

**TEAM**  
**MEETING MINUTES**  
**10/17/2017 – BOARD ROOM**

---

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

**Members Absent:** Caron Daugherty, Dena McCaffrey

**Guest:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to Order</b>	The meeting was called to order at 9:10 a.m.		
<b>Approval of Minutes</b>	Kim Harvey made a motion to approve the 10/17/2017 minutes with corrections, and Roger Barrentine seconded the motion.		
<b>Review of Action Items / Closing the Loop</b>	Kim Harvey reported that a few female student-athletes notified their coach that they were considering kneeling for the national anthem. Kim stated that their first amendment rights would be respected if they chose to participate. The Team discussed the possibility of repercussions from outside entities. Roger was instructed to have a press release available in the event of media inquiries.		
<b>Hot Topics:</b> Employee Volunteers - Tasha Welsh  Athletics Drug Testing Procedure Policy - Kim Harvey	Tasha discussed the guidelines for compensating employees who volunteer for an event and advised that supervisors need to be clear about the policy governing compensation when employees request permission to volunteer.  Kim reviewed the proposed revisions to the Athletics Drug Testing Procedure that she sent to the Team the week of 10/9. She stated that Greg prepared the revised procedure using NCAA drug protocols as the standard. She asked the Team to review the procedure and provide feedback.		
<b>Budget</b>	The Team settled on the date of 11/14, 8:00 a.m. - 12:00 p.m. (at JCA), to begin budget discussions for the coming year.		
<b>Planning – Institutional Action Plans</b>			

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Division/Departmental Updates</b>	<p>Dr. Cummiskey reported the following:</p> <ul style="list-style-type: none"> <li>• There will be no Team meetings on 10/24 and 10/31.</li> <li>• Regarding the budget, he will need to begin laying out the message to the Board about revenues not being strong and have the Board consider what they will want in raising funds.</li> <li>• He sent out information to PLC members on the hot seat issues and requested follow-up on how to integrate what is being heard into the process.</li> <li>• Prior to the start of the November Board meeting at JCA, BoardDocs training will be provided to Board members. He is putting together the Board calendar for next year and will make a suggestion to the Board to collapse two of the meetings during the year.</li> </ul> <p>Daryl Gehbauer advised that he is working to schedule another meeting to talk about the on-going issue with restocking campus vending machines. He also stated that fire extinguisher training went well. He provided information on the results of a survey conducted regarding the number and types of space heaters currently being used. An announcement will be sent out to employees about the types of space heaters that will be approved for use. Non-compliant heaters will be tagged and removed by a deadline date.</p> <p>Kim Harvey reported the following:</p> <ul style="list-style-type: none"> <li>• The part-time regular Financial Aid Clerk position will be eliminated effective 2/1, to help defray the cost of the verification service approved for purchase. She also stated that the Financial Aid Assistant I position has been approved for rehire starting 2/1.</li> <li>• Kim provided an update on the food pantry being planned for students in need. She advised that several decisions about how the pantry would be managed need to be made. She stated that Holly and Greg are planning to visit several area food pantries to gather</li> </ul>		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<p>information on how to set up pantry services on campus.</p> <p>Shirley Davenport reported that she and Assistant Professor of Music Elke Overton attended the FOCUS St. Louis screening of For Ahkeem, a poignant documentary film about a young black woman living in the inner city area of St. Louis and her struggles to obtain her high school diploma at an alternative school and change her life. Judge Jimmie Edwards and For Ahkeem filmmakers Jeremy S. Levine and Landon Van Soest presented and answered questions from the audience after the film.</p> <p>Patti Christen shared the following:</p> <ul style="list-style-type: none"> <li>• Interviews for the part-time office assistant position are scheduled for Thursday.</li> <li>• The Monticello Society event is scheduled for 11/13; the new levels of total giving, Legacy and Patron, will be honored.</li> <li>• The Capital Campaign continues to move forward and a steering committee meeting is scheduled on 11/1 at 9:30 a.m.</li> </ul> <p>Tasha Welsh discussed the need to begin offering refresher video courses to employees on Safe Colleges, Sexual Harassment and Title IX matters. She stated because the topics require yearly refresher training, she asked the Team for supervisor support in tracking and documenting the training of their employees.</p>		
<b>Next Meeting Date:</b>	November 7, 2017		

/pjs