**Classified Professional Staff Executive Committee**

**MEETING MINUTES**

**December 6, 2018**

**Viking Room, 11:00am**

**Members:**

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| [x]  President: Fran Moore | [x] VP/Pres Elect: Lora Warner | [ ]  Past President: Joan Warren |
| [x]  Secretary: Kristin Sherman |  |  |  |
| **Classified Professional Representatives:** |  |  |
| **Group 1:** Buildings & Grounds, Campus Police | [ ]  Beau Besancenez | [x]  Anthony Merseal |
| **Group 2:** Learning Center, Library, Disability Support Services, Testing Center | [x]  Kim Garzia | [x]  Connie Nash |
| **Group 3:** Enrollment Services, Student Financial Services, Athletics, Student Housing, Project SUCCESS, Institutional Research, Child Development Center, JCA | [x]  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 | [x]  Shannon Crow |
| **Group 5:**  Information Technology, Marketing/PR, Business Office, HR, Institutional Advancement, President’s Office, COS | [x]  Mary Caine | [x]  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)*:  | [x]  Kristen Yelton |
| Administrative Liaison *(Admin Team Rep./Shares Committee Feedback with Admin Team)*: | [x]  Daryl Gehbauer |
| Liaison to Faculty Senate  *(Attends Faculty Senate on Behalf of Classified Staff):* | [x]  Teresa Schwartz |
| Certified Staff Representative *(Attends Certified Staff on Behalf of Classified Staff):* | [x]  Lore Robart |
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| **Guests:** |  |  |  |
| [x] Anastasia Luettecke  | [x] Karen Hester  | [x] Ray Cummiskey | [x] Marie Jennewien |
| [x] Julia Hampton | [x] Carrie Greer |  |  |

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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 10:59 am. | Fran Moore |  |
| **Minutes** | Last meeting minute emailed changes from Daryl and Sue:* Y missing from party
* Grammatical and spelling changes

Lore Robart motioned to approve the minutes. Shannon Crow seconded the motion.  | Fran Moore |  |
| **Old Business** | * Dr. Cummiskey here to answer any questions: Lore – hours at Arnold campus, 7:30 – 5 only 8 hours of holiday pay. Discussion got skipped, example of snow day – 8 hours. How do we make it fair for everyone who works more than 8 hours? Set-up a flex schedule, so that the employee is not negatively impacted. Work the flex schedule with supervisor. Depends on the need. Suggestion made to possibly stay longer on Fridays? We need to ask some questions of Tasha and get back to us.

Meeting on Friday to discuss Service Hours – Day of Service – this is consistent with our mission. A certain number of hours will be allocated in policy to allow employees to volunteer. This will go for board approval. What is and isn’t a volunteer opportunity will be decided at the time of this policy and when opportunities come up. (example: picking up trash or food pantry vs. Graduation)Shared Governance – Jim Reeves, facilitator, drafted a report and then haven’t seen much of him. Hasn’t been paid much. Concerns about report and reflection on everything said, and what is the next step? Report to board, board doesn’t want to be involved with this dispute. One thing to pursue, small group discussions with a mediator. Then build our process, what is the next step? Constituent heads got together and decided to write a letter to Jim signed by all heads asking for a final report. What about having a constituent heads committee meeting and then do a newsletter to campus with a report out? Does everyone understand what shared governance means or do we have a current institutional for shared governance? We do have one, but we have some issues on how things get to the point of going to the board and hearing from them. Is a definition and processes can be put together? We need to make sure we are looking at the why. A common definition would beneficial and help to differentiate between process and responsibilities. Healthiest Campus: national recognition trophy should be displayed. Dr. Cummiskey will find them. Flags displayed in Viking Café, what happened to all of them? 90% sure they are only representing of the students that currently here and that they are updated each year. Fall enrollment numbers – 2% down in credit hours, good news we planned for 5% down and most community colleges came out worse than we did. Dr. Cummiskey is always available and has an open-door policy. Please call Lisa if you want to stop by, but you can always email, call, voicemail, and use President Leadership Council as a resource.* Employee Support Committee report: Miriam Rouggly unable to attend.
* Follow-Up:
* Classification Study – Sent out email on Monday. In home stretch, have a deadline in March to show how we will allocate funds. Monday consultants will be to committee for staff and Task force meeting on Friday. Faculty process will be used with a guide. Tentatively in Feb each staff will meet with supervisor and go over results. Consultant, Mike – will be on campus Jan. 28th to meet with admin, supervisors, and employees. Retirement Incentive: Dec. 2019 for Cert and June 2020 for Classified Staff. Will a process be implemented for a grading positions from year to year? Consultants will be developing review process for HR to use.
* Shared Governance – see notes above.
 | Dr. CummiskeyDaryl GehbauerDr. CummiskyMiriam RougglyCarrie Greer Fran Moore |  |
| **New Business** | **Foundation**: Please give money to the foundation to help us do our job better and help students. Do memorial donations count towards the percent of employee support and still be part of the annual campaign? You can designate towards a specific project or fund. **Board of Trustees Report:** No November meeting**Upcoming BOT meeting scheduled:** Today December 6, 2018**PLC Meeting Report:** HLC survey – questions about concerns to prep people on before the visit. Institutional Goals – who develops them and where do they go? Are these being pulled and re-developed? Will these be ready for HLC? Strategic Planning is taking this issue up at their next meeting.  | Julia HamptonFran MooreLora Warner |  |
| **Administrative Liaison Report** | Daryl – Talked about board meeting, tonight is lengthy agenda. On-call contracting, bidding approvals, property injury insurance. MUSIC dropped premium by $6,000 for the year. In early stages of budget and finishing up annual audit. Faculty and Staff paying for parking update – being discussed but does not think that will be a recommendation that will happen. | Daryl Gehbauer |  |
| **Certified Staff Liaison** | Kristen unable to attend Certified Staff Meeting– Food Pantry updates, Ozark and Arnold donations, and opened mini-vault Nov. 5th in Arnold. Processes for the vault will be ongoing. Compensation, shared governance, Day of Service reports have already been covered.  | Kristen Yelton/Lore Robart |  |
| **Faculty Liaison** | Unable to attend Certified Staff Meeting | Rebecca Ellison |  |
| **Liaison to Faculty Senate** | Dr. Cummiskey covered shared governance and Dr. Daugherty came in to discuss re-structuring. She is holding a meeting this afternoon.  | Teresa Schwartz/ Laura McCloskey |  |
| **Constituent Concerns** | No issues to report – No executive session required. There is a Jazz Concert tonight at 7pm – FREE and Sunday there is a choir concert at 3pm – FREE both in Fine Arts theatre.  | Executive Team Members |  |
| **Adjournment** | There being no further business, Theresa motioned to adjourn the meeting. Dan seconded the motion. The meeting was adjourned at 12:15 pm. |  |  |

Next Meeting Date: Thursday, February 7, 2019, 11:00, Viking Room

Respectfully Submitted,

Kristin Sherman

Secretary, Classified Staff Executive Committee