TEAM
MEETING MINUTES
9/12/2017 – Board Room

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

Members Absent: N/A

Guest: Trish Aumann

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	Ray Cummiskey called the meeting to order at 9:08 a.m.	Ray Cummiskey	
Approval of Minutes	Minutes from last month were not available due to absence of minute-taker.	Team	
Review of Action Items / Closing the Loop:	• Local Civic Group Membership Team members reviewed the list of College administration representatives serving on local civic clubs and chambers (Rotary, Chambers of Commerce, Kiwanis, Lions, etc.) to identify areas where representation was still needed. Team will continue to work on the list to finalize at a later meeting.	Team	
Hot Topics:	• Mission/Vision/Values Task Force Trish Aumann presented the draft of the new Mission, Vision, and Values (M/V/V) statement. She shared the formation and purpose of the task force and the updated statement. The Strategic Planning and Accreditation committees have already reviewed the current draft and it has been shared with the Council of Institutional Committee Chairs. The Stakeholder Engagement Plan timeline is as follows: 1. September - October: feedback from Classified Staff, Certified Staff, Faculty Senate, division meetings, PLC, Student Senate, student clubs, and the Board of Trustees. 2. November – December: External stakeholders including advisory committees, Chambers of Commerce, Rotary Clubs, and Superintendents.		

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	The task force will collect feedback through the fall semester and will make changes once all feedback is received. Ray mentioned he would share the draft M/V/V statement with the Board in October for discussion in November. Team members discussed key words in the statement and the accessibility of the language to those outside of higher education. • Association of Community College Trustees (ACCT) Ray shared ACCT's strategic plan with team members. Select strategies such as training focused on student success, college completion and diversity were highlighted as being consistent with the mission of the college. • Mastodon Fair The Mastodon Fair is looking for assistance with its annual fair. Team discussed whether the College could be involved in a greater way. The Fair is valuable to the community and a partner of the College, but the missions of the College and the Fair are not the same. Team members will gather questions and seek insight for further conversation. • Homeless Shelter As part of the Jefferson County Coalition to End Homelessness, Shirley presented the coalition's plan to build a homeless shelter in Jefferson County. Shirley proposed the idea of the College providing land for the shelter. Ideas including ATS Carpentry, AEL, and Social Work involvement were discussed. Shirley will talk with the Coalition and bring back more information to Team at a later date. • Team Minutes Members discussed whether to share draft minutes on the Google Drive to allow members to make corrections or updates. Ray also mentioned the need for a dedicated person to take minutes for Team. More discussion is needed regarding the time commitment for the minute-taker.		

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	• Holiday Party Daryl asked about funds available for the Holiday Party. Employee Support Committee meets on September 13th; they will discuss possibilities and Daryl will report back to Team. • Permission to Fill Roger requested modifications to the job title of the Theatre and Instructional Technology Technician. Team discussed the big picture needs of the College in light this possible change. • Institutional Effectiveness Space in Library Caron mentioned the IE office may stay in CTE 142 to allow dedicated library space for employee training. The space would still be available to students, but could be scheduled for faculty and staff. Current mock-ups of the space include 8-10 computers.		
Budget	No discussion due to time constraints.	Team	
Planning	No discussion due to time constraints.	Team	
Division/Departmental Updates	No discussion due to time constraints.	Team	
Adjournment	The meeting adjourned at 11:31 a.m.		
Next Meeting Date	September 19, 2017		