

TEAM
MEETING MINUTES
September 27, 2016 – BOARD ROOM

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

Members Absent: Patti Christen, and Caron Daugherty

Guests: Carrie Greer, Joan Warren, Sara Denny, and Trish Aumann

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. 		
“Great Colleges to Work For” survey results	<ul style="list-style-type: none"> Carrie Greer, Sara Denny, and Joan Warren gave a Classified Staff update with a summary of information that came out of the open forums held on August 10 and 12 to the Team. This update will be shared at the PLC meeting. It will also be shared with classified staff as a mid-semester update. Carrie said the forums provided very positive discussions. 		
Strategic Planning Update	<ul style="list-style-type: none"> Trish Aumann distributed copies of the Capital Projects and Action Plans for 2016-2017. There are eight capital requests totaling \$1,275,500. These requests were reviewed and discussed. Trish will update the forms with the changes, touch base with the presenters, and send out the updated forms to Team. Trish touched base on the 9/11 exhibit and the itinerary. Trish will send out an email to Team with times. 	<p>Trish-update and send out forms.</p> <p>Trish-email 9/11 itinerary</p>	
Approval of Minutes	<ul style="list-style-type: none"> Roger noted one change to the minutes from September 13, 2016. Dena made a motion to approve the minutes with the change. Shirley seconded the motion. All approved. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> Dr. Cummiskey announced the PLC meeting is today. The October 4 forum will be on the agenda. Some items mentioned were: (1) The possible creation of a subcommittee. (2) Asking for volunteers to meet with the President and VPs. (3) Bringing this group together October 11. 		

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	<p>(4) Shared governance should be attached to the agenda, and have a committee priority list.</p> <p>(5) Create categories to go under committee with initiatives.</p> <ul style="list-style-type: none"> • Discussed Town Hall meeting agenda and length. Tasha will send out the agenda to Team. 	Tasha-email agenda to Team	
Hot topics	<ul style="list-style-type: none"> • 2017 Eclipse – Shirley said Rob Breiler and Bob Brazzle will be taking information to the task force at the CEOC meeting. 		
Budget	<ul style="list-style-type: none"> • 		
Planning	<ul style="list-style-type: none"> • 		
Division/departmental updates	<ul style="list-style-type: none"> • President – Jeffersonian dinner tonight at 6 pm. Next Thursday and Tuesday Dr. Cumiskey will be moderating the Legislative forums. These will be broadcast on TV and radio. • Instruction <ul style="list-style-type: none"> ○ Arts and Science Education – The Associate of Fine Arts is going to Curriculum Committee tomorrow for approval. ○ Career and Technical Education – Dena wanted to acknowledge and give kudos to everyone who has worked so hard on addressing the needs of the ITT students. With the Resource Fair, the nursing program, and other programs. • Finance and Administration – Daryl gave an update on the electrical issue. The electrician discovered the switch gears are bad and need to be changed. They are in the process of changing these switches. • Student Services – Kim said this fall information regarding age and attending Jefferson has come back to surface. To ensure all bases are covered, this will be revisited and information will be distributed. • Foundation • PR/Marketing – Roger reported that over the next couple of weeks the annual student media preferences survey will be sent to all students via 		

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	<p>an email link. This will be the third year that Jefferson College has participated, as a means of informing marketing strategies for prospective students.</p> <ul style="list-style-type: none"> Human Resources –Tasha has been conducting weekly conference calls on insurance. Open enrollment will be going out soon. FLSA continues to be worked on. Tasha is waiting on information for the classification study. A survey will be going out soon. She is waiting for the consultant to get in touch with release dates. Tasha will send an announcement out to everyone when she receives confirmation the survey will go out. 		
Next meeting date	<ul style="list-style-type: none"> The meeting closed at 11:55 a.m. There will not be a meeting October 4, 2016. The next Team meeting is scheduled for October 11, 2016, in the Board Room. 		