**Classified Professional Staff Executive Committee**

**MEETING MINUTES**

**November 1, 2018**

**Viking Room, 11:00am**

**Members:**

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| President: Fran Moore | | VP/Pres Elect: Lora Warner | | Past President: Joan Warren | |
| Secretary: Kristin Sherman | |  | |  |  |
| **Classified Professional Representatives:** | | | |  |  |
| **Group 1:** Buildings & Grounds, Campus Police | | | | Beau Besancenez | Anthony Merseal |
| **Group 2:** Learning Center, Library, Disability Support Services, Testing Center | | | | Kim Garzia | Connie Nash |
| **Group 3:** Enrollment Services, Student Financial Services, Athletics, Student Housing, Project SUCCESS, Institutional Research, Child Development Center, JCA | | | | Laura McCloskey | Deneen Mains |
| **Group 4:** A&SE Offices, Employment Services, ATS, CTE Offices, Continuing Education, Business & Community Development, TAACCCT Grant Team, JC Online, JCI | | | | Susan Lerch | Shannon Crow |
| **Group 5:**  Information Technology, Marketing/PR, Business Office, HR, Institutional Advancement, President’s Office, COS | | | | Mary Caine | Daniel Boyer |
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| **Liaisons & Representatives:** | |  | |  |  |
| Faculty Liaison *(Attends Classified Staff on Behalf of Faculty*): | | | | | Rebecca Ellison |
| Certified Staff Liaison *(Attends Classified Staff on Behalf of Certified Staff)*: | | | | | Kristen Yelton |
| Administrative Liaison *(Admin Team Rep./Shares Committee Feedback with Admin Team)*: | | | | | Daryl Gehbauer |
| Liaison to Faculty Senate  *(Attends Faculty Senate on Behalf of Classified Staff):* | | | | | Teresa Schwartz |
| Certified Staff Representative *(Attends Certified Staff on Behalf of Classified Staff):* | | | | | Lore Robart |
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| **Guests:** |  | |  | |  |
| Anastasia Luettecke | Miriam Rouggly | |  | |  |
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| **EXPECTED OUTCOMES OF MEETING:** | | | |
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| **Agenda Item** | **Discussion** | **Action Item/ Person(s) Responsible (If applicable)** | **Timeline/**  **Deadline** |
| **Call to Order** | The meeting was called to order at 11:01a.m. | Fran Moore |  |
| **Minutes** | Change Open Enrollment month from Oct to Nov  Jim Reeves change from Comp Study to Shared Governance  Previous meeting minutes approved by Theresa Schwartz and second by Beau Besancenez. | Fran Moore |  |
| **Old Business** | Employee Support Committee – reported: Holiday Part RSVP will go out Nov 5 – Nov 30 $15 Hillsboro Civic Center; new caterer Robbie’s from Barnhart; Onboarding Checklist meeting next Wednesday reviewing feedback; can-struction meeting sign-up sheet to go out; What can be used? Yes, on covering cans but labels need to stay intact.  Follow-Up to October minutes:   * Tiles in Field House – went down and looked, where the mats are the glue is already taken up; it is on the next year’s budget for pricing to get that fixed * Reporting of service hours –discussed with Dr. C. the supervisor will always be the first approver, if it is specifically for the college then personal time is not needed to be taken, no policy in place, will be looking into making a policy; Does that include Viking Vault ~ If your supervisor agrees, then that should be ok and no personal time would need to be taken but it is up to the supervisor. When will a policy be developed? “The law puts requirements on service units.” If you put in your 8 hours and do service hours then the college would have to pay you?! Is this a Tasha question? Try and set a goal for next January. If it is a college event language added to announcement so supervisors know that no time would need to be taken. What happens if there is an injury during volunteering, what about transporting students, in college rented vehicles? If waiver is signed then the College’s insurance covers it. Is there a policy in place for this? * Shared Governance – got 0 response, but faculty got a response back. Dr. C. - the board sees their position at the college as the supervisor and not the micromanager, they oversee what they do but not involved in the day-to-day operations; Can we ask a board member to come to one of our meetings? Will keep addressing the concern. Update on report is unknown and unclear on where we are at in the process. Should we ask for another task force meeting? See where faculty are at in the process? The revision needs to happen before it goes before the board because classified staff concerns are not being met. | Miriam Rouggly  Anthony Merseal  Fran Moore  Joan Warren/Fran Moore; |  |
| **New Business** | **Board of Trustees Report:**  Foundation should be done with Library report soon. 125-150 coming from one, Amren 100K, 50 from Dodds, 10K from Pacific  Manufacturing Day was successful. German exchange, Trunk-o-treat, Campus Children’s Week, HLC presentation on mission, 5 degrees  1 of 23 in the state to have with police certification  Have fee increase from $12 to $192 for CIS courses for additional certification cost.  Approved renewal of insurance 20% down on claims  Approved voluntary separation program: What happened to classified staff? Ours isn’t done, but the hope is to have faculty completed and turned in by Dec., Staff completed and turned in during June, and Certified next Dec.; overall structure for Classified Staff is complete but they need to review bands and then pay within the bands. Comparing jobs to market place in and out of education. Everyone has been categorized, steps are now being established and then salary range within those bands. Will be able to report more next meeting; hoping for a better timeline after today’s meeting.  Further information about past and upcoming Board meetings can be found on the BoardDocs website: <https://www.boarddocs.com/mo/jefferson/Board.nsf/Public>.  **Upcoming BOT meeting scheduled:** December 6 @ 5:30pm  **PLC Meeting Report:** spoke about separation plan but no firm dates, noted Reuel Tyson’s death. Father in town, memorial in Field House at 3pm. Previous deaths were not addressed, this memorial is how the college should be consistent. All students should be recognized when a death occurs. Find a way to do donations without service charges for a memorial. Marie can take money and contribute it to the cause. How are the other students being supported? Will need therapy and attention is being addressed.  HLC visit – familiar with our role with the Mission and how we live it. | Anthony Merseal  Lora Warner  Fran Moore |  |
| **Administrative Liaison Report** | Daryl unable to attend; nothing reported. | Daryl Gehbauer |  |
| **Certified Staff Liaison** | Kristen unable to attend; nothing reported. Lore said they are scheduling another meeting for the end of Nov. | Kristen Yelton |  |
| **Faculty Liaison** | Rebecca unable to go but will speak with Teresa. | Rebecca Ellison |  |
| **Liaison to Faculty Senate** | Present but did not have anything to report. | Teresa Schwartz |  |
| **Constituent Concerns** | Lighting in TC restrooms, staff member uncomfortable about going to restroom being so dark.  Adopt a family – the position was eliminated that did that, last year it was kind of put together, we supported the food pantry – reaching out to Suzie Welsh. Can we do that? Reach out with Suzie and report back.  If you see links that are broken or incorrect, please report at bottom of webpage. | Executive Team Members | Joan Warren |
| **Adjournment** | There being no further business, Lore Robart motioned to adjourn the meeting. Dan Boyer seconded the motion. The meeting was adjourned at 11:58 a.m. | Fran Moore |  |

Next Meeting Date: Thursday, December 6, 2018, 11:00, Viking Room

Respectfully Submitted,

Kristin Sherman

Secretary, Classified Staff Executive Committee