.</p>		
Executive Session	The committee did not enter executive session.		
Adjournment	There being no further business, the meeting was adjourned at 11:56 a.m.	Joan Warren	

Next Meeting Date: Thursday, October 5th at 11:00 a.m. in the Viking Room

Respectfully Submitted,
 Miriam Rougely
 Secretary, Classified Staff Executive Committee