

TEAM
MEETING MINUTES
October 11, 2016 – BOARD ROOM

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

Guest: Trish Aumann

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	The meeting was called to order at 9:00 a.m.	Ray	
Approval of Minutes	Minutes were tabled for updates from CJ.		
Hot Topics:			
Town Hall Review	<ul style="list-style-type: none"> • Promote Open Door Policy—define and live it. • Need to form a new Task Force that is a subcommittee of PLC to define Shared Governance. • Continue to respond to and communicate concerns; offer continuous updates: planned actions, actions, outcomes (remember to offer continuous, progressive communications) • Team will facilitate progress 	Ray	
9/11 Never Forget Mobile Exhibit	<ul style="list-style-type: none"> • Would like to have a celebratory lunch for all of the volunteers and staff who were involved. Everyone went above and beyond. Please forward names to Kim. • Will look into dedicating a brick on behalf of Betty Boyer. • There were approximately 12,000 who attended the exhibit over three days. • Perhaps a slide show of the event can be put together. 	Kim Trish	
ITT Initiate	<ul style="list-style-type: none"> • Again, a lot of effort was put forth for this event. Please forward the names of all involved. 	Kim	
Implementation of DOL Changes	<ul style="list-style-type: none"> • Effective December 1st. <ul style="list-style-type: none"> ○ Spread out arrears over 12 months beginning July 1, 2017. ○ Convert exempt to non-exempt beginning December 1, 2016. ○ Communicate as follows: 	Tasha	

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<p>Campus Fundraising Notification of Solicitation</p> <p>Strengths, Challenges, and Next Steps from the 2009 HLC Self-Study</p> <p>Review of Mission and Values Statements</p> <p>Shared Contract File</p>	<ul style="list-style-type: none"> ▪ Meet with Managers ▪ Immediately after meet with Managers and Employees ▪ Send Campus Announcement; cite Policy. <ul style="list-style-type: none"> • The form and instruction sheet were reviewed. Patti will work with Caron for revision/edits. • The Summary was reviewed. It was determined that the Next Steps will be a continuance review by Team. • Starting with Criterion One, will have Council of Chairs review at next week’s meeting to determine best Institutional Committee to begin work; Strategic Planning, Accreditation, etc. • Handout was shared of the list of contracts. Contracts were listed in an electronic file to manage. Termination of contracts varies: one year end date, auto renews, and annual renewal requests. • Inactive contracts should be moved to an archive file. • Other documents could be added to this list; i.e., Work Force Development Agreements, Memos of Understanding (could include CAP and STEM), and PACE contracts. • Would like to give Team read only access to monitor the renewals. 	<p>Patti</p> <p>Kim</p> <p>Caron</p> <p>Daryl</p>	
<p>Planning</p>	<ul style="list-style-type: none"> • Strategic Planning Committee (SPC) Capital Projects down to \$912,000. \$650,000 is set aside. Don’t change the rubric. • Three projects were taken out of SPC Capital Projects. The projects are as follows: <ul style="list-style-type: none"> ○ ADA Captioning was funded out of Operating Budgets. ○ Viking Woods Furniture will be funded out of ongoing Infrastructure Repair/Remodel Capital. 	<p>Trish</p>	

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	<ul style="list-style-type: none"> ○ Mac Lab will be funded out of Annual computer Replacement Capital as needed. ● The other Viking Woods Projects, if approved by the SPC, will be phased out over three years beginning with FY18 as follows: <ul style="list-style-type: none"> ○ Wi-Fi infrastructure ○ Exterior Doors ○ Interior Doors <p>Commitment doesn't change just the timeline.</p>		
Division/Departmental Updates	<ul style="list-style-type: none"> ● President – Ray asked if someone could attend the East Central ribbon cutting on 10/20 since he will be at the Healthy Campus celebration. <ul style="list-style-type: none"> ○ Dena will check with Bryan Herrick. ● Instruction – Shirley reported that she and Betty Linneman worked on the MDHE report for best practice of remediation. Shirley will attend the NACEP meeting with Lisa Armbruster. Shirley and others will attend the Co-Requisite and Math Conference in St. Louis later this week. <p>Caron will also attend the Co-Requisite and Math Conference, in addition to the 15-To-Finish meeting on Wednesday.</p> <p>Dena submitted the following report:</p> <ol style="list-style-type: none"> 1. Manufacturing Day was held on Friday, October 7. We had about 150 high school students participate in several activities. Bryan Herrick arranged for 12 employers plus College faculty to have table top demonstrations available to students. County Executive Kenny Waller presented a proclamation to the College in recognition of our efforts in supporting National Manufacturing Day. Chris DeGeare facilitated an employer panel sharing information with students on manufacturing career paths, job outlook, and specific company information. The day ended with field trips for all of the students to tour one local manufacturer - Ardaugh, Koller, LMC, Metal Container, and Good Earth Tools. Feedback from students, faculty/staff, and manufacturers has been outstanding. 	Ray	

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	<p>2. Nursing Pass Rates - with two students left to test, we currently sit at a pass rate of over 84%, guaranteeing us that we will meet the minimum 80% threshold!</p> <p>3. ATS Updates - Tom Struckhoff has filmed in every single ATS class, lab and Amanda McCarty has written a voiceover script for an ATS promotional video that will be used in the schools, on the website, etc. Rebecca Ellison found two students whose voices will be recorded for the video. Additionally, we are reaching out to Rotary Clubs to make a presentation about ATS, with our own "students of the month." On Wednesday, John and Dena presented a tuition proposal to the superintendents for AY2017-18.</p> <p>4. CTE program-level Advisory Committee meetings have wrapped up for the fall semester.</p> <ul style="list-style-type: none"> • Finance and Administration – Fire Extinguisher training is today. • Student Services – Kim reported that David Romano will speak at the Healthy Campus dinner and present the award. • Ray also noted the ATS dinner on Thursday with the Board of Trustees prior to their meeting. 		
Next Meeting Date	<ul style="list-style-type: none"> • The meeting adjourned at 11:43 a.m. • The next Team meeting is October 18, 2016, in the Board Room. 		