

TEAM
MEETING MINUTES
9/26/2017 – BOARD ROOM

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

Members Absent: Tasha Welsh

Guest:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	The meeting was called to order at 9:10 a.m.		
Approval of Minutes	Dena McCaffrey made a motion to approve the 9/19 minutes with corrections. Kim Harvey seconded the motion.		
Review of Action Items / Closing the Loop			
Hot Topics: Title IX Ad Astra - Shirley Davenport Grant checklist - MCCA Skillup - Dena McCaffrey	<p>Kim Harvey provided an update on Title IX matters.</p> <p>Shirley Davenport recommended discontinuing the contract with Ad Astra for not fulfilling the terms set forth in the agreement. Team members concurred. Daryl advised the he would review the contract to determine options in terminating services.</p> <p>Dena McCaffrey distributed the grant checklist for review. She advised the grant is available to SNAP students. She proposed using 50% of the grant funds and 50% of CTE base funding to hire an assistant to support the Career Services Employment specialist. The duties assigned to the new position will include assisting SNAP students with identifying training needs and after completing training, help in finding gainful employment. Members asked for clarification on some items on the checklist and Dena advised she would follow-up. She drafted a job description for the position and will contact Tasha to iron out questions about grade structure and supervisory oversight. The Team agreed to pursue the grant. Chris will be advised to move forward with the grant request.</p>		

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Use of Space Heaters - Ray Cummiskey	<p>An incident at the Arnold campus on 9/21 prompted discussion about the use of space heaters. Ray stated that before making a decision to prohibit the use of space heaters, we needed to look at certain issues and then develop a plan. Issues to consider include safety concerns with heaters left on after hours with no checks and balances in place; the use of energy and cost; decisions about regulating building temperatures for personal comfort versus overall comfort; looking at institutional solutions to resolve HVAC problems and possibly having to set a standard for the type of heaters that are used. He suggested approaching the subject from a safety and green perspective rather than cost savings, and include Dale and the Environment and Safety Committee in planning.</p>		
Budget			
Planning – Institutional Action Plans			
Division/Departmental Updates:	<p>Dr. Cummiskey shared the following:</p> <ul style="list-style-type: none"> • Discussed a solicitation he received from Fontbonne to launch a United Way Campaign on the College campus and suggested that this may be something to pursue in the future. • Advised that OTC would make a public presentation on the Economic Impact Study on 10/19. • PLC meets this afternoon, and he is still working on hot seat issues. He will decide by meeting time whether to implement the proposed changes to the way hot seat discussions are facilitated. • Team was reminded of (1) the 10/12 Board dinner and meeting; and, (2) the November Board meeting is scheduled at JCA. • Team members agreed to meet at 8:30 a.m. on 10/3 to set a BAT-FAT meeting time and prepare items for discussion. The regular Team meeting will begin at 9:30 a.m. 		

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	<p>Dr. Daugherty advised that the IRB research matter has been approved through email and moved forward.</p> <p>Daryl Gehbauer provided a reminder of the price match policy at the bookstore for students purchasing books. He suggested advertising the policy before the start of each semester. Daryl inquired about a date in December to schedule the Holiday Party at the Civic Center.</p> <p>Shirley Davenport requested permission to fill the part-time 19-hour Theatre Coordinator position, which will be funded through part-time temporary budgets. She also reported that she is wrapping up articulation agreements with Fontbonne and Washington University.</p> <p>Kim Harvey advised that Sandy Davis, the COMTREA counselor, submitted her resignation effective 10/6. A meeting is scheduled 10/2 with COMTREA representatives to discuss a replacement. As well, Kim asked Daryl to check with the IT Department to determine if maintenance conducted on security cameras could wipe the memory from cameras.</p> <p>Patti Christen reported the following:</p> <ul style="list-style-type: none"> • 40 people attended the dinner event at the Gannon's on 9/23; • The Foundation Board has approved hiring an assistant to help Tricia. The board will fund the position; • She is working to send out announcements for the Annual Appeal Campaign; and, • She plans to meet with Ray to provide an update on the Monticello event on 11/13. <p>Roger Barrentine reported the following:</p> <ul style="list-style-type: none"> • 14 applications for the Graphic Designer position were received. • The annual Student Media Preference Survey will be emailed out next week to all currently enrolled students. The survey will remain open through 11/19 and will contain five custom 		

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	<p>questions in addition the usual categories of social media, radio stations, TV, etc.:</p> <ol style="list-style-type: none"> (1) What is your primary (most important) reason for choosing Jefferson College? (2) What is the most important information to include in advertisements in order to attract new students to Jefferson College? (3) How does Jefferson College’s website compare to similar college/university websites you have visited? (4) What is the one thing you’d like to see more of on Jefferson College’s social media channels? (5) How influential were your parents/significant other toward your decision to attend Jefferson College? <p>Data from the survey is expected to be reported back to Roger in early 2018 and he will share the info with the Team and campus at that time.</p> <ul style="list-style-type: none"> • Roger advised that the reception for Joel Speth would be held in the JCTV Studio on 9/28. He invited the Team to stop by and wish Joel well. 		
Adjournment	Meeting adjourned at 10:35 a.m.		
Next Meeting Date	October 3, 2017		

/pjs