**Classified Professional Staff Executive Committee**

**MEETING MINUTES**

**February 14, 2019**

**B& G Conference Room, 11:00am**

**Members:**

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| [x]  President: Fran Moore | [x] VP/Pres Elect: Lora Warner | [x]  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 | [x]  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):* | [ ]  Lore Robart |
|  |  |  |
| **Guests:** |  |  |  |
| [x] Anastasia Luettecke | [x] Erin Bergman  | [ ]  | [ ]  |
| [ ]  | [ ]  |[ ] [ ]

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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 11:03 am. | Fran Moore |  |
| **Minutes** | Kim moved to approve the minutes. Mary seconded the motion.  | Fran Moore |  |
| **Old Business** | * Classification & Compensation Study: please come and get the new information at meetings set.
* Shared Governance: Fran sent a draft and hope to get report from Jim.
 | Fran Moore |  |
| **New Business** | * Division Restructure: Decision for 1 Dean module was voted on, on Monday. Next step, work groups to see who reports where and program placement. We should try and get classified staff on the work groups for input. Guided pathways looks to be legislated and will be coming to Jeffco, but is not there yet.
* Employee Support Committee: Celebration for years of service will be April 24th at Alt. House for 5, 10, 15 etc. years of service and anyone taking the incentive.

Board of Trustees: * 88 participants of Day of Service
* Absence and sick leave policy changing from $15 to $22.50 for payout at time of departure.

Board Meeting: Next meeting tonight ~ Anxiously awaiting vote regarding selection of President-electPLC Meeting Report: HLC is coming March 11-12; Assurance argument wanted feedback by Feb 6th, Tasha working on individual information for each staff member for our changes to compensation; there have been recent thefts. Don Riffe reported some has been recovered using cameras and individual assistance, please be aware of campus surroundings. | Lora WarnerFran for MiriamAnthony MersealFran Moore |  |
| **Administrative Liaison Report** | Daryl Gehbauer present; Annual audit done and will be presented to Board tonight for fiscal year 2018, Trish Aumann will present on new Capital Projects and giving update on current projects, sold some items on Gov Deals (lot more sold through this platform) – unable to get items in surplus from buildings and grounds. Sheree Bell handles furniture needs; 6, 8, 10, 12 dollars increase between tuition and fees. Statewide our tuition is middle to high and tech fees are low ranges. Presented 2% increases for annual compensation increase. State aid – planning for same funds. Bonds – outlook presented in previous years have been in negative range, this year moved to stable.  | Daryl Gehbauer |  |
| **Certified Staff Liaison** | Kristen Yelton present; 74 students used food pantry in Fall – hours for this semester have changed open in afternoon 1-3 pm; Sheree Bell presented new furniture for campus offices; Community Service hours draft was being created and ask for feedback and will go to the Board in March.  | Kristen Yelton |  |
| **Faculty Liaison** | Rebecca Ellison absent. |  |  |
| **Liaison to Faculty Senate** | Teresa Schwartz present; Classification and Compensation update; bulk of meeting was discussing restructure; Food Pantry – we get complimentary tickets for plays but now if you bring items for pantry, you will get another complimentary ticket. | Teresa Schwartz |  |
| **Constituent Concerns** | Library pipes burst, Library and Testing Center are under flood damage. Needs to have proper clean up not just cosmetic. Concrete in front of library is chipping and cracking. Calcium based ice preventer is very oily, fall risk, and destroys shoes. Can we do mats at entrances when that chemical is used? Secretarial meeting – Different level of meetings and detail of minutes is possibly coming. Next Administrative Meeting is in March; CICC is addressing the concerns about minutes and type of minutes.  | Connie NashLaura McCloskeyKristin Sherman |  |
| **Adjournment** | There being no further business, Sue moved to adjourn the meeting. Anthony seconded the motion. The meeting was adjourned at 11:46 am. | Fran Moore |  |

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

Respectfully Submitted,

Kristin Sherman

Secretary, Classified Staff Executive Committee