

TEAM
MEETING MINUTES
October 25, 2016 – BOARD ROOM

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

Members Absent: Patti Christen, Dena McCaffrey

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Dr. Cummiskey called the meeting to order at 9:15 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> The October 18, 2016 minutes were presented for approval. The minutes were approved for posting. 		
Review of action items / closing the loop			
Hot topics	<ul style="list-style-type: none"> Reptile Application Communication – The application of chemicals for snakes, rodents, and bug spray was discussed. It was decided that an announcement should be sent prior to any chemical application on campus. Adopt-A-Family – Daryl asked if the Administrative Team will participate in Adopt-A-Family again this year. Yes, they will. Dual Credit Adjunct Compensation – A spreadsheet comparing the cost to pay dual credit instructors per student (\$100/student for 3-credit hour class, \$125/student for 5-credit hour class) to the current structure of paying per credit hour. The figures are based on data from the 2015-2016 academic year and indicates a savings of over \$10,000 to change to the per student model. In addition, this model would eliminate the need to cancel dual credit classes. After a lengthy discussion, it was decided to continue exploring other options and to look at models that other universities are using to compensate adjunct for teaching dual credit. Dr. Cummiskey said the College is not ready to change the procedure now. 	<p>Caron</p> <p>Daryl</p> <p>Shirley</p>	
Budget	<ul style="list-style-type: none"> Next month conversations need to begin regarding the budget. Change and structure on tuition and fees were discussed. In January we 	Daryl	

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<p>will start having regular quarterly updates on the current financial situation.</p> <ul style="list-style-type: none"> • Eagle Bank is merging with Enterprise Bank. Mike Walsh has met with Dr. Cumiskey to ensure there will be little to no disruption in dealing with the college. Mike will meet with the Board budget subcommittee. This conversion will take place in March. 		
Planning	<ul style="list-style-type: none"> • Dr. Cumiskey said to watch for parallel plans during the planning process. • Caron reported the Council of Institutional Committee Chairs (CICC) will be reviewing the College's Mission, Vision, and Values. 		
Division/departmental updates	<ul style="list-style-type: none"> • President • Instruction: Caron <ul style="list-style-type: none"> ○ Arts and Science Education – (1) Along with Dr. Caron Daugherty, the following Arts & Science Education faculty and staff attended MDHE/Complete College America academies on October 13 and 14 in St. Louis, Missouri: Designing Math Pathways Academy, October 13: Skyler Ross, Rob Brieler, and Shirley Davenport. MO State Corequisite Academy, October 14: Imran Shah, Matt Vaughn, Shanie Latham, Amy Call, Rob Brieler, Kathy Johnson, Kim Harvey, and Shirley Davenport. (2) Mark Byington represented the College at a MO Military/Defense Strategic Plan meeting in St. Louis on October 12. (3) NACEP Liaison/History Adjunct Faculty member Lisa Armbruster and Shirley Davenport represented the College at the NACEP conference in Louisville, Kentucky, October 16-18. At the conference, Jefferson College was recognized for achieving accreditation of our concurrent enrollment (dual credit) program and won second place in the marketing poster competition at the conference. ○ Career and Technical Education – (1) The Strategic Plan has been shared with NACEP. They may be putting all ATS under their 		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<p>umbrella. (2) Homeschoolers are paying \$70 a credit hour. Is the College on board to provide this? Dr. Cummiskey said this will be discussed at a later date.</p> <ul style="list-style-type: none"> • Finance and Administration – Daryl (1) The blood pressure checks with Aida will start up again. (2) The electrical repairs have been completed. • Student Services – Kim (1) The spring enrollment comparison reports were not ready this morning. (2) Met with IT to add more information to the report. (3) Program participation agreement was received yesterday, and the College was approved for 3 years. (4) A diversity presentation will be given to student athletes. A proposal for this will be received next Monday. Would like the board to know and hear how well received this diversity presentation is. • Foundation – Patti • PR/Marketing – Although JCTV has broadcast local election returns for many years, the station will no longer provide this service as most county clerk offices now release results online, which is a quicker and more efficient system given the time and effort required by JCTV personnel to key in the same information. As a reminder to those who may tune in to JCTV, a message will be displayed on election night directing viewers to the Jefferson County Circuit Clerk website to view local results. • Human Resources – Tasha (1) Department of labor meetings were yesterday and went well. A few employees still need to be met with. (2) FAT is meeting with Compensation Consultant tomorrow in the Board Room. (3) The conversion to Cigna continues. 		
Next meeting date	<ul style="list-style-type: none"> • The meeting was closed at 11:05 a.m. • The next Team meeting is scheduled for November 1, 2016, 9 a.m. in the Board Room. 		