

TEAM
MEETING MINUTES
November 29, 2016 – BOARD ROOM

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

Members Absent:

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 9:10 a.m. 		
Minutes	<ul style="list-style-type: none"> The minutes from the November 22, 2016, meeting were approved for posting. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> 		
Hot topics	<ul style="list-style-type: none"> DOL – Tasha indicated the mandate from the DOL on the Overtime Pay Rule has been blocked and is now put on hold. Tasha asked for input from the Team on going through with the raises for the four individuals and converting the 14 employees to non-exempt. After a lengthy discussion it was decided not to implement the changes at this time. 		
Budget	<ul style="list-style-type: none"> 		
Planning	<ul style="list-style-type: none"> 		
Division/departmental updates	<ul style="list-style-type: none"> President – (1) Dr. Cummiskey reported at his Growth Association meeting there was a discussion regarding the Women’s Leadership Group. To date it has been working with women in business and how to get women prepared to go into business. The Growth Association is wanting more celebration of women in business. In terms of the Women’s Business Council this would be more through Dena and Bryan’s area. Caron said this has been proposed, and Bryan has the resources to carry this through. Caron has sent this information and proposal to Donna. Decide who needs to be at the table for this discussion. Dena will talk to Donna. 	Dena talk to Donna.	

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	<ul style="list-style-type: none"> • (2) Superintendents meeting is on the 13th. Need to talk about how to approach this day and what should be discussed. Workforce development is what the Superintendents will want to talk about. Ray, Caron, Dena and Shirley will attend the breakfast for the Work Force Development meeting. (3) PLC meeting is today. Update on task force is on the agenda. • Instruction – (1) It has been requested to make a certificate to go with the Veteran coin. Caron gave this to Marketing to review. The coins will be delivered December 5 at the Korean War luncheon. Dr. Cummiskey requested photos be taken at the luncheon. Caron will forward info to Roger. (2) Faculty Senate feedback on the proposed Eclipse opportunities. From 8-2 p.m there will be no Classes on campus. These will be held as online classes. Classes 3 p.m. or later will have regular classes. 10:30 – 1:30 offices closed (some offices may be closed due to their participation in the event). Apply to all locations. Could Diane start full-time day classes early to use recruits this day? Dr. Cummiskey does not see a problem with this. (3) Is the tuition rate for all high school dual credit, including homeschool, of \$70 for fall classes going to the Board? Yes (4) Caron asked if the College would be extending the offer to absorb the fees for Missouri College and Brown Macke as we did for the ITT students. We will have to go back to the Board and the Foundation Board with the request. Caron said they are looking to see if there are Institutional Scholarships could be provided, or Foundation Scholarships to help if the loans are not forgiven. (5) Policy and procedure from BAT-FAT and cell phone policy. Feedback from Constituent groups has been received. Pending Board approval an effective date will be added. Discussion do we extend it to misappropriate use of cell phone on campus (video and camera)? The language is being updated from online to hybrid with a hybrid course definition being added. Significant recommendations were given regarding the hybrid courses. This is Constituent feedback. If 	<p>Caron forward information to Roger regarding the luncheon.</p>	

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	<p>you want to talk to your constituency prior to this going to the Board it can come back to you. Caron will forward to Rob.</p> <ul style="list-style-type: none"> ○ Arts and Science Education – (1) The NACEP Annual Accreditation progress Report is due December 23. (2) Shanna Meyer, Connie Kuchar and Shirley presented last Friday at the annual Jefferson College Counselors Workshop. ○ Career and Technical Education – (1) Career closet is going on today and tomorrow. (2) Enhancement grant applications have been collected and presentations are tomorrow. ● Finance and Administration – (1) CSI task force met yesterday. Survey response were 14% part-time staff, 15% full-time, and 22% faculty. The top three concerns were cell phone service, lighting and police presence. Money has been allocated this year for camera coverage, Bids have been received. It was recommended we do the cameras first and the other \$20,000 upgrade with the cell phone annunciators. The software on the existing cameras is at end of life. All the remaining lights will be changed. (2) Daryl distributed library renovation budget information for the Board. Goal to have bids in February. Pending board approval, ground breaking could be April 1. ● Student Services ● Foundation – (1) Leader dinner is Friday evening. If you want to volunteer let Patti know. (2) Reporting soon on the annual appeal. ● PR/Marketing – Roger said there will be an announcement email sent out this afternoon to once again participate in the holiday greeting. Departments will be asked to set up a time to do their greeting. This should wrap up by the end of next week. ● Human Resources 	<p>Caron will forward to Rob</p>	
<p>Next meeting date</p>	<ul style="list-style-type: none"> ● The next Team meeting is scheduled for December 6, 2016, in the Board Room. 		

