

**CERTIFIED PROFESSIONAL STAFF  
MEETING MINUTES  
2/5/2021 1:30pm  
<https://meet.google.com/zyk-iydn-kdr>**

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**MEMBERS (presence denoted by check):**

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

**CONSTITUENT LIAISONS**

- ✓ Bill Kaune
- Lore Robart

**GUESTS: Kathy Johnston**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 1:30pm
Approvals	<p><a href="#">January 8, 2021 Minutes</a>  <a href="#">December 4, 2020 Meeting Minutes (with correction)</a></p> <p><b>ACTION:</b></p> <p>1. <b>Motion:</b> Carrie Greer to approve both January and December minutes  <b>Seconded:</b> Maggie Rola  <b>Vote:</b> All Approved</p>
Reports	<p><b>Stephanie Cage - Classified Staff</b></p> <ul style="list-style-type: none"> <li>● No report</li> </ul> <p><b>John Linhorst - Mtg w/ President</b></p> <ul style="list-style-type: none"> <li>● <b>Granted additional stimulus money</b> <ul style="list-style-type: none"> <li>○ approximately \$5 mil with \$1.3 to be given to students</li> <li>○ stipend to employees</li> </ul> </li> <li>● <b>Vaccine - educational employees eligible Level 1B phase 3 likely, but may be moved to tier 2</b></li> <li>● <b>Commencement ceremonies - 4 in person,</b> <ul style="list-style-type: none"> <li>○ 2 on Friday, May 14th @ 1pm and 4pm</li> <li>○ 2 on Saturday, May 15th @ 10am and 1pm</li> <li>○ limited to 90 graduates per ceremony</li> <li>○ staff limited to 30 per ceremony, must RSVP FCFS</li> </ul> </li> <li>● <b>CICC - meets next week to discuss shared governance that CPS submitted</b></li> </ul> <p><b>Terry Kite - Faculty Senate</b></p>

	<ul style="list-style-type: none"> <li>● <b>No report</b></li> </ul> <p><b>Curriculum committee - Bill Kaune - did not meet</b></p> <p><b>Diversity committee - Blake Tilley - looking to secure grant for racial and inclusion training across campus</b></p> <p><b>Enrollment only down 10/11% - Carrie Greer</b></p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. ALL: RSVP to Commencement ceremonies</li> </ol>
<b>Old Business</b>	<ul style="list-style-type: none"> <li>● Viking's Vault Update <ul style="list-style-type: none"> <li>○ 1st Viking's Vault Subcommittee meeting 2/4/21 <ul style="list-style-type: none"> <li>■ Subcommittee's charge</li> <li>■ Next steps towards shared governance oversight of the food pantry</li> </ul> </li> <li>○ Next steps are to seek approval at the CICC meeting on November 9th, and approvals from Classified Staff and Faculty Senate at their upcoming meetings.</li> <li>○ Holly Lincoln is chair</li> <li>○ CPS will continue to play a role as support until the subcommittee is fully up and running. CPS president will continue to attend meetings as a non-voting member for support.</li> <li>○ CPS will continue to shop until March - Nursing will shop in Feb.</li> <li>○ Jefferson Foundation reported to extend the grant with no penalty</li> </ul> </li> <li>● <a href="#">Bylaws Review</a> <ul style="list-style-type: none"> <li>○ Amy McDaniel suggested to possibly redraft/revamp</li> <li>○ look to have re-drafted by May</li> <li>○ All members to submit comments to John by next month</li> <li>○ Looking into converting to a Google Doc</li> </ul> </li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. <b>All:</b> review the bylaws and submit suggestions to John Linhorst by April.</li> <li>4. <b>John Linhorst, Michael Booker and Julie Johns:</b> meet to redraft bylaws</li> </ol>
<b>New Business</b>	<ul style="list-style-type: none"> <li>● April 2021 Meeting Date <ul style="list-style-type: none"> <li>○ Falls on a day when campus is closed</li> <li>○ When would we like to meet, 1st, 9th, 16th?</li> </ul> </li> <li>● 2025-2026 Academic Calendar <ul style="list-style-type: none"> <li>○ <a href="#">draft calendar</a></li> <li>○ <a href="#">ongoing considerations for the calendar</a></li> <li>○ <a href="#">draft calendar layout</a></li> <li>○ Any concerns or considerations please submit to John</li> </ul> </li> <li>● Performance Evaluation Discussion - Tasha Welsh <ul style="list-style-type: none"> <li>○ Simplified Evaluation Process considered for this year focusing on job description, goals and well-being of employees.</li> <li>○ New employees and employees with targets will still use full form</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Any feedback, please participate in Cabinet meeting next week</li> <li>○ Carrie Greer suggested using Strategic Workforce Planning instead of self evaluation</li> <li>● Advising Department Restructure - Kathy Johnston <ul style="list-style-type: none"> <li>○ Moving to “guided pathways” type advising</li> <li>○ Students are assigned to case managers based on the cohort or pathway chosen <ul style="list-style-type: none"> <li>■ EDU/PSY/SOC</li> <li>■ BUS/MGT/ECO/CUL</li> <li>■ Career Education</li> <li>■ Humanities/STEM</li> <li>■ Pre-HOP</li> <li>■ Career Guidance</li> <li>■ Resource</li> </ul> </li> <li>○ To be “tweaked” along the way</li> </ul> </li> </ul> <p><b>ACTION:</b></p> <p>5. <b>Motion:</b> Maggie Rola moved to reschedule April meeting to the 16th.  <b>Seconded:</b> Tasha Welsh  <b>Vote: All approved</b></p>
<b>Open Comment and Questions</b>	<ul style="list-style-type: none"> <li>● <b>Kenny Wilson - SSH-</b> <ul style="list-style-type: none"> <li>○ capital project VET TECH hospital on campus, back on the table</li> <li>○ MoEXCESL for barn</li> <li>○ Kennel project starts in May</li> <li>○ MAC cutting Rad Tech, looking to take on those students this fall - outreach planned for those students</li> <li>○ Rolla Tech center is pulling out of adult education</li> </ul> </li> <li>● <b>Blake Tilley - virtual donation appeal for employees, let him know if you plan on participating or if you need any ideas. April 5 all donations need to be in Foundation Office</b></li> </ul>
<b>Adjournment</b>	<p><b>Time: 2:22pm</b>  <b>Next Meeting: March 5, 2021, 1:30 pm Google Hangouts Meet</b></p>
<b>Additional Documents</b>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. see links throughout minutes</li> </ol>

Respectfully submitted,  
Julie Johns  
Director of Adult Education and Literacy