

**TEAM**  
**MEETING MINUTES**  
**5/2/2017 – BOARD ROOM**

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

**Members Absent:** Patti Christen

**Guest:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Ray Cummiskey called the meeting to order at 9:10 a.m.</li> </ul>		
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>4/25/2017 Minutes are approved for posting.</li> </ul>		
<b>Review of action items / closing the loop</b>	<ul style="list-style-type: none"> <li>Dr. Cummiskey informed the Team that he spoke to Senator Blunt who informed him that the year-round Pell Grant is being restored and will go into effect this fall. He advised that use of the grant will allow students to receive an additional Pell Grant during the year to take summer classes and pointed out that the grant may also help to increase summer enrollment.</li> </ul>		
<p><b>Hot topics:</b>  <b>Fall Picnic (Classified Staff)</b>  <b>- Dr. Daugherty</b></p> <p><b>Strengths Finder Review –</b>  <b>Dr. Daugherty</b></p>	<ul style="list-style-type: none"> <li>Dr. Daugherty proposed that the Fall Picnic be reorganized and sponsored by the Administrative Team this year. She volunteered to take the lead in organizing the event. The date of 7/13 from 11-1:00 p.m. was agreed upon by Team members for scheduling. The purchase of food items was discussed including coordinating with the campus food service to provide the beverage, chips and dessert. It was decided to reschedule Professional Development training, which was a part of the original Fall Picnic program to a later date.</li> <li>Dr. Daugherty reminded the Team to continue to identify and build on strengths. She added it is important to acknowledge the role of strengths, particularly when assigning job duties. It</li> </ul>	<p>Daryl Gehbauer will contact the county health department for guidelines/requirements to serve food.</p>	

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<p><b>Fire Alarm ASI – Dr. Davenport</b></p> <p><b>Use of the Master Calendar – Daryl Gehbauer</b></p> <p><b>Attendance policy regarding current flooding – Dr. Harvey</b></p>	<p>was suggested that the topic be discussed at the Management Development Series meetings.</p> <ul style="list-style-type: none"> <li>• Dr. Davenport reported on the concerns of a faculty member regarding the handling of the false alarm at ASI building last week. She stated that because there was no clear designation of responsibilities, last week’s alarm resulted in near chaos. She advised that a procedure and the clear designation of responsibilities regarding false fire alarms needs to be identified. Dr. Cummiskey stated that the fire department is responsible to announce the “all clear” after a fire. He advised that in the absence of the fire department after a false alarm, a designation of responsibilities as to who will announce the “all clear” must be identified. Suggestions were made by the Team to use text messaging and/or the PA system to announce the “all clear”. Discussion regarding this issue will continue.</li> <li>• Daryl Gehbauer touched on points in using the Master Calendar to schedule events. The Calendar was viewed on the widescreen by Team members and questions concerning its use were clarified by Daryl.</li> <li>• Dr. Harvey requested that a statement be issued to students regarding the flooding. She asked Roger Barrentine to assist in preparing the statement which would include instructions to students to work with their instructors. Dr. Cummiskey further added that if school is cancelled due to rivers cresting on Thursday, the day would be treated as a snow day.</li> </ul>		
<p><b>Budget</b></p>	<ul style="list-style-type: none"> <li>• Dr. Cummiskey reviewed the topics covered at the budget retreat on Monday. He reminded the Team to continue to work on any reports assigned at the retreat.</li> </ul>		

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<b>Planning – Institutional action plans</b>			
<b>Division/departmental updates</b>	<ul style="list-style-type: none"> <li>• Dr. Cumiskey informed the Team that the Desoto Chamber of Commerce Installation dinner is scheduled on 5/19.</li> <li>• Dr. Daugherty commented on the small construction projects that are on-going at JCA. The projects include retaining space for a small library with reduced hours of operation; computer moves; restructuring the computer lab space and office set-up for Bryan Herrick and Sandy Napier.</li> <li>• Dr. Harvey advised that Amy Kausler, Kenny Wilson and Allan Wamsley will make an HLC presentation at the Board meeting on 5/9.</li> <li>• She advised that Sandy Davis has been informed by the American Foundation for Suicide Prevention (AFSP) that the application she submitted to implement the Interactive Screening Program has been accepted and that AFSP has agreed to waive the program fees totaling \$10,000 for Jefferson College.</li> <li>• She stated that Pat Evers and several baseball players travelled to Herculaneum to assist with sandbagging efforts which were posted on Twitter and Instagram.</li> <li>• She reported that interviews for the Women’s Basketball Coach/Student Athlete Success Coordinator position are scheduled on Wednesday and the week of 5/8.</li> <li>• Dr. Davenport advised the Team of the following events: The Student Art Exhibit in the Fine Arts Theatre Lobby 5/1-5; the Band Concert in the Fine Arts Theatre on 5/2; the Jefferson College Math Contest Luncheon and Awards Ceremony in the Fine Arts Theatre on 5/4; and the Choir Concert in the Fine Arts Theatre on 5/7. She also stated that Bob Brazzle would be</li> </ul>		

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	<p>the guest speaker at the Speaker Series Luncheon on Friday.</p> <ul style="list-style-type: none"> <li>• Dr. McCaffrey advised that a new director of nursing has been identified. The individual's name will be submitted for approval at the 5/11 Board Meeting.</li> <li>• She stated that the applications for the ATS Early Childhood faculty position and the CPAC position have been received.</li> <li>• She advised that she is working with Dale Richardson to outfit offices at JCA for Bryan Herrick and Sandy Napier and continues to work to identify space resulting from the MODED request.</li> <li>• Daryl Gehbauer advised that the tier purchase approval system is ready to go and stated that using the system will require less approvals. Dr. Cumiskey advised the Team to ensure internal auditing is conducted and to develop a process to make sure policy is being followed. He suggested that purchase orders be reviewed to keep a watch to make sure things are correct and consistent with documented goals.</li> <li>• Roger Barrentine mentioned that as a follow up to a concern presented in last week's President's Leadership Council regarding public misinformation /misconceptions that a variety of CTE programs (beyond Fire Science and Electronics) were being eliminated due to budget cuts, he is developing a public relations campaign to address the issue. The campaign will consist of news releases to area media, radio and video interviews with Dena and Caron about academic program quality, information on social media and website, and feature articles in publications such as <u>The Windjammer</u>. He also stated that it was important for others throughout the College to use their individual voices through social media and work-of-mouth</li> </ul>		

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	<p>to communicate about the vitality of the College's programs.</p> <ul style="list-style-type: none"> <li>• Tasha Welsh advised the Team that due to flooding, the Employee Service Awards Ceremony has been moved from the Ault House to the Atrium. Dr. Cumiskey reminded Team Members that the Ault House is owned by the Foundation and that any events planned at that location must first be cleared through Patti Christen and the Foundation and thereafter, coordinated with personnel in charge of scheduling space for events.</li> </ul>		
<b>Next meeting date</b>	Next meeting date: May 9, 2017		