

TEAM
MEETING MINUTES
JANUARY 9, 2018 – BOARD ROOM

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

Members Absent: Kim Harvey

Guest: Trish Aumann

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:05 a.m.	Ray Cummiskey	
Approval of Minutes	<p>The minutes of the November 28 and December 5, 2017 meetings were approved with minor edits to the December minutes: Under Division/Departmental Updates, Roger Barrentine’s report was edited to read: “Roger Barrentine requested the Team to review their areas of information on jeffco.edu to ensure accuracy in light of enrollment challenges.” Dena motioned to approve; Daryl seconded the motion. All approved.</p>	Team	
Review of Action Items/ Closing the Loop	There were no items to discuss.	Team	
Hot Topics Capital Project Updates	<p>Trish distributed the list of Capital Projects ranked by the Strategic Planning Committee (see attachment). Several points of discussion followed:</p> <ul style="list-style-type: none"> • Though the amount of the six approved projects only totals \$385,500.00, the closest ranked unfunded project (HVAC Renovations) is a high dollar amount. In light of general FY19 budget concerns, this project may remain unfunded. • If successful application is made for a Jefferson Foundation grant, part of the BWD Center Expansion/Innovation (which includes health care equipment for CNA) could be funded through those means. • Ways to financially sustain Viking Woods, including needed updates and additional housing possibilities were discussed. <p>The next step in the process includes sharing the results with the Strategic Planning Committee, presenting to the Board of Trustees, and ultimately including the projects in the FY19 budget assumptions.</p>	Trish Aumann	
Performance Measures Update	<p>The Coordinating Board for Higher Education (CBHE) finalized the approval of performance measures over Winter Break.</p> <ul style="list-style-type: none"> • As of January 2, the updated measures are part of the CBHE’s fiscal recommendation, meaning the performance funding will not come from new monies. Instead, 10% of the state’s core funding to each institution will become the performance funding. Money not allocated will be utilized to help colleges make changes to meet the measures. 	Ray Cummiskey	

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	<ul style="list-style-type: none"> • Though community colleges have subscribed to benchmarks and performance indicators for many years, the sudden implementation could be difficult. • Community colleges, which have worked together extensively through MCCA, will be good models for the universities as they implement the measures. 		
Budget	<p>Current enrollment is troublesome: as of 1/9/18 it was down 16% from last year, which may have budget impact this fiscal year.</p> <ul style="list-style-type: none"> • Courses have been cancelled, but cautiously, as some students may still register throughout the week. Some courses have been changed to 14-weeks to allow more time for registration. • The separate time frame for Wintersession registration may have impacted spring registration. • Dual Credit is also down, which was expected due to Math students enrolling in the fall instead of the spring semester. • Reciprocal agreements with other community colleges, and centralization of college offerings were discussed. <p>Voluntary Separation Incentive Program: Tasha will put together a spreadsheet of those taking the incentive for Team to review.</p> <p>Discussion commenced regarding ways the college can grow (rather than cut) its way out of the budget crisis. Building enrollment, consideration of new programming while maintaining awareness of budget factors, and international enrollment options were discussed.</p>	Team	
Planning	No discussion.	Team	
Division/Departmental Updates President Instruction CTE	<p>Ray mentioned the legislative visit to Jefferson City on Wednesday, January 17th. He will send out materials to those who are attending the afternoon meeting with legislators.</p> <p>The Diversity Luncheon will be held the last Saturday in February and the College will have a table of ten. Faculty who would like to attend are welcome.</p> <p>Caron reported the Missouri Higher Education Core Transfer Curriculum (MOTR) equivalencies report was released over break, which will cause changes to the General Education core list.</p> <p>Dena informed the group of the DESE Technical Assistance visit to campus on Wednesday, January 17th. The site team is mainly checking documentation and have not asked to meet with administration. They will, however, attend a meeting at the ATS with high school counselors.</p>	Team	

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<p>A&S</p> <p>Finance & Administration</p> <p>Student Services</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>The Law Enforcement Academy is sending changes to the Curriculum Committee this month to create courses with the LEA prefix (previously CRJ).</p> <p>Shirley noted the MOTR Core 42 equivalency list is a living document that can and will have changes. Less courses were counted in the core than were expected. Some schools will still offer non-core courses as electives, but these classes would not be guaranteed to transfer as part of the student’s general education block.</p> <p>Daryl announced a new vending machine servicer, James Vis, has been hired for Jefferson College. He will be on campus after 3:00 pm Monday through Friday.</p> <p>Kim – No report.</p> <p>Roger identified several projects his team is developing:</p> <ul style="list-style-type: none"> • Jazz & Jeans Marketing, April 14, 2018. • Library Public Campaign focusing on smaller, public donations, will be marketed through advertisements in the Leader, social media, and a direct mail campaign. • Handouts for those attending the January 17th legislative day in Jefferson City. Handouts include the College’s legislative priorities, College facts and statistics, College involvement in the community, and a thank you to legislators for their support of the Library renovation project. <p>Tasha – No report.</p>		
<p>Adjournment</p>	<p>The next meeting date is Tuesday, January 23. The January 30 date will change to be used as a budget meeting at JCA. The meeting concluded at 11:04 a.m.</p>		

Respectfully submitted,
 Miriam Rougely
 Administrative Assistant to the Vice President of Instruction