

TEAM
MEETING MINUTES
August 23, 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 9:45 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> With proposed changes the August 2, 2016 and August 16, 2016, minutes were approved for posting. The minutes will be posted on the Employee and Faculty tabs. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> StrengthsFinder Training discussion will be on September 6. Caron will check on an 8:30 a.m. start time. Dr. Cummiskey will check his calendar and let everyone know if an early start will work for this day. BoardDocs – The discussion of what should be posted in BoardDocs continued. Roger continues to research information on event-marketing signs for discussion at a later date. Dr. Cummiskey said the date for key points in rough draft of the Annual Report due possibly in October. 		
Hot topics Acceptable use of fundraising money for student clubs and organizations.	<ul style="list-style-type: none"> Kim reported the Club Advisors will meet on Friday regarding fundraising. A lengthy discussion ensued. Patti would like to have communication with her and the foundation when fundraising is being decided on and discussed. It was decided a process should be developed to ensure the right parties are involved in the discussion. The entry fee for the Poetry and Film Festival awards should be used as the prize money. Communication and a process are needed that groups will use when deciding on a fundraiser. Kim will make it a project to put guidelines in place. 	Kim	
Permission to Fill BAT-FAT Personal Leave Revision	<ul style="list-style-type: none"> Kim's permission to fill the Enrollment Services Assistant position was presented and approved. The BAT-FAT personal leave revisions were discussed. Dr. Cummiskey asked Tasha to make revisions and bring it to the PLC meeting. 	Tasha	

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<p>Tuition Waiver Policy</p> <p>Classified Staff Picnic</p> <p>Rah Rah Subcommittee</p> <p>Magnetic Door Strips</p>	<ul style="list-style-type: none"> • Tasha said the Tuition Waiver Policy is in need of updating. She will meet with Daryl to update the policy, and it may be ready to present at the next PLC meeting. • Daryl announced the Classified Staff Picnic is on October 4. Attendance is required by classified staff to attend a session of the active shooter demonstration offered at 9:00-11:15 a.m. or 1:00-3:15 p.m. It was decided the luncheon is a celebration for classified staff only. One of the active shooter demonstrations will also be mandatory for Certified Staff. New faculty will be invited to attend a session, but it will not be mandatory. Daryl will send out an email to Team outlining this discussion. • Daryl started a discussion on what, going forward, is the expectation of the Rah Rah subcommittee. It originally was an outgrowth of HLC. It was decided to send the charge out and continue the discussion at the next meeting. (See Charge below) Charge: The Rah Rah subcommittee was established to support, encourage and boost morale of employees at Jefferson College. The subcommittee assists in the planning and implementing of employee activities and professional development opportunities on campus. • Shirley said when the doors are unlocked the magnetic strips are not all put in place. Some of the doors are still unlocked when this happens. Dr. Cumiskey suggested a random audit of the doors by the responsible department for unlocking them should be completed. 	<p>Daryl send email to Team</p> <p>Daryl CJ sends out charge</p>	
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 – Caron distributed binders for the Management Development Series (MDS). The participants receive a binder at their first training meeting to keep their materials in. <ul style="list-style-type: none"> ○ Arts and Science Education – Shirley discussed the practice of sending adjunct to high schools that do not have credentialed staff for Dual Credit. Shirley indicated she would like to discontinue this practice by next fall. ○ Career and Technical Education – Dena said Chirs DeGeare is representing the College on a statewide task force through MCCA to create a crosswalk for Credit for Prior Learning. 		

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	<p>Upcoming events in CTE include the Career Expo (9/30), Manufacturing Day (10/7) and an Etiquette Lunch (11/17).</p> <ul style="list-style-type: none"> • Finance and Administration – Daryl discussed changes with positions in Buildings & Grounds. Permission to fill requests for a Maintenance Tech IV, a part-time weekend Building Services Tech, a part-time Campus Police Officer, and a Maintenance Technician II were presented and approved. • Student Services – Data was being collected to review the enrollment trend. Kim said she has had discussions with Mark Smreker about updating the enrollment report. • Foundation • PR/Marketing • Human Resources – Tasha asked for the PIN number to be included on future permission to fill forms. • Dr. Cummiskey announced that Betty Sims, former Missouri Legislator, passed away. 		
Next meeting date	<ul style="list-style-type: none"> • The meeting closed at 12 Noon. • The next Team meeting is August 30, 2016, in the Board Room. 		