

CERTIFIED PROFESSIONAL STAFF

MEETING AGENDA

October 2, 2020, 1:30PM

<https://meet.google.com/zyk-iydn-kdr>

MEMBERS (presence denoted by check):

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

CONSTITUENT LIAISONS (presence denoted by check):

- | | |
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| <input type="checkbox"/> Bill Kaune | <input type="checkbox"/> Lore Robart |
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GUESTS:

Agenda Item	Person(s) Responsible	Notes
Call to Order	John Linhorst	Call to order 1:30 pm, 10/02/20
Approval of Minutes	John Linhorst	September 4, 2020 Meeting Minutes Michael Booker mentioned grammar and spelling edits to the minutes. Micahel Booker motioned to approve as amended. Terry Kite seconded. Minutes approved.
Reports	Stephanie Cage John Linhorst Terry Kite	Classified Staff-Stephanie reports working on reviewing a bylaws review task force. K. Sides will represent extended cabinet, Kristen mentioned the upcoming insurance enrollment period and the PSRS issues that the college is working through via an appeals process. Faculty Report-powerpoint attached regarding topics of concern that were sent to Dena. Faculty Questions and Answers

		<p>Monthly meeting with Dena-Viking's Vault, Food Service is not in a position to provide essential items to the Vault. Courier pickup is still a possibility, however Instacart is still an issue for tax exempt organizations. She is still exploring this option.</p> <p>Viking's Vault Committee-She is in favor of a committee structured under the Student Learning and Support Committee</p> <p>State of the College is coming up on Monday October 5th</p> <p>MCCA Conference- November 11th campus is closed, staff are not required to attend</p> <p>PSRS Issue- College is appealing the implementation of new retirement contribution measures with the help of our attorneys.</p> <p>Extended Cabinet-Division-based representation for Certified Staff on Cabinet for the first meeting which is October 15th.</p> <p>ModernThink survey information is coming soon comparing metric data across several categories over the past few years.</p>
<p>Old Business</p>	<p>John Linhorst</p>	<p>SEM/R Data Task Force Membership Carrie Greer was confirmed as SEM/R representative for CPS. Kenny Wilson motioned, Michael Booker seconded. Motion approved.</p> <p>Viking's Vault Oversight Committee Brought back this month for general discussion, Staffing, shopping, marketing, and food drives would be coordinated by this group. Kenny Wilson noted that it is a good idea, Lisa Pritchard noted that community service hours are a great potential way to utilize these hours in an official capacity. Lisa Vinyard is looking into any official Board or Admin process needed to create a committee. Kenny recommended Lora discuss the measure with the Student Learning and</p>

		Support Committee as a possible sub committee. John mentioned that Holly Lincoln has offered to represent CPS on the committee and chair it if chosen to do so.
New Business	Tasha Welsh	<p>Classification Study Update</p> <p>Tasha job descriptions are still in the works and are a top priority for Alicia Smith. The pandemic as well as Alicia's leave slowed this two part process.</p> <p>Part1: Submitting recommendations for changes to the essential duties-Part 2: Performance Evaluation process now includes an opportunity to recommend working title changes or position duties updates. Alicia is nearly done with suggesting changes to essential duties and then will be moving on to attachments to annual evaluations.</p> <p>Tasha reminded membership to send in any remaining evaluations and attachments. The PeopleAdmin project is still outstanding and is within a few weeks of wrapping up.</p>
	John Linhorst	<p>Extended Cabinet Membership</p> <p>Carrie, Lora, and John were approved as CPS representatives for Extended Cabinet. Tasha Welsh motioned to approve, Stephanie Caged seconded, motion approved.</p>
	John Linhorst	<p>Tuition Reimbursement Policy Update</p> <p>No additional feedback on the tuition update. Some language about provost versus vice president will be updated, as well as language regarding the approval of any reimbursement by the appropriate division VP instead of specifically the VP of Instruction.</p>
Open Comment and Questions	CPS Committee	Kenny Wiilson mentioned that the college is working on a grant proposal with other MCCA schools for a \$5M grant for health pathways funds.

		<p>Kathy Johnston mentioned that SEM/R is working on an updated call-a-thon for the fall semester. She asked for suggestions for demographic info on who to call. Kenny recommended school-based grouping of students. Kathy is also looking for volunteers for the call process as well.</p> <p>John mentioned that the Nursing Club will be doing a drive for Viking's Vault, and that the first round of the period supplies kits have arrived and are stocked in the Vault.</p> <p>Stephanie Cage discussed Children's Centers week October 12th-16th, and that the center is still planning on a safe costume parade for Halloween.</p>
Next Meeting Date	John Linhorst	November 6, 2020, 1:30PM
Adjournment		Carrie Greer motioned to adjourn, Tasha Welsh seconded. October 2, 2020, 2:03PM

Old Business

SEM/R Data Task Force Membership

Last month we brought forth for consideration an opportunity for a CPS member to join the SEM/R Data Task Force and represent CPS for the 2020-21 school year.

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

Carrie Greer has expressed interest in joining the Task Force for 2020-21

Motion: to confirm Carrie Greer as CPS representative for the SEM/R Data Task Force Membership for 2020-21.

Viking's Vault Oversight Committee

In September during open comments, we discussed the possibility of recommending to Dena an oversight committee/sub-committee for the Viking's Vault composed of membership from each constituent group. Along with a recommendation that it serve under and report out to the Student Support Committee, the committee would be charged with the operations of stocking the pantry, coordinating food drives, and communicating with constituent groups for volunteer hours and staffing.

Dena was in general support of the idea. Are there any further considerations, pros or cons to consider?

No motion required.

New Business

Classification Study Update

Tasha's update on the Classification Study

Extended Cabinet Membership

Extended Cabinet will meet once monthly (approximately 5 - 7 times annually) during the academic year. The primary goal of these meetings will be to provide for communication and participation in college-level discussions related to process, budget, policy, and procedures, among others. I have reached out to the president of each constituent group to seek volunteer representatives. In addition to the Cabinet members, the membership of Extended Cabinet will include the following:

- President of Faculty Senate (plus 3 faculty representatives, preferably one from each School)
- President of Certified Staff (plus 2 certified staff representatives)
- President of Classified Staff (plus 2 classified staff representatives)
- Chair of Diversity Committee
- Chair of the Council of Institutional Committee Chairs
- President of Student Senate (or designee)
- Executive Assistant to the President

Carrie Greer (Student Services) and Lora Warner (Instruction) have expressed interest in representing CPS for the 2020-21 academic year.

Motion: to confirm John Linhorst, Carrie Greer, and Lora Warner as CPS representatives for Extended Cabinet membership for 2020-21.

Tuition Reimbursement Policy Update

In mid-September, Daryl Gehbauer requested input on a [policy revision regarding tuition reimbursement](#). This policy revision will be presented to the board on October 8th.

Questions and/or comments were due to Daryl's office by September 28th.

No motion required.