

TEAM
MEETING MINUTES
April 11, 2017 – BOARD ROOM

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

Members Absent: None

Guests: None

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 9:05 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> The 3/21/2017 minutes were approved. The 3/28/2017 minutes will be approved at the 4/18/2017 meeting. 		
Review of action items / closing the loop			
<p>Hot topics:</p> <p>MCCA Task Force on Expense Reductions - Daryl Gehbauer</p>	<p>Daryl Gehbauer advised he attended a meeting on 4/5 regarding the MCCA Task Force on Expense Reductions. He stated to get organized it was decided to form four subcommittees - a Procurement/Shared Services Subcommittee; an Employee Benefits Subcommittee; a Regulations Subcommittee and a Reports Subcommittee. He advised that he agreed to co-chair the Procurement/Shared Services Sub-committee and to serve on the Employee Benefits Subcommittee along with Tasha Welsh who volunteered to serve as a member of the Subcommittee. He advised that if any other Team Member would like to volunteer to let him know. He stated that Missouri's Chief Operating Officer Drew Erdmann will review recommendations of the Task Force as Governor Greiten's representative. He advised that a 5/15 deadline has been set for submitting the initial report of the Task Force recommendations. The final recommendations are due 8/15. These recommendations will be submitted to the CBHE. He stated that the Task Force will have to review several issues in order to reach a consensus.</p>		

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Fundraising Events – Patti Christen	Patti Christen discussed the Solicitation and Fund-raising Events form with the Team. She advised that use of the form would allow for accurate tracking and a more properly coordinated effort in fundraising. She recommended that Team members contact her at the onset of planned events to discuss the particulars and then follow-up using the form.		
Budget	<ul style="list-style-type: none"> • Dr. Cummiskey advised of the 4/13 Board meeting and that the primary discussion will be the pool closing. He advised that the cost cutting options to keep the pool operational would be presented. He stated his primary agenda will be to push to get the budget approved and then, any remaining discussions concerning the pool can continue. 		
Planning Institutional action plans			
Division/departmental updates	<ul style="list-style-type: none"> • Dr. Cummiskey stated that Board Member Margaret Passmore will be on campus the morning of 4/13 for orientation. He stated Drs. Davenport and McCaffrey will coordinate her tour of the campus. • Dr. Cummiskey advised of the ATS dinner on Thursday evening and the plaque presentation. • Dr. Cummiskey reminded the Team that Senator McCaskill will be on campus on Wednesday for a public town hall meeting. • Dr. Cummiskey advised starting in May he wanted to revert to using the tentative agenda process where the agenda items are identified and discussed prior to the Board Book being published which is two weeks before the scheduled Board Meeting. • Dr. Daugherty advised she will be out of the office 4/17-4/19. She stated she is working to get end of year challenges finalized. • Dr. Davenport advised the Team of the Eclipse TEDx event scheduled on Wednesday at the Fine Arts Theater. • Dr. Davenport reported that Rebecca Ellison collaborated on a Shakespeare Project with Windsor, Jefferson R-VII, St Pius and 		

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	<p>Herculaneum High Schools. Jeffco’s English Instructor Matt Vaughn served as a dramaturge.</p> <ul style="list-style-type: none"> • Dr. McCaffrey advised the Team of the Advanced Residential Carpentry Construction Green Technology Home Open House scheduled 4/11. The home is located in the Joliet Subdivision in Hillsboro. • Dr. McCaffrey reported that students from the ATS and college level students competed in the Skills USA Competition last week. She reported that students won gold, bronze and silver medals and those qualifying, will compete at the Nationals in June. • Dr. McCaffrey advised that there are two external candidates and one internal candidate for the Director of Nursing position. She stated that she and Kenny will conduct interviews of the candidates and that an interim director may have to be appointed until a selection for the position is made. • Dr. McCaffrey reported that a self-study of the Rad Tech Program is due in a few weeks. • Dr. McCaffrey stated regarding the Paramedic Program that Earl is working on a plan to address the three issues resulting from the on-site review for CoAEMSP. The plan is due to CAAHEP by 6/1. • Dr. Harvey advised she has obtained permission to fill the position of Women’s Basketball Coach which will be combined with Jason Gardner’s position of Student Athlete Success Coordinator. • Dr. Harvey advised that Student Senate elections are scheduled for 4/25 and 4/26. • Dr. Harvey stated that Jeffco’s Baseball Team will be playing at Busch Stadium on Sunday, 9/10. As a fundraiser, the Team will be selling tickets for \$30.00 for the Cardinal’s game scheduled on 9/10. • Dr. Harvey reported that 39 new students registered for classes at the Arnold Show Case on 4/6. This number is down from the 50 students who registered last year. • Dr. Harvey advised that last week she and Dr. Daugherty attended an HLC Conference where program institution retention and 		

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	<p>completion goals were discussed. She advised there was a renewed focus on accountability measures. Dr. Cumiskey requested that a presentation be made at the Board Meeting on Thursday regarding information obtained at the conference.</p> <ul style="list-style-type: none"> • Dr. Harvey stated that Sarah Bright provided statistics regarding identity thieves who may have hacked up to 100,000 financial aid applicants. From the hack, 8,000 fraudulent tax refunds were issued totaling \$30 million. • Patti Christen provided an update on the Jazz & Jeans Dinner, Dance & Auction. She advised that a generous amount of raffle baskets have been coming in from the various departments across campus including game tickets for the St. Louis Cardinals. She stated this year a Smart TV donated by one of John Linhorst’s vendors will be sold at raffle. The price for raffle tickets will be \$5.00 a ticket or five tickets for \$20.00. She reported that the on-line auction will be available the day of the Auction. She advised that setup will begin on Thursday and continue on Friday afternoon. • Roger Barrentine discussed a unique public relations project involving Marketing & PR, Athletics, and the Jefferson College Foundation pertaining to the recent announcement that former Jefferson College/MLB All-Star and World Series pitcher Mark Buehrle’s number will be retired by the Chicago White Sox during a special ceremony on 6/24. The initiative includes a half-page ad in the White Sox and Cardinal’s game day program that is purchased by over one million fans throughout the season. The departments are also coordinating a visit with Buehrle the day of the ceremony. • Roger Barrentine also mentioned the upcoming solar eclipse on 8/21, noting that widespread advertising from the Marketing & PR Department is on hold until the event details are fully determined and announced by the planning sub-committee. 		

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	<ul style="list-style-type: none"> <li data-bbox="472 243 1130 352">Tasha Welsh advised that she and Kim Pitts are looking into bringing in a representative to talk to employees about college savings accounts. 		
Next meeting date	Next meeting date: Tuesday, 4/18/2017		