**Classified Professional Staff Executive Committee**

**MEETING MINUTES**

**March 7, 2019**

**Viking Room Annex, 11:00am**

**Members:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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, 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 |
|  | |  | |  |  |
| **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 |
|  | | |  | |  |
| **Guests:** |  | |  | |  |
| Kim Harvey |  | |  | |  |
|  |  | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPECTED OUTCOMES OF MEETING:** | | | |
|  | | | |
| **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** | Connie moved to approve the minutes. Sue seconded the motion. | Fran Moore |  |
| **Old Business** | * Classification & Compensation Study: Kim Harvey representing Carrie; Held meetings week of Feb 25th, March 1- handouts distributed, 19 staff met with Tasha; Appeals Process Task Force will meet April 1st and all appeal decisions will be final – Job Descriptions **should** be to Tasha tomorrow, work group of task force review job descriptions next week; April review; May final ~ For those topped out there is a possibility of a stipend along with a COLA * Shared Governance: Memo requesting findings from Jim Reeves put on hold ~ Dr. C requesting meeting with constituent heads; any thoughts about a final report from Jim Reeves? More to come to Executive Council after March 8th meeting. * Division Restructure: Division structure has been decided; work groups being held until dean has been chosen. Dean position is on hold due to budget review by board. ATS Director position is on hold as well, all positions to be filled by July 1. | Kim Harvey  Joan Warren  Lora Warner |  |
| **New Business** | Board of Trustees: Fran attended most of meeting, Caron went through HLC process, similar to mandatory meetings for college March 7th & 8th, Classified, Certified, and Faculty requested to attend Open Forums (Admin not allowed to attend Open Forums). Announcement of Dr. Dena McCaffrey’s selection as president-elect. She will not hold Dean responsibilities during interim year. Strategic Planning of Capital Projects and update on current projects, all projects are able to be covered due to lower costs.  Board Meeting: Next meeting March 14th, 2019  PLC Meeting Report: Lindsey Steighorst shared minutes, TBTN on April 25, TedX was cancelled, Employee Recognition for 5, 10, 15, 20, retire at Ault House (invite only). SEM plan presented, Call Kathy Johnston for information. HLC schedule emailed out and handed out at mandatory meetings. | Fran Moore |  |
| **Administrative Liaison Report** | Daryl Gehbauer present; focusing on budget and meeting with Board tonight. What is happening with tuition and fees? $8-12/ credit hour increases, other colleges are raising anywhere form $3-5 to 20%. Will application fee come back? Not discussed, worth looking into. Testing Center is implanting $20 fee to transfer placement scores on July 1. Should we look at universal fees, transcripts (through ClearingHouse), parking, etc.  Work groups made suggestions, and now talking about solar power. Daryl will send out update on process. | Daryl Gehbauer |  |
| **Certified Staff Liaison** | Kristen Yelton present; no meeting in February. Next meeting March 15th. | Kristen Yelton |  |
| **Faculty Liaison** | Rebecca Ellison not present. | Rebecca Ellison |  |
| **Liaison to Faculty Senate** | Teresa Schwartz present; no meeting in February. Next meeting March 8th. | Teresa Schwartz |  |
| **Constituent Concerns** | Best Practices Manual Work Group: Classified Staff be willing to vote on formation. Management Development Series, this should be a next topic. Lora moved to assemble Work Group, Kristin seconded. Fran called for vote, 12 approved, Fran abstained from vote. Mary nominated Sue to chair that group, all passed vote.  Career Closet and Healthcare Job Fair update.  Networking Event.  Campus Lockers ~ Testing Center being asked on regular basis for locker availability, should this be something the college looks into? | Kristin Sherman  Lora Warner  Connie Nash |  |
| **Adjournment** | There being no further business, Connie moved to adjourn the meeting. Joan seconded the motion. The meeting was adjourned at 11:50 am. | Fran Moore |  |

Next Meeting Date: Thursday, April 4, 11:00, Viking Room

Respectfully Submitted,

Kristin Sherman

Secretary, Classified Staff Executive Committee