**Classified Professional Staff Executive Committee**

**MEETING MINUTES**

**April 4, 2019**

**Viking Room, 11:00am**

**Members:**

|  |  |  |
| --- | --- | --- |
| [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 | [ ]  Anthony Merseal |
| **Group 2:** Learning Center, Library, Disability Support Services, Testing Center | [x]  Kim Garzia | [ ]  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, JC Online, JCI | [x]  Susan Lerch | [ ]  Shannon Crow |
| **Group 5:**  Information Technology, Marketing/PR, Business Office, HR, Institutional Advancement, President’s Office, COS | [x]  Mary Caine | [x]  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)*:  | [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] Debbie Bonham | [ ]   | [ ]  | [ ]  |
| [ ]  | [ ]  |[ ] [ ]

|  |
| --- |
| **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 11:02 am. | Fran Moore |  |
| **Minutes** | Joan moved to approve the minutes. Daniel seconded the motion.  | Fran Moore |  |
| **Old Business** | * Classification & Compensation Study: Disappointing news about job descriptions, Lora updated from most recent Task Force meeting ~ Appeal process will be on hold until job descriptions are done. We are pushing back with the company and discussing legal options as far as our contract and lack of follow through.
* Shared Governance: Draft has been published in the President’s News and Views. Feedback or concerns can go through constituent heads. Dr. Cummiskey is looking at some suggestions or ideas on how to proceed. Reviewing previous feedback from the first time the Draft was released would be a good starting point. Suggestion made to send out previous feedback to draft and request for new feedback or input to the whole constituent group or a forum to discuss instead of another email. Suggestion: In addition to beginning of the year forum, add an end of the year forum with a potluck. Lora made motion and Theresa seconded. Google form will be sent out for snack volunteers. We will aim for a day during the week after commencement at 3pm.
* Best Practices Work Group: Not started yet, Miriam is going to speak with Caron about the goals of the group, since the need arose during the administrative professionals meeting.
 | Fran Moore/ Lora WarnerFran MooreSue Lerch |  |
| **New Business** | Board of Trustees: Approval of Budget with $6 increase to tuition and $6 increase to fees; several presentations regarding Division Restructure ~ format is set; on-going meetings to determine detailsNext Board of Trustee’s meeting: April 11th, 2019PLC Meeting Report: No meeting ~ nothing new to report  | Fran Moore |  |
| **Administrative Liaison Report** | Daryl Gehbauer present; Budget was approved, April 17 will finalize budget with Budget Sub-Committee and go to the Board on May 5; New board member, Susan Tuggle, to be seated at next board meeting (April 11, 2019) Ron and Crystal were re-elected for 6 year terms. HLC report stated our CFI Index number, 4.35, increase from 3.52. Final draft report presentation will happen after Board is briefed.  | Daryl Gehbauer |  |
| **Certified Staff Liaison** | Kristen Yelton present; Viking Vault limited hours during summer, closed during intersession and summer semester open one day a week, but open for students by request. Opening volunteers’ hours to other constituent groups to assist. Teaming up with CDC to start a community garden for the Viking Vault. Chris Degeare will be Certified Staff President for next year and Rob Brieler will be Vice President. | Kristen Yelton |  |
| **Faculty Liaison** | Rebecca Ellison not present. | Rebecca Ellison |  |
| **Liaison to Faculty Senate** | Teresa Schwartz present; nothing new to report. (Everything was covered in previous reports) | Teresa Schwartz |  |
| **Constituent Concerns** | Coordinators of Commencement requesting workers ~ will get paid for the hours you work at commencement (must have Supervisor approval)  |  |  |
| **Executive Session** | Meeting went into executive session.  | Fran Moore  |  |
| **Adjournment** | There being no further business, Sue moved to adjourn the meeting. Lora seconded the motion. The meeting was adjourned at 11:58 am. | Fran Moore |  |

Next Meeting Date: Thursday, May 2nd, 11:00, Viking Room

Respectfully Submitted,

Kristin Sherman

Secretary, Classified Staff Executive Committee