**Classified Professional Staff Executive Committee**

**MEETING MINUTES**

**May 2, 2019**

**Library 208, 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 | [x]  Beau Besancenez | [x]  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 | [x]  Shannon Crow |
| **Group 5:**  Information Technology, Marketing/PR, Business Office, HR, Institutional Advancement, President’s Office, COS | [ ]  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)*:  | [ ]  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 |
|  |  |  |
| **Guests:** |  |  |  |
| [x]  Nolan Luhm | [ ]   | [ ]  | [ ]  |
| [ ]  | [ ]  |[ ] [ ]

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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 11:01 am.  | Fran Moore |  |
| **Minutes** |  HLC clarification ~ needs to be checked out with Daryl. CFI Index is a financial indicator, it is a good thing ~ we are considered above range. Kristin will add correction to minutes. Lore motioned to approve minutes with additional CFI information added and Lora seconded.  | Fran Moore |  |
| **Old Business** | * Classification & Compensation Study: Job descriptions have been making progress, and are starting to be what we need in relation to Band grading. Cross referencing with other jobs descriptions in the same grade are being referenced.
* Shared Governance: Draft distributed, will be sending out suggestions to group and see what other suggestions are brought forth on how to move forward.
* Dean Search: Search committee has been selected, interviews and forums will be held within the next couple weeks.
* Classified Staff Open Forum: Scheduled May 22nd in AS1 – 119; snacks at 2:30pm and forum at 3pm. Sending out Google form for snack sign-up. Lora will make a flyer. Conversation: Updates on current topics, introduce committee, etc.
 | Lora WarnerFran MooreSue LerchFran Moore |  |
| **New Business** | Board of Trustees: Installed Susan as new member, Steve re-elected, Crystal elected as Vice-President. Board dinner at ATS prepared by Culinary Students. Dr. Daugherty presented, HLC report, Workforce Development presentation. Next Board of Trustee’s meeting: May 9th, 2019PLC Meeting Report: Committee presentations, ATS official course syllabi, Diversity committee new website, study abroad new group, Safety through backs for emergencies, purchasing 2 more snowblowers, ATS Security happing this summer, Cell phone amplification happening in Field House, Fine Arts, Library, and Administration. Fiber being installed for new fire alarm system. New Mercy cabling being added (construction happening currently by AT&T) Student Services round table this summer, HLC report, in 4 years new Assurance Argument due to HLC because of Pathways Model. HLC Conference presentations, Erin Lawson new grant funded Title IV, Clery, and Women against Violence. Community Service Leave policy being presented to the Board. (see handout) RFP’s sent out for Insurance bids and board will see it in June.* CS Exec Team Election Results: Introduction of new team, Joan to move to rep, Nolan Luhm to be next Vice President; adjustment reps Anastasia with join Shannon Crow in Group 4
* CS Outstanding Achievement Award Nominations: Due May 30th 6 nominees have been sent in already. Needs to be submitted to Foundation at July 20th.
 | Fran Moore |  |
| **Administrative Liaison Report** | Daryl Gehbauer present; Budget sub-committee has been meeting. May will be first reading; 4% decline in enrollment for academic year, $6 increase to tuition and fees, 1 step/2% raise has been budgeted for full time and part-time regular employees, ATS selling house next year. $200,000 increase in reserve with brings to 17% - medium range, slowly adding. Property taxes might be a little ahead. Compensation Study has $300,000 for next year.  | Daryl Gehbauer |  |
| **Certified Staff Liaison** | Kristen Yelton not present. Viking Vault sign up sent out.  | Kristen Yelton |  |
| **Faculty Liaison** | Rebecca Ellison not present. | Rebecca Ellison |  |
| **Liaison to Faculty Senate** | Teresa Schwartz present; nothing to report BAT-FAT and restructure.  | Teresa Schwartz |  |
| **Constituent Concerns** | Restructure is moving along; been a lot of meetings being held. Kathy is having a meeting how instructional restructure is affecting Student Services. Bereavement Leave discussion, suggested to be revised as far as re-wording or what days can be used as what. Suggested to prepare a revision that can be taken to the Administrative Team for review.  | Fran Moore |  |
| **Executive Session** | Meeting went into executive session.  | Fran Moore  |  |
| **Adjournment** | There being no further business, Sue moved to adjourn the meeting. Lore seconded the motion. The meeting was adjourned at 12:26 pm. | Fran Moore |  |

Upcoming End of Year Forum: Wednesday, May 22nd, 2019, AS1 -119

Next Meeting Date: Thursday, June 6th, 11:00, Viking Room

Respectfully Submitted,

Kristin Sherman

Secretary, Classified Staff Executive Committee