

# Certified Professional Staff

## MEETING MINUTES

December 1, 2017

CTE 144

1:00 PM

**Members Present:** Greg McVey (President), Dana Nevois (Vice President), Trish Aumann, Joette Klein, Stephanie Cage, Rob Brieler, Kathy Johnston, Holly Lincoln, Lisa Pritchard, Stacey Wilson, Sarah Bright, Kristen Yelton, Betty Linneman, Terry Kite, Jamie Schneider, Diane Arnzen

**Members Absent:** Chris DeGeare (Secretary), Roger Barrentine, Diane Scanga, Tasha Welsh, Jaime Schneider, Tracy James, Kenny Wilson, Kathy Kuhlmann, Donald James, Brian Herrick, Kathleen Harris, John Linhorst, John Westerman, Patti Christen, Patt Shoff, Claudia Stuppy, Ayad Ali, Carol Rodgers, Michael Booker, Mark Smreker, Daniel Smith, Allan Wamsley, Dale Richardson, Robert Lile

**Guests:** None

**EXPECTED OUTCOMES OF MEETING: To continue the dissemination of relevant college information and to continue the progress on specific initiatives that will have a positive impact on the college community.**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to Order</b>	Greg called the meeting to order at 1:03 PM.		
<b>Approval of Minutes</b>	The meeting minutes from October 20, 2017 meeting were approved. <i>(Diane Arnzen 1<sup>st</sup>, Holly Lincoln 2<sup>nd</sup>) Passed.</i>		
<b>Food Pantry Update</b>	Holly updated the group on her food pantry visits with Greg on October 25. They visited De Soto, Hillsboro, Festus, and Arnold and learned about set-up and operations. The pantries are a close-knit group and routinely share resources. The Festus location is willing to share supplies of dry breakfast cereal with us when they receive large donations. The Arnold location is more like a grocery store. Terry Ferguson (previous Jeffco employee) helps run it. So, they are willing to help us with donations, including laundry detergent for student use. Student athletes volunteered at the Arnold location for Scouting for Food event on November 18. That is the busiest day of the year for them and they received 30,000+ items of food that day. Holly spoke with Kim Harvey. She is proposing to modify the Viking Room Annex to use for the food pantry. Kudos to Stephanie and the CDC; the kids did their own food/toiletries drive. Currently, the food pantry is well stocked.		
<b>Homeless Youth Donations</b>	Kathy Johnston reported that the college has adopted two homeless Jeffco students and a student with a 3-year-old child with terminal cancer. We have currently raised only \$20. Please consider donating cash or gift cards for Walmart, Gordman's and Game Stop.	Group: Drop off donations in ASI Faculty Office, CTE101, or Greg McVey.	Donations must be received by December 5

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<p><b>Shared Governance Task Force</b></p>	<p>Jim Reeves provided a draft of his report to the task force who determined that before the report is released, the small constituent group task forces should review the document and discuss recommendations. The certified staff group met and submitted the following recommendations to Jim Reeves:</p> <ul style="list-style-type: none"> <li>• Wants Jim to present the findings to the Board of Trustees without his recommendations included in the presentation.</li> <li>• Curious about Jim Ward’s involvement. His faculty union rep. Where is his input? Jim Reeves is sharing the report with Jim Ward.</li> <li>• The main problem identified is the relationship between faculty and administration is strained. What about classified and certified staff? They weren’t really addressed in the report.</li> <li>• At some point, everyone will have access to the report.</li> <li>• Jim Reeves is collecting the feedback and will meet with the task force after feedback is compiled.</li> </ul>		
<p><b>Constituent Group Liaison Reports</b></p>	<p>Faculty Liaison Greg McVey reported that faculty talked about the classification/compensation study; the faculty portion is complete, but they are not happy with the results. Certified Staff discussed regarding where certified staff stands regarding the study.</p> <ul style="list-style-type: none"> <li>• Why weren’t the results shared with everyone? There seems to be a lack of open communication and transparency.</li> <li>• Greg will request an update on the status, timeline, and purpose of the study. What is going to happen with the results? So many jobs have been eliminated or changed since the information was collected.</li> </ul> <p>Greg also reported that Brian Dunst presented information about updated KPIs. Faculty members did not like the word “accessibility” when talking about cost. Rob is updating the information and will take the draft forward with updates. Certified staff recommended using the word “cost”.</p> <p>Classified Staff Liaison Kristen Yelton reported that Human Resources has received an updated timeline for the classification/compensation study, but it has not yet been shared. The classified staff monthly question was about disposable toilet seat covers for the restrooms. Buildings and Grounds determined they cannot provide them due to increased waste expenses. All the information from the forum during opening week has been compiled. The</p>		

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	executive group is looking at it with Daryl Gehbauer and will share the results with classified staff once all results are compiled.		
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Kristen Yelton is considering changing “Take Back the Night” to an evening 5K event and having information regarding sexual assault available to those who attend. The event did not happen in 2017, and community members and College constituents have requested it for 2018. Let Kristen know if you have any ideas, recommendations, or feedback.</li> <li>• Greg McVey encouraged everyone to participate in one of the budget workgroups. Please contact Miriam Rouggy if interested.</li> <li>• Foundation Annual Fund Drive Update:             <ul style="list-style-type: none"> <li>○ 31% of certified staff have donated</li> <li>○ 2% of classified staff have donated</li> <li>○ 30% of faculty have donated</li> </ul> </li> </ul>	<p>Group – Share thoughts on Take Back the Night with Kristen</p> <p>Group – Contact Miriam to select budget workgroup</p>	<p>ASAP</p> <p>December 4</p>
<b>Adjournment</b>	The meeting was adjourned at 2:01 PM. <i>(Stephanie Cage 1<sup>st</sup>, Holly Lincoln 2<sup>nd</sup>) Passed.</i>		

Respectfully submitted,  
Chris DeGeare  
Certified Staff Secretary