### **TEAM**

# **MEETING MINUTES**

# 6/13/2017 - BOARD ROOM

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

### **Members Absent:**

### **Guest:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	Ray Cummiskey called the meeting to order at 9:10 a.m.		
Approval of Minutes	With corrections made, the 6/6/2017 Team Meeting Minutes were approved for posting.		
Review of Action Items / Closing the Loop			
Hot Topics:  B. Ray Henry Nominations –  Caron Daugherty	Dr. Daugherty distributed packets containing the names of six candidates nominated to receive the B. Ray Henry Award. She instructed the Team to review the documentation for each of the candidates and to use the rubrics and scoring guides provided. A deadline to discuss and to select a final nominee was set for the Team Meeting on 6/20.		
Opening Week "Week at a Glance" Draft Schedule – Caron Daugherty	Caron shared the tentative "Week at a Glance" planned for Opening Week. The Team discussed the issue involving the College closing part of the morning to allow all employees to attend the opening meeting. The Team also provided input regarding the topics to be presented on Monday morning. Caron stated the schedule for Thursday's program includes a tract involving faculty participation in discussions which will center on student success and college completion; sessions will be moderated by a representative from Complete College America. She stated that four, two-hour sessions are planned. Dr. Cummiskey suggested that a regional guest speaker from Complete College America be identified to provide a brief presentation and video about their program. He added that this year's program should focus on direct and		

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	meaningful topics of interest. Caron encouraged the	арріїсавіс	
	Team to provide additional ideas that would		
	enhance this year's program.		
MyJeffco – Kim Harvey	Dr. Harvey spoke to the location of internal reporting		
	documents after implementation of MyJeffcoV2 on		
	7/2. She reminded the Team that these documents		
	will be searchable through the Web including various		
	blank forms pertaining to student enrollment. She raised the question of possible fraudulent use of		
	blank forms and added that it may be necessary to		
	restrict public access to the forms. Dr. Cummiskey		
	pointed out that the information contained in		
	internal reporting documents is a matter of public		
	record and that some documents may be more		
	easily searched than others. He advised of the		
	ultimate responsibility to protect information		
	contained in documents and that additional attention should be given when determining where		
	documents are to be electronically stored.		
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Band Camp – Shirley	Dr. Davenport reported on a change to the start date		
Davenport	of the Viking Band Camp. She advised that this year's		
	event is scheduled to begin on Monday, 6/26, and to end on Friday, 6/30, due to the dates of the summer		
	musical. She stated that the Sunday before the start		
	of camp has traditionally been designated for		
	orientation. She mentioned this due to previous		
	discussions regarding the policy of summer weekend		
	closings to save on utilities. She asked that we make		
	any necessary adjustments for Sunday regarding air		
	conditioning for future camps.		
Budget	Dr. Cummiskey advised that he is on-call for any		
	special sessions called by Governor Greitens related		
	to the budget. He stated that the budget is on the		
	Governor's desk waiting to be signed by the deadline of 6/28.		
Planning – Institutional	01 0/ 20.		
Action Plans			
Division/Departmental	Dr. Cummiskey reported the following:		
Updates	The search is underway for Rob Dixon's		
	replacement, and he is a member of the Search		
	Committee. The Committee's goal is to ensure a		

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	<ul> <li>fair and balanced process. He encouraged Team members to identify the names of qualified candidates to fill Rob's position and provided the link to the website where names can be submitted for consideration.</li> <li>He will be unable to attend a meeting originally scheduled on 7/7 with a small group of businessmen. Alternative dates are being discussed and once a date is identified, Chris DeGeare or someone in his place will need to be available to attend the meeting.</li> <li>Discussion of Mini-Retreats needs to be included under Hot Topics for the Team Meeting Agenda on 6/20.</li> </ul>		
	<ul> <li>Dr. Harvey reported the following regarding Student Services:</li> <li>A total of 729 calls were placed to students offering help with enrolling for fall classes during the call-a-thon on 6/12. Team members voiced concern over enrollment being down by 10% and discussed factors that could be contributing to the static figures. Team members identified avenues to explore that could possibly increase enrollment.</li> <li>A Permission to Fill for the part-time housing office assistant was presented for approval.</li> <li>She is working with Tamela and Terry to incorporate mandatory student training into College 101 classes, including Title IX, alcohol and other drugs, and suicide prevention.</li> </ul>		
	<ul> <li>Dr. McCaffrey advised that the previously identified construction projects continue and that the NEST project is scheduled to begin the weekend of 6/24.</li> <li>Daryl Gehbauer reported the following: <ul> <li>He has asked Kathy to provide a report on the usage of kilowatt hours of the A/C system to determine operating efficiency since the upgrade.</li> <li>He inquired about the needed availability of the Help Desk during weekend hours. Dr. Daugherty</li> </ul> </li> </ul>		

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	stated that students need to be able to connect to Blackboard and advised that she would obtain additional information and report back to him.		
	Patti Christen advised that day and evening tours of the Library are being scheduled. She also reported that follow-up is being conducted following the Mangelsdorf event.		
	Tasha Welsh advised that she and Kimberly Pitts have a meeting scheduled on 6/14 with Kathryn Neff at Mineral Area College regarding Leadership Academy Phase II.		
Next Meeting Date	June 20, 2017		