

TEAM
MEETING MINUTES
August 30, 2016 – BOARD ROOM

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

Members Absent: Dena McCaffrey

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 9:00 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> The August 23, 2016, minutes were presented for approval. With changes noted Daryl Gehbauer made a motion to approve; Roger Barrentine seconded the motion. All approved. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> Strengths Quest Training start time for September 6 will be 8:30 a.m., Bryan Herrick and Diane Arnzen will be presenting 8:30-9:15 a.m. BoardDocs – All ideas/suggestions for upload have been submitted. Event-marketing signs update – Roger reported the process is developing. He will be reporting back to the Team at a later date. Fundraising guidelines update – Kim reported a group is being developed and discussions will begin in September. 	<p>Roger</p> <p>Kim</p>	<p>Follow-up after initial meeting</p>
<p>Hot topics All BAT-FAT Policy Revisions</p> <p>Service Learning Project</p>	<ul style="list-style-type: none"> Caron has received feedback via emails from constituent groups. Tasha has sent suggestions to Lisa for PLC. Caron said Matt West turned in a Service Learning Project that would entail integrating a project with his classes. This project would include three courses all producing a coin for Veterans. Since each of his courses will be involved with this project, Caron asked the Team if they agreed Matt should be paid \$500 for each section or three courses. The Team agreed he should be paid for three courses. Dr. Cummiskey brought up the subject of what happens after production, and has Roger’s department been consulted regarding the graphics and design of the coin. Also, how will the coin be used after production, and would the Board need to approve the design prior to the production. Caron will follow-up and report back to Team. 	<p>Caron follow-up and report to Team</p>	

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<p>PLC Agenda posting/ membership/announcements</p> <p>Additional Hot Topics</p> <p>Healthy Campus Award Celebration</p> <p>Administrator Duty at JCA</p> <p>Committee Discussion</p>	<ul style="list-style-type: none"> • PLC agenda posting/membership/ announcements – (1) Caron reported the Team minutes have been posted on the Employee and Faculty tabs. Also, the Four Questions have also been posted. (2) Tasha will do the introduction of the Chronicle survey, and Dr. Cummiskey will lead the discussion at the PLC meeting on August 30. • Caron said she received a request for equipment to be purchased from the PACE fundraising account. No action plan has been submitted for this purchase. Daryl asked if the College has set guidelines for special funds. • Shirley reported that Biology funds will be used to purchase lab manuals for students due to an unforeseen curriculum change as a result of nationwide shortages of lab dissection materials. The admin team concurred that this was an appropriate use of funds. • Kim and Patti: On October 20 between 4-6 p.m. an event is being considered to recognize the Healthy Campus award. It needs to be determined who will be invited from community and foundation donors. Kim announced each month there will be celebration events scheduled for staff and faculty. Dr. Cummiskey suggested that Rob Dixon at MCCA be invited. • Administrator duty at JCA – Kim: Discussed concerns regarding decreased enrollment at JCA, and administration having a presence at JCA. Kim asked anyone with thoughts on enrollment concerns to forward this to her before next Thursday. Dr. Cummiskey would like a calendar to be available rotating administrators to JCA to interact with staff, students, and community members on campus. Also, walk around and observe the facility and report back any issues or problems that may be seen or that may arise while on campus. Kim will create a calendar for administrators to schedule time at JCA. As well as, touching base with Trish to check on office space available to use. Dr. Cummiskey reported he and Caron will be starting their meet and greet sessions back up, and encouraged administration to ensure the campus community sees them out and about on the Hillsboro campus as well. • Committee discussion – Daryl discussed subcommittees, and said a subcommittee chair needed to be a standing member of the committee 	<p>Kim – Administrative Calendar</p>	

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	<p>for which it serves under. He discussed the charge of the Rah Rah subcommittee and asked if this was the vision of what administration believed they should be involved in, as well as being part of HLC. Everyone was in agreement this subcommittee will be involved in the holiday party, chili cook-off, staff picnic, photo contest, and HLC Assessment involvement. There was also discussion of helping out with these celebrations and events without needing to be a member of the subcommittee.</p>		
Budget	<ul style="list-style-type: none"> • Daryl discussed the A/C unit that needs to be replaced in Viking Woods. This was not included in the budget for this year. The unit was able to be repaired and will get through the summer. This will allow time to get bids and put through a capital request for a replacement unit. • Richard will report on last year’s budget at PLC this afternoon. 		
Planning	<ul style="list-style-type: none"> • Trish will attend Team on September 27. Dr. Cumiskey said initiatives need to be discussed to have an understanding of what needs to be communicated to the Planning Committee. Patti asked what are the priorities and what does she need to take to the Foundation Board. Dr. Cumiskey will ask for items. 		
Division/departmental updates	<ul style="list-style-type: none"> • President – Travelling next week except for Tuesday and Friday. Dr. Cumiskey announced he would be Chair of the Committee of Higher Ed. He will be attending the Veto Session in Jefferson City on Wednesday, September 14. Jefferson College and the Jefferson County Growth Association will be hosting a Candidate Forum on October 6 and 11. • Instruction - <ul style="list-style-type: none"> ○ Arts and Science Education – <ul style="list-style-type: none"> (1) Faculty will be attending Co-requisite Academy in October. Shirley said she is proud of the English faculty and the work they have done on this implementation. (2) Accuplacer scores are being worked on. (3) The Developmental Ed redesign is being worked on with Betty, and will be presented to Caron when completed. ○ Career and Technical Education • Finance and Administration – Daryl followed up on the magnetic strips in the Tech Center in the labs and classrooms. The housekeeping staff removes the strips when they are finished cleaning in the evening. 		

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	<p>In the morning security is supposed to put the strips back up. The doors are to remain locked at all times.</p> <ul style="list-style-type: none"> • Student Services – (1) Enrollment credit hours are down by .02 as of this morning. Kim said the census report will be run on September 13. (2) Spring enrollment is proposed to start on October 17 for three weeks for all currently enrolled students, then open registration begins on November 7. (3) The proposed dates for the next Showcase are April 6 at Arnold and April 20 at Hillsboro. • Kim presented a permission to fill the Enrollment Services Specialist position and it was approved. • Foundation – (1) The Brick Unveiling Ceremony will be September 8 at 5:30 p.m. Dr. Cumiskey said there will be a 4:30 p.m. meet and greet with the Board, and they will be invited to stay for the Brick Unveiling Ceremony to follow. (2) The golf tournament is on September 19, and Sapaugh will be the hole in one sponsor. (3) The building tours continue. (4) The U.S. Bank grant will be used to purchase a touch screen in the Innovation Center. (5) The Spirit of St. Louis Grant will be used to construct a study room. (6) Scholarships and book emergency funds have not been as heavily utilized as last year. • PR/Marketing – Roger reported his staff is working on a number of projects: (1) Complete poster for the NACEP contest. (2) Case statement for the Foundation’s library capital campaign. (3) The welcome week photo contest that ran the first week of classes saw an 18% increase in student participation with 122 photos submitted. (4) JCTV is working with the ATS to produce a new video for their program. • Human Resources – Tasha presented a draft of a trend report of results from every year of the ModernThink survey. Tasha asked if this was the type of report the Team wanted to see from the results received. Daryl suggested a graph of survey averages would be a good summary to show. Caron will compare last year’s comments with this year’s. On September 20 the 8 a.m. discussion will focus on the Chronicle survey. 		
Next meeting date	<ul style="list-style-type: none"> • Meeting closed at 11:40 am • The next Team meeting is scheduled for September 6, 2016, 8:30 a.m. in the Board Room. 		