

TEAM
MEETING MINUTES
January 31, 2017 – BOARD ROOM

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

Guest: Trish Aumann and Tracy James

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 9:05 a.m. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> • 		
IT Update – Tracy James	<ul style="list-style-type: none"> • Disaster recovery – Dan Smith is testing Amazon Cloud Recovery. HR, Student Service and Finance have all been tested (pilot) departments. All works well, and everything that would be critical has been checked as well. The cost is \$600-\$700 a month to have all the College’s core resources if something were to happen. It is secure and encrypted. Tracy asked if they should proceed with this. Everyone agreed to continue. • MyJeffco is a portal and is serviced through Looking Glass. The College has a five year contract with them for the servicing of the portal. They have recently moved everything to Amazon. Tracy said they are looking at a more web based program that would be accessed more like an app. (Launchpad). He asked if his department should proceed with development. The Team agreed that IT should move forward on this. • Banner 9 is still being tested. The College will be required to go live with this in about a year. 		
Planning Update – Trish Aumann	<ul style="list-style-type: none"> • In March status updates will be due. Trish will have a complete update in April to bring to the Team meeting. • Kenny Wilson and Trish Aumann are the co-chairs of the Mission, Vision and Values Review Task Force. They have met and planned a kick-off meeting in mid to late February. Internal and 		

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	<p>external constituent groups will be involved. The mission task force is working on a process with an aggressive timeline. Community and student input will also be included. Trish will bring more specifics to the meeting next month.</p> <ul style="list-style-type: none"> • Rob Brieler will take over the Chair duties on the KPI subcommittee. He has great ideas and will be getting the group together. They will help with the reporting to get MyJeffco updated. • The Strategic Planning Online (SPOL) demo is up this week. Some budgets are in from the committees. This is support for Strategic Planning, Accreditation and Assessment. The demo will be recorded if you cannot make it. • Last year a Gap Analysis was done. When updates come in February, the analysis will be run again and compared to the last one. This will give us more information on where gaps really are. This will be brought back to this meeting and then to the Board. • Action plans: Trish gave examples of a variety of action plans that have been initiated. • Trish will provide an update for the next PLC meeting as well as the Board. • Feedback on next month regarding institutional action plans being tracked. Trish will send a reminder email out. 		
Approval of Minutes	<ul style="list-style-type: none"> • January 17, 2017, minutes were reviewed and approval was postponed until next week. • There was a discussion over who could take over the meeting minutes with CJ's upcoming departure from the College. 		
Budget	<ul style="list-style-type: none"> • Daryl said two spreadsheets were sent out. One salary related and the other one non-salary related. It shows budget, actual expenditures, and what was spent last year. Daryl said the last two columns should be filled in by you. The spreadsheets should come back to Kathy Kuhlmann by Monday. It will then be presented to the budget subcommittee next Thursday. It is Dr. Cumiskey's hope to hand the Board as much budget information going forward as possible. Definite budget information will be coming out of 	Team	Send to Kathy Kuhlmann by Monday, February 6.

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	Jeff City later this week. Dr. Cummiskey said we will have a better idea when this information is released.		
Planning	<ul style="list-style-type: none"> • 		
Division/departmental updates	<ul style="list-style-type: none"> • President – (1) PLC today with budget discussion in more broad terms. (2) Please let Lisa know if you are able to attend the Diversity luncheon. If you are unable to attend, please identify a staff member that could attend. Kim said seven have confirmed attendance so far. (3) Monday the 20th is the State of the County at Hillsboro High School. Let Dr. Cummiskey know ASAP if you are able to attend • Instruction <ul style="list-style-type: none"> ○ Arts and Science Education – (1) Dena and Shirley will be meeting with Fontbonne tomorrow. (2) February 16 is CAP program parent’s night. (3) A meeting is being scheduled with the Hillsboro school district. They are ready to do a partnership agreement. ○ Career and Technical Education – • Finance and Administration – Met with SEMA to finalize claim on flood damage. They asked for an improvement request which could produce additional funds from the insurance company. This will be pursued. • Student Services – (1) Jason Gardner, Student Athlete Success Coordinator, has handed in his resignation. Kim said they will look at combining this position with another position. Options are still being discussed at this time. (2) A conference call is set up for tomorrow with John and Maggie Cosgrove to discuss institutional research. (3) Summer registration has been delayed until February 13. • Foundation – (1) Patti said there is an email circulating regarding an international trip to Paris and France and is referencing Jefferson College to help with funding. Shirley said this would be a St. Louis Community college trip not a Jefferson College funded trip. The Foundation has helped in 		

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	<p>the past with scholarships. Shirley will investigate and will get back to Patti. (2) Bill McKenna and Mike Walsh have agreed to serve as co-chairs on Jefferson College's <i>Library Reimagined Campaign</i>. (3) Melissa is the temp helping Patti in her area. Interviews are being set up for next week to replace Marie's position. Patti said they hope to make an offer soon.</p> <ul style="list-style-type: none"> • PR/Marketing • Human Resources – 		
Next meeting date	<ul style="list-style-type: none"> • Dr. Cumiskey closed the meeting at 11:55 a.m. • The next Team meeting is scheduled for February 7, 2017, at 9:00 a.m. in the Board Room. There will not be a meeting on February 14. The next meeting will be February 21, 2017. 		