

TEAM
MEETING MINUTES
November 15, 2016 – BOARD ROOM

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

Members Absent: Shirley Davenport and Kim Harvey

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Ray Cummiskey called the meeting to order at 9:15 a.m. 		
Minutes	<ul style="list-style-type: none"> The November 1, 2016, Team minutes were approved for posting. The November 8, 2016, Team minutes were reviewed, and with a few changes noted from Dena, the minutes were approved for posting. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> Daryl said the electronic W-2 is on schedule. The availability of signing up for electronic viewing will be well communicated to faculty and staff across campus. 		
Hot topics	<ul style="list-style-type: none"> Daryl - The Adopt-a-Family list has been sent out. Dena will do shopping for the list next week. Give cash to Dena if you want her to purchase gifts for the family. Caron – (1) Holiday Party options: Fox Run available December 8, 12, 13 or 16. The possibility of having the holiday party in the Library and having it hosted by the Foundation on Thursday, December 15, with a cash bar was discussed. (2) Demolition party on the 16th to promote the library. (3) Table for foundation employee drive. (4) Employees have an option of a voluntary donation to the Library fund when purchasing a guest ticket. (5) The details need to be worked out. (6) Dr. Cummiskey will email the Board to run this past them and verify they will okay this idea. (7) Caron will talk to the Library staff. (8) Dr. Cummiskey will talk to Ron Scaggs. Caron – Dena, Shirley and Caron developed a proposal from Instruction for the August 21, 2017, Eclipse. This was taken from the way classes are dealt with during inclement weather. 	<p>Dena will shop. Give cash to Dena</p> <p>Dr. Cummiskey talk to the Board and Ron Scaggs. Caron talk to Library staff.</p> <p>Dena and Shirley present and get feedback</p>	

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	<p>Five different scenarios have been given. This would apply to all locations. This will be shared for feedback at the division meetings.</p> <ul style="list-style-type: none"> • Caron has sent out the IRBs. • Caron is interested in moving forward with PK to 16 councils for educators at all levels. Caron and Ray will discuss this further before moving ahead. • Dual Credit recommendation that all high school students and homeschooled students have a \$70 tuition rate down from \$97. This would be the same across the board. Dena created a financial spreadsheet that was distributed and this was discussed with dual credit task force yesterday. Dena reviewed the handout (see attached). Recommendation from Dr. Cumiskey is to use out of district rate if homeschoolers are out of district. Dr. Cumiskey said to make this part of the tuition recommendation to the Board and make tuition rate \$75. This will go to the Board in December. 	<p>from Division meetings.</p> <p>Ray and Caron discuss further.</p>	
Budget	<ul style="list-style-type: none"> • 		
Planning	<ul style="list-style-type: none"> • Trish will attend for an update on planning next Tuesday, November 22. 		
Division/departmental updates	<ul style="list-style-type: none"> • President – (1) Business Journal has largest charitable trust and donations list. Dr. Cumiskey gave this to Patti for review. (2) Saturday is the YMCA auction dinner. Let Dr. Cumiskey know if anyone can attend and help fill the table. (3) April will be the Board of Trustee election. These will begin in mid-December for applications and close the end of January. Two seats are available on the Board. (4) Nice presentation regarding ITT students was given to the Board. (5) Do we want staff and students to present to community groups? Dena will reach out for dates available to do this. (6) Dr. Cumiskey asked how we can shape Manufacturing Day to help partner with the community and encourage these partnerships. (AFFIMP). • Instruction <ul style="list-style-type: none"> ○ Arts and Science Education 		

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	<ul style="list-style-type: none"> ○ Career and Technical Education – Dena: AVMA for accreditation will be November 16-18 (Vet Tech). ● Finance and Administration - ● Student Services ● Foundation – (1) Theme for Jazz and Jeans this year will be Jazz Club. Patti handed out Save the Date cards created by Lauren. The Save the Date cards have already been mailed out. (2) The Foundation Board retreat will be tomorrow night. ● PR/Marketing – Tom Struckhoff has been working with Amanda McCarty and staff at the Area Technical School to produce a new ATS overview promotional video that will be complete next week. ● Human Resources – (1) Tasha will talk about the switch to Cigna for the EAP at the November PLC meeting. This will be prepared and presented to the Board in December. (2) The classification study consultant is working to get emails sent out as soon as tomorrow for employee description questionnaires. Three weeks for employees to complete. Then the supervisor will have two weeks after employees are received back. Tasha will send a campus announcement telling people to watch for the email coming with the questionnaire. (3) Open enrollment meetings are tomorrow in the computer lab. Strongly encourage your employees to attend one of these meetings. 		
Next meeting date	<ul style="list-style-type: none"> ● The meeting closed at 11:25 a.m. ● The next Team meeting is scheduled for November 22, 2016, in the Board Room. 		