

**CERTIFIED PROFESSIONAL STAFF
MEETING MINUTES
03/05/2020: 1:30pm
<https://meet.google.com/zyk-iydn-kdr>**

MEMBERS (presence denoted by check):

- | | | |
|---|--|--|
| ✓ Maryanne Angliongto | ✓ Terry Kite | <input type="checkbox"/> Teresa Schwartz |
| <input type="checkbox"/> Roger Barrentine | ✓ Kathy Kuhlmann | <input type="checkbox"/> Daniel Smith |
| <input type="checkbox"/> 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 |
| ✓ Stephanie Cage | ✓ John Linhorst | ✓ Tasha Welsh |
| ✓ Boyd Copeland | ✓ Amy McDaniel | <input type="checkbox"/> Kenny Wilson |
| ✓ Bob Deutschman | <input type="checkbox"/> Dana Nevois | <input type="checkbox"/> Stacey Wilson |
| ✓ Paul Ferber | <input type="checkbox"/> Lisa Pritchard | |
| <input type="checkbox"/> 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:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 1:30pm
Approvals	February 5, 2021 Minutes ACTION: <ol style="list-style-type: none"> 1. Motion: Terry Kite Seconded: Lora Warner Vote: All Approved
Reports	<ul style="list-style-type: none"> ● Classified Staff - Stephanie Cage <ul style="list-style-type: none"> ○ Many updates, Spring into Fitness challenge, budget updates, job descriptions, job titles, ● Mtg with President - John Linhorst <ul style="list-style-type: none"> ○ Looking at a possible Insurance consortium with ECC and MAC ○ Inclement weather - virtual days discussion ● Faculty Senate - Terry Kite <ul style="list-style-type: none"> ○ Bylaws, meeting today canceled, next meeting 4/16/21
Old Business	<ul style="list-style-type: none"> ● Bylaws Review <ul style="list-style-type: none"> ○ Last ratified in 1994, the Certified Staff bylaws do not appear to have been revised since that time. The original bylaws .pdf is linked here for review. The Google Docs active revision is linked here.

- Dena has recommended housing revised copies of the group bylaws on the [President's Office webpage](#) once complete. She also recommended putting the revised bylaws on the agenda for the Extended Cabinet and also shared through the CICC to gather feedback across the institution.
- Will table the discussion until April to allow more review by members.
- Viking's Vault Update
 - The Viking's Vault Oversight Committee met on March 4th and discussed additional ideas about Vault management and how to get other constituent groups involved.
 - March 12, 2021
 - Vault Shopper Training - Maggie Rola to send a list of most needed items. Amy McDaniel will advise.
 - Vault Volunteer Training - Julie Johns
- Shared Governance Update
 - At the February CICC meeting, the Certified STaff concerns regarding the Shared Governance definition and flowchart were brought forward for discussion.
 - Concern 1: While the flowchart is a very helpful visualization tool for understanding the decision making and flow of ideas, there's concerns about being mindful of not overly formalizing the process. The flowchart combined with the new definition could be perceived as intimidating or overwhelming for someone who just had a simple idea that he or she would like to mention to Dena in the hallway but now feels like he/she has to make a formal pitch to a constituent group and then monitor the flow of ideas all the way up the chain of command.
 - CICC Discussion: Additional content was added to the Shared Governance definition. "The following shared governance/committee recommendation process should be used for any initiatives that result in changes to Board Policy and Procedures or Administrative Policy and Procedures. Please consult with your supervisor or administrative liaison (institutional committees and constituent groups) if you have questions."
 - Concern 2: Although great for standing committee decisions, there are concerns that the flowchart does not represent how many other decisions are made on campus, where ad hoc committees are involved, for example. For instance, where would a decision reside on the flowchart if the Admin Cabinet decides not to move forward with a hiring decision that was recommended through a hiring committee? There are

	<p>concerns that hiring by committee is not adequately represented in the flowchart.</p> <ul style="list-style-type: none"> ● CICC Discussion: Hiring committees are not representative of the flowchart. ● Jazz & Jeans Basket - Tasha Welsh <ul style="list-style-type: none"> ○ \$120 cash - Chuck's Boots will match our gift amount ○ Booze ○ Lights, socks, bottle opener, mugs, line dancing dvd, ○ Looking for a donation of a galvanized tub for our basket ○ get donations to Tasha by March 26th. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Maggie Rola to send a list of most needed/ requested items. 3. All - if interested in training vault volunteers, contact John Linhorst
New Business	
Open Comment and Questions	<ul style="list-style-type: none"> ● Job descriptions - Tasha Welsh - <ul style="list-style-type: none"> ○ updates coming out by end of day today ○ Updated salary analysis should be going out soon ● Voting on new President Elect in near future ● Performance Evaluation new optional evaluation form out today <ul style="list-style-type: none"> ○ not to be used for new employees or ○ employees with NI last year
Adjournment	<p>Time:2:03pm</p> <p>Next Meeting: April 16, 2021 1:30 pm Google Meet</p> <p>ACTION:</p> <ol style="list-style-type: none"> 4. Motion: Tasha Welsh Seconded: Lora Warner Vote: All approved

Respectfully submitted,
Julie Johns
Director of Adult Education and Literacy
Certified Professional Staff Secretary