

# Certified Professional Staff

## MEETING MINUTES

February 16, 2018

CTE144

1:00 PM

**Members Present:** Greg McVey (President), Dana Nevois (Vice President), Chris DeGeare (Secretary), Michael Booker, Tasha Welsh, John Westerman, Kenny Wilson

**Members Absent:** Ayad Ali, Diane Arnzen, Trish Aumann, Roger Barrentine, Rob Brieler, Sarah Bright, Stephanie Cage, Kathleen Harris, Bryan Herrick, Tracy James, Kathy Johnston, Terry Kite, Joette Klein, Kathy Kuhlmann, Chris Lile, Holly Lincoln, John Linhorst, Betty Linneman, Lisa Pritchard, Dale Richardson, Carol Rodgers, Diane Scanga, Jamie Schneider, Pat Shoff, Daniel Smith, Mark Smreker, Claudia Stuppy, Allan Wamsley, Stacey Wilson, Kristen Yelton

**Guests:** Vivian Aubuchon, Gregg Crain, Carrie Greer

**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 1:05 PM.		
<b>Approval of Minutes</b>	The meeting minutes from January 19, 2018 meeting were approved. <b><i>(Kenny Wilson 1<sup>st</sup>, Dana Nevois 2<sup>nd</sup>, Michael Booker and Tasha Welsh abstained) Passed.</i></b>		
<b>Food Pantry Update</b>	Greg shared that he and Holly are currently trying to locate ~200 sq. ft. of space to house the food pantry.  We have received 109 student responses to the food pantry survey. Greg will share the results via email.	Greg & Holly  Greg	
<b>Student-Athlete Drug Testing Policy</b>	Greg shared that the Athletics department is currently revising the policy for drug testing student athletes. The current policy is 10 years old and does not include policy administrators/chain of command, confidentiality, list of banned substances, testing for reasonable suspicion, and other liability issues. The proposed policy will not increase program costs. Greg will email it to the group for review.	Greg	
<b>Staff Classification &amp; Compensation Study</b>	Carrie Greer is heading the Staff Classification & Compensation Study Task Force. Membership includes Greg McVey & Dana Nevois (certified staff), Kristen Sides & Lora Warner (classified staff), Imran Shah (faculty), and Kim Harvey (administration). The initial timeline was too ambitious, but the project is moving toward completion. The Task Force aims to distribute the report to relevant supervisors by February 23.		

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Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	The study used comparative data from other colleges of similar size and demographics. It includes broad groupings of jobs with comparisons across the board. Jobs were classified using a decision band method based on decision-making authority, then graded as A-F based on supervisory responsibility. Subgrades include more subjective task analysis.		
<b>Constituent Group Liaison Reports</b>	<p>Carrie reported that Classified Staff met on February 1. They discussed the Classification &amp; Compensation Study. Daryl Gehbauer answered questions regarding the Shared Governance Task Force and discussed the next steps for the Budget Forums work. They will meet again on March 1.</p> <p>Vivian reported that Faculty Senate met on February 9. They discussed Core 42, the Shared Governance Task Force, the Faculty Compensation Study, Budget Forums, a new student course evaluation form, the food pantry, and updates to the official syllabus cover page.</p>		
<b>New Business</b>	No new business was brought forward.		
<b>Schedule Next Meeting</b>	Next meeting will be March 16 at 1:00 PM in CTE144.		
<b>Adjournment</b>	The meeting was adjourned at 1:44 PM. <b><i>(Michael Booker 1<sup>st</sup>, Chris DeGeare 2<sup>nd</sup>) Passed.</i></b>		

Respectfully submitted,  
Chris DeGeare  
Certified Staff Secretary