

TEAM
MEETING MINUTES
March 28, 2017 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, Kim Harvey, Shirley Davenport, Dena McCaffrey, Roger Barrentine, Tasha Welsh

Members Absent: Patti Christen

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Raymond Cummiskey called the meeting to order at 9:10 am. 		
Approval of Minutes	<ul style="list-style-type: none"> March 7 minutes approved. 		
PLC (March 28) - Cancelled	<ul style="list-style-type: none"> Dr. Cummiskey cancelled PLC for March 28. Not enough agenda items. Dena suggested Lisa Vinyard add reason PLC is cancelled in future correspondence. 		
Hot topics: Campaign Cards in Faculty Mailboxes Student Concern – Dr. Harvey	<ul style="list-style-type: none"> A faculty member has expressed concern that someone is putting Jefferson College Board of Trustees campaign cards in faculty mailboxes. Since this is not allowed by policy, it was suggested that the cards be removed. Student concern was discussed by Dr. Harvey. Dr. Cummiskey reminded everyone of policies and procedures involved with student concerns. 		
Budget	<ul style="list-style-type: none"> Daryl Gehbauer gave update on pool. Possibly keeping open, just for open swim – no classes. Had meeting with YMCA – very successful meeting. Looking into possibility of using pool as a satellite location for YMCA. March 29 Daryl and Greg McVey are meeting with Midwest Pool Management. Would like to have something in place August 1, but unsure of date at this time. <ul style="list-style-type: none"> Dr. Cummiskey asked Daryl for information regarding pool to give to the Board before next Board meeting. Team discussed timeline of personnel decisions for athletic positions. Dr. Cummiskey reminded Team to adjust items in budgets that use his Discretionary Fund and move them to the general budget as much as possible. Side note: Dena asked if Employee Service Awards event could be moved to the end of March instead of May due to May being such a busy time of year. 		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Division/departmental updates	<ul style="list-style-type: none"> • Dr. Cummiskey reminded Team of ATS dinner before April Board Meeting. Discussed plaque presentations. • Based on who wins Board election, they will give orientations based on their schedules, but will try to get them in before Board meeting. • Dr. Daugherty provided dates she will be out of the office: March 31, April 3 & 4(HLC), April 10 (Instructional Council going to Southeast to meet with their provost and Instructional Council), April 12 (MCCA Excellence in Teaching Award in Columbia), April 17, 18, 19 (HLC site visit). Will also be out of the office attending Superintendents' Meetings now through June. • Dr. Davenport stated they had PTK induction on Sunday (March 26) that went very well. 66 students were inducted. • Dr. Davenport reported Suzie Welch held Careers in Social Work event last week – well attended by students. • Dr. McCaffrey announced Earl Neal is receiving Most Dedicated Instructor of the Year Award from the Missouri Emergency Medical Services Association. • Dr. McCaffrey gave update on Enhancement Grant. Miriam submitted final reimbursement payment. Another \$220,000 College should be receiving. • Dr. McCaffrey stated John Westerman and Chris DeGeare have put in a lot of time working on the Perkins Tiered Monitoring report (as required this year since we are in Cohort 3). • Dr. McCaffrey stated there are two job fairs coming up. General Job Fair has over 71 employers coming. Health Occ Job Fair has over 30 employers coming. Tina Robinson did a great job filling in for Lora Warner while she was on Maternity Leave. • Dr. McCaffrey mentioned that at her staff meeting she reminded supervisors that on new employee evaluations, not everyone will be at the rating of "Exceeds Expectations". If an employee is doing their job (as written in their job description), then they are meeting expectations. Dena is concerned that there still could be some confusion about the form and ratings this year. 		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<ul style="list-style-type: none"> ○ Tasha gave examples of training given to supervisors for new evaluations. Went over the difference between “Meets Expectations” and “Exceeds Expectations”. New evaluations will continually be assessed to see how well they’re working. ○ Dr. Cummiskey advised to speak with supervisors and let them know what’s expected out of the evaluations. ● Daryl Gehbauer asked status of grant applied for NEST Project. Dena unsure at this time, but should have an update any time. ● Dr. Harvey reported they held VIP Registration Campaign for fall semester. Sent text on March 20. Received Over 1500 hits on webpage. ● Dr. Harvey stated they have received 24 responses on Showcase event. Sent out google form to sign up for Showcase during the week of March 20 and sent a reminder on March 28. ● Dr. Harvey reported she submitted the Annual Institutional Data Update for HLC on March 27. ● Roger Barrentine reported his department’s energy level and participation is very high. Helping with enrollment and special events. Disbursing as much positive news as possible via print, social media, website etc. ● Dr. Cummiskey reminded Team they will not meet next week (April 4). 		
Next meeting date	Next meeting date: Tuesday, April 11, 2017		