

TEAM
MEETING MINUTES
5/23/2017 – BOARD ROOM

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

Members Absent: Caron Daugherty, Shirley Davenport

Guest:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Ray Cummiskey called the meeting to order at 9:10 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> 5/16/2017 Meeting Minutes approved for posting. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> The Team discussed alternate dates to reschedule the Summer Picnic. A decision was made to move the date to 7/18, and selected 7/20 as the backup date. Daryl Gehbauer discussed the text messaging issues that were encountered with the alert system during last Thursday's emergency incident. He informed the Team that the system is being worked on to iron out the issues and that testing will be performed once the work is completed. Dr. Cummiskey stated that because of the confusion associated with Thursday's incident, protocols need to be established to effectively manage emergency situations occurring in the future. He reported that a decision has been reached to spend the money left over from the Wellness Grant to build a walking path from the steps at the rear of the field house over to the track area. 		
Hot topics: Procurement Card Process – Daryl Gehbauer	<ul style="list-style-type: none"> Daryl Gehbauer advised he was concerned with the delays in processing credit card statements and pointed out that delays could affect the timely payment of the bill. The Team discussed the reasons for the delays and offered suggestions to streamline the process. It was 		

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	<p>decided to further research the matter before making changes in the process.</p>		
Budget	<ul style="list-style-type: none"> • Dr. Cummiskey reported that the budget was approved at the May Board meeting. He informed the Team that upcoming discussions will be centered on developing strategies to increase enrollment. Dr. Harvey reported that enrollment is down by 11% and identified two initiatives that are being planned to facilitate enrollment. A postcard will be mailed to three groups of students and a call-a-thon is scheduled for 6/12 to follow-up with students to offer any assistance in enrolling for classes. • Dr. Cummiskey advised that the topics identified for the June Board Meeting include discussion of construction projects and a library update. 		
Planning – Institutional The action plans	<ul style="list-style-type: none"> • Dr. Harvey suggested that Trish Aumann be included in the 6/6 Team Meeting to provide a follow-up to any planning issues. 		
Division/departmental updates	<ul style="list-style-type: none"> • Dr. Cummiskey advised that he will be unable to attend the Jefferson County Community Partnership Breakfast on 5/24 and requested that a Team member attend in his place. • Daryl Gehbauer provided an update to a meeting he had with a third party regarding continued interest in partnering with Jeffco to rent the pool. • Dr. Harvey reported that the fine amount resulting from violations of the Clery Act or Drug-Free Schools and Communities Act has been increased to a maximum of \$54,789.00 per violation by the U.S. Department of Education. • She informed the Team that a request was made by Jim Terry to use housing at Viking Woods to lodge members of a relief group assisting with flood relief efforts. Dr. Cummiskey advised that prior to approving the request, issues that were discussed need to be considered. • Dr. McCaffrey reported that Bradley Berrey has been called up to active duty for one year of 		

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	<p>service beginning 11/1. Additionally, he has three weeks of leave for reserve training scheduled sometime during August/Sept. She completed a Permission to Fill for a one-year temporary appointment for the automotive program to cover for Brads' leave. She and Chris DeGeare will work with Tasha to hire a full time temporary replacement during the duration of his absence.</p> <ul style="list-style-type: none"> • Tasha Welsh asked Dena for an update regarding the request to hire a permanent nursing instructor. Dr. McCaffrey advised she would check with Kenny on the status and report back to her. • Patti Christen informed the Team that Enterprising Leasing has made a generous donation to the Library Reimagined Campaign in the amount of \$25,000.00. • She advised that the campaign has currently reached its goal of raising a quarter of million dollars in pledges and gifts. • Tasha Welsh advised that the contracts for faculty and certified professional staff were issued last week. She stated she plans to have contracts for Admin staff issued today. • She informed the Team that she will make job offers today for the Biology and Math positions and the Women's Basketball Coach/Student Athlete Success Coordinator position. • She reported that imprinted materials with the WOW logo were left by Donna Allen-Freese. Tasha questioned whether or not the logo could continue to be used by the Employee Wellness Program as well as the materials used by those who participate in the program. The Team agreed that it would be appropriate to use both. 		
Next meeting date	Next meeting date: May 30, 2017		