

**TEAM**  
**MEETING MINUTES**  
**November 22, 2016 – BOARD ROOM**

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

**Members Absent:** Caron Daugherty

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Ray Cummiskey called the meeting to order at 9:10 a.m.</li> </ul>		
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>The minutes from the November 15, 2016, meeting were approved for posting.</li> </ul>		
<b>Review of action items / closing the loop</b>	<ul style="list-style-type: none"> <li>Master Plan: Daryl will set up a meeting with Curtis Cassell, TRi; Lisa Macklin, CFP; Rick Stein, Urban Decision Group; Dr. Cummiskey, Caron, Kim, Dena and Shirley to review the Master Plan report and develop next steps.</li> </ul>	Daryl – set up meeting	
<b>Hot topics</b>	<ul style="list-style-type: none"> <li>Diversity Conversation (FOCUS STL) – Patti shared with the group insights from her experiences with FOCUS St. Louis Leadership Program. Diversity is an important issue for all college campuses. Kim will notify Patti of the next Diversity Committee meeting for Patti to attend and share input.</li> <li>BAT-FAT Pre-Negotiation Meeting follow-up – Daryl reported the first BAT-FAT meeting was held on November 15, 2016, and the next meeting will be January 23, 2017, at 3:30 pm.</li> <li>Student Scholarship Ranking Criteria – Kim Harvey presented the proposed changes to student scholarship criteria since high schools no longer rank students. The proposed criteria are high school GPA and composite ACT scores to replace class rank. Kim will follow up with the Student Scholarship Committee on questions posed from the Team.</li> <li>Communicable Diseases – Kim distributed the current policy and procedures on communicable diseases. Kim suggested a committee to review the policy and procedure to determine what needs to be updated. Identify key players to serve on the committee. Keep it generic with title only</li> </ul>	Kim – follow up with Student Scholarship Committee	

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	<p>and not names where possible. Tasha suggested checking with Kate to see if there is a recommended procedure already available. Get a panel identified (Ray). Review Board docs for policies that are in place.</p> <ul style="list-style-type: none"> <li>• Discretionary Days – Tasha reviewed the discretionary days and next three years of academic calendars: <ul style="list-style-type: none"> <li>○ 2017-2018 – December 18, 2017, grades due. Work through Wednesday, December 20, 2017; return January 4, 2018.</li> <li>○ 2018-2019 - December 19, 2018, grades due. Work through December 21, 2018; and return January 7, 2019.</li> <li>○ 2019-2020 – December 18, 2019, grades due. Work through December 20, 2019; return on the January 6, 2020.</li> <li>○ In January only, starting in 2017, Dr. Cumiskey will ask the Board to move the Board meeting to the third Thursday to help the process of getting the Board mailings out.</li> </ul> </li> <li>• Tasha will update this information and run it by Caron and Dena to check the ATS calendar against these dates as well.</li> </ul>		
<b>Budget</b>	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Trish – Copies of the final ranking were distributed. Trish indicated, all the projects are high priority, and there is a better than average chance all the projects can be done if budgeted accordingly.</li> <li>• Will be looking back at the project as a whole with the Strategic Planning Committee. Task force to review the mission and vision with CICC will.</li> <li>• January highlight key initiatives and where are we now. What is working and what is critical to what we are doing. General update to the Board in the spring.</li> </ul>		
<b>Division/departmental updates</b>	<ul style="list-style-type: none"> <li>• President – (1) Please submit your PLC agenda items to Lisa. (2) Dr. Cumiskey would like to have a couple people present to the Board on the MCCA convention.</li> <li>• Instruction</li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Arts and Science Education –               <ul style="list-style-type: none"> <li>(1) International education week was celebrated last week. (2) Shirley gave a shout-out to Miriam and Sue for stepping up and helping with load</li> </ul> </li> <li>○ Career and Technical Education –               <ul style="list-style-type: none"> <li>(1) AVMA accreditation site visit was outstanding. Dana and faculty did a great job.</li> </ul> </li> <li>● Finance and Administration – Daryl reported, there is only one day to submit and approve timesheets this year, December 15, 2016. Please encourage employees and supervisors to be vigilant in submitting and approving timesheets judiciously. Employees’ time is due by 9 a.m. on December 15, and supervisors’ approvals are due by Noon.</li> <li>● Student Services</li> <li>● Foundation</li> <li>● PR/Marketing – Roger said the latest craze in social media is the Mannequin challenge. They will be filming a mannequin challenge in the student center this afternoon that will be used as a promotion for upcoming registration.</li> <li>● Human Resources – (1) Tasha reported open enrollment went well with great attendance, and good feedback. There will be one more session on November 30. (2) Tasha said the details of the HSA roll over are still being discussed. (3) The accounts have to be rolled over individually, plus there is an account fee of \$25 to close each account. The college will pick up the account closure fee. (4) There will still be a blackout period, but has yet to be defined. (5) Rollover will begin in February. (6) A memo will be sent to all employees who have a HSA savings account to give information on this process.</li> </ul>		
<b>Next meeting date</b>	<ul style="list-style-type: none"> <li>● The meeting closed at 11:45 a.m.</li> <li>● The next Team meeting is scheduled for November 29, 2016, in the Board Room.</li> </ul>		