

TEAM
MEETING MINUTES
August 16, 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 9:25 a.m. 		
Approve minutes	<ul style="list-style-type: none"> Approval of July 26, 2016 minutes. Minutes were discussed, and reviewed. They will be brought back next week for approval. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> Action item from last week – Roger continues to gather information on the cost of the event-marketing signs. Roger will report back at a later date. 	Roger	
Hot topics			
PLC Agenda & Membership	<ul style="list-style-type: none"> Dr. Cummiskey asked for agenda items for the first PLC meeting scheduled for August 31: (1) Health Insurance update from Daryl and Tasha. (2) Posting of the 4Qs, and an update of Kick-Off week from Caron. (3) Follow up from questions from State of the Union questions regarding ADA parking and printing from Daryl. (4) Update on Library and Automotive from Patti. (5) Spring 2016 Noel Levitz Student Satisfaction Inventory results from Enrollment Services. Membership: Please send updated PLC membership names to Lisa Vinyard. 	Team	
BoardDocs Posting	<ul style="list-style-type: none"> Dr. Cummiskey reported the process of loading up old minutes and policy and procedures to BoardDocs has begun. Suggestions as to what other types of references should be available to search on BoardDocs were: Student Handbook, BAT FAT agreements, College catalog, and HLC studies. Dr. Cummiskey asked the Team to give it some thought and report back to him with any other ideas and/or suggestions. 	Team	
Board Work Session & Annual Reports	<ul style="list-style-type: none"> Dr. Cummiskey discussed an Annual Report and putting together a quick reference about the college to provide up-to-date information to the Board and 	Team Roger	

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<p>Start of Semester Review</p> <p>Missouri Corequisite State Academy</p> <p>Posting Location for the 4Qs</p> <p>Posting Location for the Team Minutes/Agenda</p> <p>Review of Kick-Off Week</p> <p>Permission to Fill</p> <p>StrengthsFinder Training</p>	<p>the community. After a lengthy discussion, Dr. Cummiskey asked everyone to come up with 2-3 key items from each area, and asked Roger to put something together to present at a later date.</p> <ul style="list-style-type: none"> • Dr. Cummiskey will talk to the Board about Board Work Session in November. • Start of Semester Review • Missouri Corequisite State Academy • Caron asked where the 4Qs should be posted, and it was decided the 4Qs should be posted under the Employee and Faculty tabs. The 4Qs will be posted by next Tuesday, and a campus announcement will be sent publicizing the 4Qs are being posted and where they can be found. Caron will resend the 4Qs for review, and Team should provide feedback to her by Friday, August 19. • Caron asked where the Team minutes/agenda should be posted. Suggestions were the President’s channel, or Committees tab, or Employee tab. Discussion will continue at the next Team meeting. • Caron reported some of the comments were: <ul style="list-style-type: none"> (1) To keep the College closed on Monday, but keep the State of the College with the Monday opening ceremony instead of having it on a separate day. (2) Bring in speakers with shorter presentations. Jill Baer was not well received. (3) Provide more professional growth to more people. The Team discussed the comments received. • Caron’s permission to fill the AEL Lead Instructor position was approved. • The following Team members would like to attend the StrengthsFinder training: Roger, Daryl, Dena, Shirley, Ray, Patti and Tasha. Caron will coordinate for Diane, Miriam and Bryan to do a session with Team. 	<p>Caron posting of 4Qs</p> <p>Team provide feedback</p> <p>Caron</p>	<p>Tuesday, August 23rd</p> <p>Friday, August 19th</p>

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<p>Title IV</p> <p>Healthy Campus Award</p> <p>Adding Emergency Resource Information to Student IDs</p> <p>Permission to Fill</p> <p>Chronicle Survey</p> <p>Health Insurance</p> <p>Adjunct Faculty of the Year Award</p>	<ul style="list-style-type: none"> • Kim reported a meeting with the Board regarding the Title IV Program Review has happened. A campus announcement will go out when the final settlement agreement has been received and approved. • Last year Jefferson College received the Healthy Campus honorable mention award. Kim reported this year Jefferson College is one of the six recipients of the Healthy Campus Award, including the only community college to receive this award. Kim asked for suggestions on how to celebrate this achievement and for celebrating wellness. • Emergency contact numbers will be added to the back of student IDs. The Team agreed to have stickers available for students who already have their IDs. The stickers can be added to the back of their IDs. • Daryl’s permission to fill the mailroom clerk’s position was approved. • Tasha has received the Chronicle Survey. This topic will be discussed at a later date. This will also be added to the PLC agenda after those discussions have occurred. • Tasha reported multiple bids for health insurance have been received, and the College will be narrowing their focus on Cigna and Coventry. Dental insurance has been reviewed with multiple bids received, and the College will be focusing on Delta Dental and Cigna. A summary of bids will be presented and reviewed. Tasha said there have been discussions to provide sessions to educate retirees on their supplemental options. • Dena and Shirley are developing an Adjunct Faculty of the Year Award that would be awarded at adjunct orientation. This would be a yearly award. 		
Budget	<ul style="list-style-type: none"> • 		
Planning	<ul style="list-style-type: none"> • 		
Division/departmental updates	<ul style="list-style-type: none"> • President • Instruction 		

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	<ul style="list-style-type: none"> ○ Arts and Science Education- New lab safety training is being developed. ○ Career and Technical Education ● Finance and Administration- An update to safety training. A virtual training for fire extinguishers is available and a link will be posted. ● Student Services ● Foundation- Patti reported over \$500,000 in grants have been applied for. This was a great collaboration on three grant applications. ● PR/Marketing ● Human Resources 		
Next meeting date	<ul style="list-style-type: none"> ● The next Team meeting is scheduled for August 23, 2016 in the Board Room. ● The meeting was adjourned at 11:30 a.m. 		