

**TEAM**  
**MEETING MINUTES**  
**9/5/2017 – Board Room**

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

**Members Absent:** Shirley Davenport and Tasha Welsh

**Guest:**

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 Team made corrections to the 8/29/2017 meeting minutes. Kim Harvey made a motion to approve the minutes with corrections and Dena McCaffrey seconded the motion.		
<b>Review of Action Items / Closing the Loop</b>	Caron Daugherty reported that Betty Linneman identified the part-time testing supervisor position as the most important position to fill and she requested approval to fill the position.		
<b>Hot Topics:</b> Brainstorm for County Survey - Educational Needs - Caron Daugherty, Kim Harvey  College Fundraising Requests - Patti Christen	Dr. Daugherty asked for input regarding the Educational Needs Survey questionnaire. Ray suggested refining question five to include additional details about the workforce size, the level of education completed and the types of degrees held. Caron inquired as to the best method for distributing the questionnaire.  Patti Christen asked the Team to review and make any changes to the fundraising request form. Two changes were proposed to the question regarding what college resources will the activity or event utilize - add a box for Logo Merchandise and change the JCTV box to JCTV/Video. She advised that she would notify Christy and Michele of changes. Patti stated when planning events, it is important for department heads to be aware of the contracts with the Book Store and Food Services. She advised that she will discuss use of the form at the next PLC meeting.		

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Grants Programs Sustainability – Caron Daugherty, Dena McCaffrey	Dr. Daugherty advised that to support the grants program, institutional effectiveness needs to be framed. Research on how to approach the process, and how to pick and choose the types of grants available needs to be conducted. Other areas to consider in the process include a proposal for funding a position for grant writing; looking at the ebbs and flows of grants; exploring opportunities for growth and time commitment from the department to support the endeavor. Dena pointed out that when writing grant proposals it is important to include a plan for sustainability beyond the grant period.		
<b>Budget</b>	Dr. Cummiskey advised the Team to be thinking about discussion regarding budget assumptions for the coming year and to focus on ways to reduce operational costs. Discussions should center on strategies to manage the lost revenue from the enrollment shortfall, pay raises, replacing money taken from the reserves fund, staffing vacant positions and health insurance costs. Ray suggested possibly having to consider a tax levy to take to Jefferson County voters.		
<b>Planning – Institutional Action Plans</b>			
<b>Division/Departmental Updates</b>	<p>Dr. Cummiskey reported the following:</p> <ul style="list-style-type: none"> <li>• Tasha is working to finalize the report requested by the Governor that is due to MCCA on 9/8. He advised that he would ask Tasha to prepare a spreadsheet listing current vacancies.</li> <li>• Lisa is working towards completing the agenda for the Board meeting on 9/14.</li> </ul> <p>Dr. Harvey reported the following:</p> <ul style="list-style-type: none"> <li>• Due to the full-time vacancy of the Student Leadership Specialist, Student Services staff talked with the Cultural Events and Outreach Committee about forming a subcommittee for Shocktober. Due to limited resources, this is not an option. The decision was also made to cancel the Monster Dash for this year. The Cultural</li> </ul>		

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	<p>Events and Outreach Committee agreed to form a subcommittee to coordinate Take Back the Night that will be held in April 2018 in collaboration with community partners.</p> <ul style="list-style-type: none"> <li>• Drew Stanton, first assistant baseball coach, resigned as he accepted a full-time job with Enterprise.</li> <li>• Sharon Nichols, Financial Aid Assistant I, submitted her resignation.</li> <li>• Human Resources will make an offer for the Residential Life Coordinator this week.</li> <li>• She has spoken with Christy Stanley and Daryl Gehbauer about possible bookstore hours on Fridays at Arnold during the refund period at the beginning of each semester. She stated that comments have also been received about the shorter hours for tutoring and the Library at Arnold.</li> <li>• The College is requesting bids for financial aid verification processing.</li> <li>• A College Fair is scheduled 9/20 from 9-11:00 a.m. at the Field House.</li> </ul> <p>Daryl Gehbauer advised that Enterprise Bank was the low bidder for the library, pending Board approval and that financing will be in the form of a bond.</p> <p>Dr. McCaffrey announced the following regarding the Career &amp; Technical Education division:</p> <ul style="list-style-type: none"> <li>• A bachelor's degree would be required to enter the OTA field. A long-range plan to address the impact on educational requirements of the OTA, PTA, RAD and Nursing programs for the future will need to be developed.</li> <li>• \$69,000 in MoWINS funds were de-obligated.</li> <li>• Darrell Kyle was recognized for his recruitment efforts.</li> <li>• The Career Expo has been rescheduled for the Spring 2018 semester and the Fall Healthcare Job Fair is scheduled 11/2.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• The SkillsUSA competition is scheduled at Hillsboro on 2/16/2018. Steve Berkel will coordinate the effort.</li> </ul> <p>Patti Christen reported on the following Foundation matters:</p> <ul style="list-style-type: none"> <li>• The committee for the Annual Appeal has begun to meet. Julia Hampton is the Chair. Lauren Murphy is designing the mailing piece for the 2017-2018 Annual Appeal that will go out in November. The Campus Campaign is a part of the Annual Appeal and gives employees of the College an opportunity to support the work of the Foundation: scholarships, book support, etc.</li> <li>• Board Retreat scheduled at the Ault House on 9/28.</li> <li>• Library Reimagined Campaign event scheduled at the Chase Park Plaza Hotel in St. Louis on 10/26, alumni and members from the St. Louis business community will participate.</li> <li>• Annual Golf Tournament scheduled 9/18, working on identifying teams and sponsorships.</li> <li>• Capital Campaign Project event scheduled at the Gannon's on 9/21, 180 were invited including all the Jefferson County political positions.</li> <li>• Meeting with Financial Aid to get scholarships and covenants lined out.</li> <li>• Discussed identifying qualified candidates to replace retiring Foundation Board members and Board members whose term limits will expire.</li> </ul> <p>Roger Barrentine provided the Jefferson College Local Civic Group Membership listing for review and requested that it be added as a hot topic at the 9/12 Team Meeting.</p>		
<b>Next Meeting Date</b>	September 12, 2017		