

TEAM
MEETING MINUTES
September 13, 2016 – BOARD ROOM

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

Members Absent: Patti Christen, and Tasha Welsh

Guests: Kenny Wilson and Chris DeGeare

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 9:30 a.m. 		
MoSTEMWINS Update	<ul style="list-style-type: none"> Kenny Wilson & Chris DeGeare – Handouts were distributed (attached). Kenny and Chris presented the Personal Resource and Education Plan (PREP). This is an innovative, online support initiative which pulls student data from the college’s current repositories into one location. Also, highlighted were “Intentional Advising” and the Learning Analytics Processor (LAP). These innovations are being developed to bridge with PREP to help advisors work with students, faculty and staff to ensure that students receive needed services and tutoring. Dr. Cummiskey said he would like this presented to the Board. Also discussed were Competency Based Education (CBE), partnerships, and Technology and Data projects. The CBE Discovery Document is being distributed this week to constituent leaders and institutional committee chairs. Please see attached for an overview of these items. The site visit anticipated questions were reviewed and are attached as well. 		
Approval of Minutes	<ul style="list-style-type: none"> August 30, 2016 and September 6, 2016 minutes were presented for approval. Dena made a motion to approve the minutes as submitted; Daryl seconded the motion. All approved. 	CJ-post minutes	
Review of action items / closing the loop	<ul style="list-style-type: none"> Event-marketing signs update – Roger distributed a handout, and reviewed the previous event marketing sign discussion. Roger and his staff defined directional signs and purpose of use. Graphics will be the designer of the signs. A recommendation of no more than five signs used per event has been made. The time frame would be three weeks for outsourcing. Initially, sign cleanup will be the responsibility of the department 		

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	<p>placing the signs out. Additional help from Bldg. & Grounds may be needed if departments are not picking up their signs. The cost will be \$37 per one-side signs and \$48 for two-sided signs. An electronic form will be filled out that will go to graphics. The bill for the signs will be sent directly to the business office.</p> <ul style="list-style-type: none"> • JCA Administrative Team Calendar – Kim The Administrative Team calendar has been set up. An email has been sent to provide access to this calendar. The break room on the 3rd floor will be available for use. Dr. Cummiskey asked that the Imperial site also be included in visits. A suggestion was made to include the location of the visit on the calendar. 		
<p>Hot topics: Credit Card Payment for Theater Events & Online ticketing through NelNet</p> <p>All Faculty Meeting Topics, October 4, 2016</p> <p>Coventry Post Termination, Services Fee</p> <p>ITT Student Resource Fair</p> <p>9/11 Exhibit</p>	<ul style="list-style-type: none"> • Shirley said there needs to be a way to pay for theater event tickets instead of cash or check. Most people today do not carry cash and prefer to use a card. Daryl said this has been discussed and custom modifications still need to be done. Dr. Cummiskey asked for a fix for this to be a priority. • Caron said correspondence will be sent out this afternoon to constituent groups with an assessment of options that are being reviewed. • Daryl discussed part of the termination of Coventry is the run out period of paying for claims that come through 3, 6, 9 or 12 months after termination, and how long the College wants to pay for. Daryl said Rick is collecting information on how long it takes to submit and process a claim. This would include any service provided after December 31, 2016. The Team decided 9 or 12 months, depending on what the data collected reveals. • Kim announced the ITT Student Resource fair will take place tomorrow at the Arnold site 10:00 a.m. – 7:00 p.m. An all campus announcement has gone out. • Kim asked who is in charge of the 9/11 exhibit. Although this is not a College event, Betty Boyer has been overseeing this. Jim Bringer is co-chairing this subcommittee with Betty. Kim will attend the planning meeting scheduled for this week. Dr. Cummiskey said Trish Aumann should be the point person for this event. 	<p>Daryl</p> <p>Caron</p>	
<p>Budget</p>	<ul style="list-style-type: none"> • Dr. Cummiskey discussed the upcoming Veto session. There are several bills of concern that could have an impact on the budget. Dr. Cummiskey said he should 		

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	<p>know by October if there will be any withholds from the Governor.</p> <ul style="list-style-type: none"> • Daryl suggested conversations happen in November to get information to Tasha to start with full-time and part-time regular positions to see what the impact will be to the budget. Electronic information will be sent for review and feedback. Decisions will be made by February 1, 2017. • The Board Budget subcommittee should be set up by October. 		
Planning	<ul style="list-style-type: none"> • 		
Division/departmental updates	<ul style="list-style-type: none"> • President – leaving early afternoon and will be back in the office on Thursday. An email was sent regarding MCCA planning process topics, and is the College’s compatible with their topics? As the plan progresses they will continue to report back. The next step is appointing Presidents to oversee the steps. Dr. Cumiskey asked that the Team be aware of what is there to be informed. • Instruction <ul style="list-style-type: none"> ○ Arts and Science Education ○ Career and Technical Education – (1) State Board of Nursing will be here this week. (2) Send to CJ updates and/or lists to include in minutes prior to the meeting. This would allow for all department updates to be included in the minutes if time runs short to report. (3) Dena presented a permission to fill for the ETC Navigator position and it was approved. • Finance and Administration • Student Services – The fall census enrollment report has been distributed. Headcount is down .13% (six students), and credit hours are down .56% (256 credit hours). • Foundation • PR/Marketing • Human Resources 		
Next meeting date	<ul style="list-style-type: none"> • The meeting closed at 12:10 p.m. • NO meeting on October 4, 2016, opening day of 9/11 exhibit. • The next Team meeting is scheduled for September 20, 2016, in the Board Room. 		