

TEAM
MEETING MINUTES
January 3, 2017 – BOARD ROOM

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

Members Absent: Caron Daugherty

| Agenda Item | Discussion | Action Item/ Person(s) Responsible (If applicable) | Timeline/ Deadline |
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| Call to order | <ul style="list-style-type: none"> Ray Cummiskey called the meeting to order at 9:10 a.m. | | |
| Review of action items / closing the loop | <ul style="list-style-type: none"> | | |
| Approval of Minutes | <ul style="list-style-type: none"> December 6, 2016 minutes. Kim Harvey sent changes to CJ. The changes will be made, and the minutes will be resent with today's minutes for approval. | | |
| Hot topics | <ul style="list-style-type: none"> Master Plan – Daryl said there is a meeting today at 2:30, and he will look into having the meeting recorded. Fall 2016 Graduating Student Opinion Survey – Kim had emailed the survey to Team. The results were reviewed and discussed. Advising, College 101, parking and the café received the lowest marks. Kim reported that on Walk-in Wednesdays they have 100 more students come in compared to other days. | | |
| Budget | <ul style="list-style-type: none"> Daryl said they will be getting together this week. They will have an update for the Board subcommittee meeting. | | |
| Planning | <ul style="list-style-type: none"> | | |
| Division/departmental updates | <ul style="list-style-type: none"> President – (1) Dr. Cummiskey will be getting together the Art Task Force. They will get together after classes start to begin discussions. The task force will consist of Patti Christen, Blake Carroll, Nick Nihira, Michael Booker, Daryl Gehbauer, Dale Richardson, Joe Kohlburn, and Sheree Bell. (2) The Volunteer Task Force is being developed to help determine how to allow employees to volunteer in community service in conjunction with the Campas Compact effort. | | |

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| | <p>Amy Kausler, Amy Coomes, Kenny Wilson, Carrie Greer, Stacey Wilson and Tasha Welsh make up this task force. (3) Dr. Cummiskey said the evaluation process has begun. He asked that they are constructive with remarks and goals. (4) Legislative week in Jeff City will be the week of January 16. Dr. Cummiskey said to target January 18 and arrive around 9-9:30 a.m. A van will be available for carpooling. Let him know if students are participating and plan on them arriving before the opening bell at 10:00 a.m. so they can be recognized on the floor. Roger will have a rough draft of the flyers available by the end of this week. (4) The Hillsboro Chamber will be January 27. (5) Great Places to Work survey again will happen again this year. (6) Next week the Team meeting will be Friday, January 13 at 9 a.m. (7) As of now, there are three candidates who have signed up for the open Board of Trustees positions. There are two more weeks left to declare candidacy for the open positions.</p> <ul style="list-style-type: none"> • Instruction <ul style="list-style-type: none"> ○ Arts and Science Education – Shirley announced Marie Jennewein has accepted the position as Administrative Assistant to the Dean of Arts and Sciences. ○ Career and Technical Education – <ul style="list-style-type: none"> (1) Dena announced the divisions are working on load this week. (2) The FY2017 Enhancement Grant is wrapping up for this year. Purchases will be finished up by March and reports must be submitted by March 31, 2017 for reimbursement. For FY2018, a summary of what is planned will be emailed to Team before the next meeting. The application is due to DESE by February 1. • Finance and Administration – The Audit was completed with no findings. This is the last year the College will be considered high risk. • Student Services – (1) Sara Denny resigned. Julie Fraser has agreed to work part-time for six months to help out in the interim. (2) Ricardo | | |

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| | <p>Garza, the men’s soccer coach, resigned. (3) Joan Warren accepted the Enrollment Services Specialist position and will start January 16. She will continue to assist with Institutional Research until her replacement is hired.</p> <ul style="list-style-type: none"> • Foundation – (1) Patti presented a permission to fill for the Development Assistant position. It was approved and signed. (2) The Rome Group will come in on Wednesday and will work with the marketing team. (3) Patti will meet with Jason Buckner on the January 17. • PR/Marketing – (1) Roger thanked everyone involved in the Library demolition event. It went very well. (2) The Windjammer year-end review will be out by the end of the week. (3) Reminder: The Articulation signing event with Maryville is January 9 at 11:00 a.m., and Caron will be signing. • Human Resources – (1) Cigna cards should have been received. (2) A memo regarding Health Equity and HSA accounts will be going out. | | |
| Next meeting date | <ul style="list-style-type: none"> • Dr. Cummiskey closed the meeting at 10:50 a.m. • The next Team meeting is scheduled for Friday, January 13, 2017, at 9:00 a.m. in the Board Room. | | |