

TEAM
MEETING MINUTES
9/19/2017 – Board Room

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

Members Absent: Daryl Gehbauer and Shirley Davenport

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 9:10 a.m.		
Approval of Minutes	<ul style="list-style-type: none"> • Roger Barrentine made a motion to approve the 9/5 minutes and Dena McCaffrey seconded the motion. • Dena McCaffrey made a motion to approve the 9/12 minutes and Kim Harvey seconded the motion. 		
Review of Action Items / Closing the Loop	Kim Harvey advised that Rev. Keith Vessell from Hillsboro United Methodist Church contacted her regarding opportunities to partner with the College. They discussed opportunities to collaborate on the Homeless Shelter and a necessities pantry for students.		
<p>Hot Topics: Review Adjunct Pay Structures - Caron Daugherty</p> <p>Lewis and Clark Fact Sheet - Caron Daugherty</p>	<p>Caron raised a concern she received from a faculty member about the time it takes for adjuncts to get their contracts signed and approved by the Board before they are paid. Suggestions to speed up the process were discussed. She recommended that the adjunct pay structures process be reviewed and revamped.</p> <p>Caron advised she plans to meet with a group to discuss the fact sheet and prepare a score card to move the process forward.</p>		

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<p>“Redesigning America’s Community Colleges” - Caron Daugherty</p> <p>Promoting Class Schedules for Four Year Partners - Kim Harvey</p>	<p>Caron informed the Team that she will create a reading plan for the book to be reviewed, and she will identify and place topics on the agenda for discussion.</p> <p>Kim reported that we received a request from UMSL to have a link on our online class schedule that would provide a full listing of UMSL’s courses. She suggested offering the same capability to MoBap and CMU. She advised that she would work with Daryl to review options and build into the contracts with our four-year partners.</p>		
Budget			
Planning – Institutional Action Plans	<p>Trish Aumann presented the FY18 Capital Project requests. The Team reviewed the projects and asked for clarification on the following: request by Greg McVey for new equipment at the soccer field; request by Joel Vanderheyden for new equipment at the FA Theatre; request by Michael Booker for new equipment in FA 200, 200A, 212; request by Tony Cook for new construction at the softball Field; and, request by Joel Vanderheyden to replace equipment at FA, 102C, 100, 114, Band Library.</p>		
Division/Departmental Updates	<p>Dr. Cummiskey discussed the following:</p> <ul style="list-style-type: none"> Feedback was requested from Team members about the Hot Seat Questions segment at PLC meetings. He questioned if all members of the committee were speaking up and voicing their concerns. He advised that he would support any structure change that would better engage people in meaningful discussion. It was suggested to change the way questions are handled at meetings by allotting time prior to the start of the meeting for committee members to break into small groups to plan and discuss Hot Seat Questions. It was also suggested that time involved to conduct meetings be kept to a minimum. 		

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	<ul style="list-style-type: none"> • He is working to schedule a special Board meeting to address the action items included on the 9/14 Board meeting agenda; due to the lack of a quorum, the Board could not consider these items. <p>Caron Daugherty reported that she received a permission to fill for a 19-hour testing supervisor position at JCH.</p> <p>Kim Harvey reported on the Census Enrollment Comparison Report. She advised current credit hours to be down 3.63% and headcount to be down 5.31% compared to last year.</p> <p>Dena McCaffrey reported the following:</p> <ul style="list-style-type: none"> • ATS is changing their application process. An Open House is scheduled on 1/11, applications are due 1/31, and application reviews will take place the second week in February. She advised that Darrell Kyle is doing an exceptional job with outreach efforts, and has identified several middle schools that will be visiting the ATS. • DESE funding would increase this year. Funding is exclusive to CTE and must be managed through a separate account. She plans to meet with Daryl, Chris and John to discuss the particulars of funding. • Manufacturing Day is scheduled 10/13 and will feature demos, lunch and tours. <p>Patti Christen reported the following regarding the Foundation:</p> <ul style="list-style-type: none"> • The golf tournament was successful: 31 teams participated over the 26 teams who participated last year; the student athletes handled the auctions and were instrumental in bringing in former St. Louis Cardinals pitcher Andy Benes to participate; and, net earnings from the event are estimated to be around \$25,000. Thanks were extended to 		

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	<p>Roger and his Team for the help they provided.</p> <ul style="list-style-type: none"> • Team was reminded of the event at the Gannon's on Thursday and stated that the tour with Ryan McKenna is scheduled 9/20. • The Monticello event will be held on 11/13 at the Ault House. <p>In a follow-up to discussion surrounding the vacant Graphic Designer position, Roger Barrentine reported that after meeting with Daryl and Tracy James about combining selected duties of the vacant Computer Technician position, it was not feasible. He provided additional information on the current duties/responsibilities and the number of hours worked over the last year of the Theatre and Instructional Technology Technician and suggested modifying the position from 25 hours/week to 19 hours/week, removing all duties relating to Fine Arts Theatre events, and renaming the position Audio-Visual Technician. Theatre duties will be delegated to a position being proposed by Shirley Davenport. He requested approval to fill the AV Technician position with modifications.</p> <p>Tasha Welsh requested and received permission to post the vacant computer specialist position. She informed the group that a meeting is scheduled 9/20 at 2:30 p.m. to discuss the classification study.</p>		
Next Meeting Date	September 26, 2017		