

**TEAM**  
**MEETING MINUTES**  
**8/29/2017 – Board Room**

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

**Members Absent:**

**Guest:** Tracy James

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to Order</b>	Ray Cummiskey called the meeting to order at 9:10 a.m.		
<b>Approval of Minutes</b>	The 7/18/2017 and 8/8/2017 Team Meeting Minutes were approved for posting.		
<b>Review of Action Items / Closing the Loop:</b> Student IDs           Contract Database Access List of Budget Managers/Assistants	Dr. Harvey provided the following information on the types of new IDs that will be issued after the Labor Day holiday: <ul style="list-style-type: none"> <li>• Three categories identified -- student, community and employee.</li> <li>• Specialty programs will use a secure sticker attached to the ID identifying students by program, each program coordinator will be responsible for issuing stickers.</li> <li>• The new ID system will interface with Banner. The Team discussed the recall of current IDs and the control of IDs issued under the new system. Dena suggested charging a fee to replace lost IDs.</li> </ul> Daryl Gehbauer asked for feedback on the access list previously distributed for review.		
<b>Hot Topics:</b> IRS Audit - Daryl Gehbauer	Daryl Gehbauer reported on additional recommendations resulting from the recent IRS audit. These recommendations were for our consideration going forward and were not part of any official findings. They will potentially impact how we report income on a variety of employee benefits.		

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<p>“Redesigning America’s Community Colleges” - Caron Daugherty</p> <p>Food Services at the Eclipse - Shirley Davenport</p> <p>Spring Registration Dates - Kim Harvey</p> <p>JCA 10-Year Celebration - Kim Harvey</p>	<p>The Business Office is doing further research and analysis and will present definitive recommendations at a later date.</p> <p>Dr. Daugherty distributed the book Redesigning America’s Colleges and advised of further discussion to set a reading timeline over the semester.</p> <p>Dr. Davenport advised that food choices during the Eclipse event were not culturally sensitive to some of the groups in attendance. She reported that she received complaints about the CTE Snack Bar not having souvenir cups and soft drinks as advertised on event flyers. Ray stated that because of the anticipated crowds, Food Services offered a meal that would move crowds through the lines quickly. He advised that lessons learned will be considered when planning future events. He stated that he received many compliments about the staff, the campus and the services provided. Patti advised that a brick was purchased by an individual from the Chicago area and Dena reported that she acquired two professional contacts, one for Vet Tech and one for HRA.</p> <p>Kim Harvey suggested changing the spring registration date. She proposed that winter session registration begin on October 23, followed by spring registration on November 8, and both will be open registration. By starting spring registration later, the College can promote winter session registration. This delay will also allow time for pending aid payment plans to be charged for fall semester, and holds to be added to those students with outstanding balances.</p> <p>Kim discussed the idea of a JCA 10-Year celebration/enrollment event on 11/9/2017. She recommended that faculty and staff be on hand to promote Spring registration. Ray suggested a nostalgic event by extending invitations to past employees and business/community leaders.</p>		

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Faculty Compensation Study - Tasha Welsh	Tasha Welsh reported on the conversation she had with Fox Lawson compensation study consultants the week of 8/21 about recommendations they have made resulting from the recent report submitted to them regarding the review of faculty files. To move the project forward, she advised that further communication between the Compensation Task Force, BAT-FAT and the Board of Trustees will be required.		
<b>Budget</b>			
<b>Planning – Institutional Action Plans</b>			
<b>Division/Departmental Updates</b>	<p>Tracy James provided information on the following IT matters:</p> <ul style="list-style-type: none"> <li>• Document imaging projects in the areas of Student Services and Law Enforcement are completed and went well; HR considering document imaging for their area.</li> <li>• Cellular amplification system at ASI and ASII have been completed; ATS building is pending.</li> <li>• Updating data switches - JCA and Imperial completed.</li> <li>• Provided a visual of the current desktop computer being used, mounts to the back of the monitor, takes less space, cost savings on electricity usage realized.</li> <li>• My JeffcoV2 is working well, Banner 9 is in production, currently working on integrating the new student ID system with Banner.</li> <li>• Looking to replace the wireless infrastructure in the next 18 months, researching different WIFI solutions.</li> <li>• Powerpoint presentations made on the Disaster Recovery system and the Alertus Panic Button.</li> </ul> <p>Dr. Cummiskey reported the following:</p> <ul style="list-style-type: none"> <li>• He has contacted Matt Keeney, Environment and Safety Committee and the Volunteer Task Force to coordinate the hurricane relief efforts. He</li> </ul>		

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	<p>asked Roger to prepare a campus announcement. Kim advised that Enrollment Services contacted and offered resources to the two soccer students from the Houston area.</p> <ul style="list-style-type: none"> <li>• Ray discussed and confirmed the President’s Discretionary Days for 2017-2018.</li> <li>• He reported that he will be in and out of the office during the next two weeks and can be reached by phone or email. He stated that the Team meeting would take place on 9/5. He advised that Lisa will be out of the office attending the BoardDocs Conference and will be remotely working on the September Board agenda. He reminded the Team to have their topics ready for the Board meeting.</li> </ul> <p>Dr. Daugherty advised that she received approval for permission to fill the position formerly held by Joan Warren. She also advised she received a request from the LGBT group inquiring as to when gender identity would be incorporated into Title IX Non-Discrimination Policy. After debate, it was agreed that Caron would instruct the group to begin discussing the issue with Student Senate and then dialog with the Board of Trustees for approval.</p> <p>Dr. Harvey reported that the lactation room at JCA has been identified.</p> <p>Dr. McCaffrey distributed Workforce Development posters and advised of further discussion.</p>		
<b>Next Meeting Date</b>	September 5, 2017		