

**TEAM**  
**MEETING MINUTES**  
**5/16/2017 – BOARD ROOM**

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

**Members Absent:** Dena McCaffrey

**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>5/2/2017 Meeting Minutes approved for posting.</li> <li>5/9/2017 Meeting Minutes approved for posting.</li> </ul>		
<b>Review of action items / closing the loop</b>	<ul style="list-style-type: none"> <li>Dr. Harvey reported that notification has been received advising that the Title IV Program review is finished.</li> </ul>		
<b>Hot topics:</b>  <b>Alumni &amp; Friends – Dr. Harvey</b>	<ul style="list-style-type: none"> <li>Dr. Harvey informed the Team that she and Greg met to discuss and develop a plan to restructure the services offered at the Field House. She identified a variety of membership and payment plan options that will be available to use the pool and the Fitness Center facilities. She stated the plan includes the benefits offered to Alumni and Friends and advised those currently holding memberships will be grandfathered into the new program. She discussed using Banner and the current ID system to track the use of services. For convenience, she suggested moving the central point of payment for services to the Field House. Rollout of the plan is scheduled for June.</li> </ul>		
<b>Budget</b>			
<b>Planning – Institutional action plans</b>			

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<b>Division/departmental updates</b>	<ul style="list-style-type: none"> <li>• Dr. Cumiskey stated that attention to enrollment is crucial. To meet the budgeted decline of 1%, discussion will need to continue regarding ways to increase enrollment.</li> <li>• He advised of the JCGA Breakfast on Thursday and stated that a headcount is needed for those planning to attend.</li> <li>• He instructed the Team to identify targeted items for discussion at the June Board meeting.</li> <li>• He stated that the board retreat will have to be outside the board meeting due to scheduling conflicts and added that board development will be discussed. He advised that the staff retreat this summer will focus on only a few issues in lieu of a wide range of topics.</li>   <li>• Dr. Daugherty questioned as to where internal reporting documents will be housed once My JeffcoV2 is implemented in July. She stated that internal reporting documents are currently accessible for viewing through an internal portal and after implementation, these documents will be searchable from the Internet. Dr. Cumiskey stated that because internal reporting documents are a matter of public record, careful scrutiny should be given when publishing and reporting records in a timely fashion.</li>   <li>• Dr. Davenport advised that Joel Vanderhayden received an invitation for the Jazz Ensemble to participate in two International Jazz events to be held in Puerto Vallarta and New Orleans in 2018. She provided information regarding hotel and meal costs for both events and identified ways to help defray travel expenses and other costs for students wanting to participate. The Team agreed that the New Orleans event will be more feasible to fund due to budget constraints.</li> <li>• She reported that eight schools participated in the math contest this year. She stated that the Jr. High school first place winner was from Senn- Thomas Middle School and that Madelyn Welsh, a</li> </ul>		

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	<p>sophomore and the daughter of Tasha Welsh, was the first place winner from Festus High School.</p> <ul style="list-style-type: none"> <li>• Daryl Gehbauer reported that he is working through budget issues regarding the Field House locker remodel.</li> <li>• He advised that Greg has requested that the entire soccer field be fenced during the Eclipse event.</li> <li>• He discussed the suggestions that were received regarding how to use the remaining monies from the Wellness Grant.</li> <li>• Patti Christen advised the annual golf tournament is scheduled for 9/18.</li> <li>• She continues to work on campaign procedures. At the Foundation's May meeting she will present updated information regarding naming opportunities for the library campaign.</li> <li>• Roger Barrentine advised that the video from commencement is available today and that many of the photos from the recent awards ceremonies are also available.</li> <li>• Tasha Welsh advised that she is working on getting faculty and certified professional staff contracts out this week.</li> <li>• She stated that she will soon begin the review of all faculty files to gather information for consultant to determine placement on the new recommended faculty salary schedule.</li> <li>• She continues to work on the staff classification study and will make three faculty job offers this week for recommendation at the June Board meeting.</li> </ul>		
<b>Next meeting date</b>	Next meeting date: May 23, 2017		