

TEAM
MEETING MINUTES
7/18/2017 – Board Room

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

Members Absent: Patti Christen

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	Ray Cummiskey called the meeting to order at 9:07 a.m.		
Approval of Minutes	Approval of the 6/20/2017 Meeting Minutes was postponed until the next meeting.		
Review of Action Items / Closing the Loop			
<p>Hot Topics:</p> <p>Agenda for Fall Kick-off</p> <p>Permanent Prescription Drug Drop Box</p> <p>Leadership Academy Phase II</p> <p>ID Badge Types</p> <p>Community Engagement: Trish Aumann, Terry Kite, etc.</p>	<p>Caron went over the Fall Kick-off schedule. Campus will be closed 8:00 a.m.-12:30 p.m. on Monday so that all employees can attend the opening meeting in the Field House.</p> <p>Jefferson College Campus Police Department has been designated as a location for a permanent prescription drug drop box.</p> <p>Emails will be sent to administrators, division chairs, and some directors seeking available mentors. A kick-off session for mentors and mentees will take place 2:30-4:30 p.m. on September 6. A meeting for mentees only will be held 12:00-4:00 p.m. on September 18. A session on conflict resolution will take place in November. A presentation on obtaining and retaining excellent employees will be held in February.</p> <p>Different types of ID badges are being considered. A campus discussion needs to take place to get employees involved regarding expectations, perhaps during the Safety Presentation in Opening Week. Following best practices, Mercy Hospital or a community college that utilizes an ID badge system needs to be contacted to find out what components they built in. Steps need to be taken to assure that the IDs cannot be easily copied.</p> <p>Trish Aumann plans to join a Hillsboro-area community organization, with her move from JCA to JCH. Kim Harvey is</p>		

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	<p>a member of De Soto Chamber and Terry Kite may also join that group. Caron will look into Twin City Rotary. Participation in Arnold Rotary needs to be maintained.</p>		
Budget			
Planning			
Division/Departmental Updates	<p>Dr. Cummiskey reminded Team to take enrollment into account and consider what open positions need to be filled immediately. Daryl Gehbauer submitted a Permission to Fill to replace Meghan Lucas, who will move into the Information Analyst position. Kim Harvey submitted a Permission to Fill for the Assistant Director of Residential and Student Life as a result of the resignation of Whitney Maddux. Roger Barrentine would like to fill the Senior Graphics Designer position due to the resignation of Amy Coomes.</p> <p>Dr. Daugherty reported the following:</p> <ul style="list-style-type: none"> • five applicants have been selected for interviews for the Administrative Assistant to the Vice President of Instruction position. • Metropolitan Community College and St. Louis Community College are reading a book entitled “Redesigning America’s Community College” and that Dr. Cummiskey will be ordering a few copies. <p>Dr. McCaffrey shared the following:</p> <ul style="list-style-type: none"> • CTE building construction is going well. The Automotive Shop looks great and is on schedule. • An offer was accepted for the ATS Applied Math faculty position. There is a final interview for the OTA position, and Nursing interviews will be done tomorrow. An offer will be extended for the Automotive position. <p>Dr. Davenport shared the following:</p> <ul style="list-style-type: none"> • The seats in the Fine Arts Theatre are being removed to make room for the new seating. Carpeting is also being replaced. • The Eclipse Task Force met last week. Marie Jennewein is developing a spreadsheet to organize volunteer opportunities. The billboard along I-55 looks great! 		
Next Meeting Date	July 25, 2017		