

TEAM
MEETING MINUTES
JANUARY 23, 2018 – BOARD ROOM

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

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:09 a.m.	Tasha Welsh	
Approval of Minutes: 12/12/17 & 1/9/18	Daryl motioned to approve; Dena seconded the motion. All approved.	Team	
Review of Action Items/ Closing the Loop	Miriam Rouggy and Kristen Sides have agreed to take minutes at the February Team meetings. Miriam will take minutes on February 6 th and 20 th and Kristen will take minutes February 13 th and 27 th . Team might not meet on February 13 th as some Team members plan to be out of town. Will more than likely need assistance with minutes up until March 27 th - will decide as time gets closer.	Caron Daugherty	
Hot Topics HLC Conference	The following individuals were suggested to attend the 2018 HLC Conference scheduled to take place April 6-10: <ul style="list-style-type: none"> • Ray Cummiskey • Caron Daugherty • Kim Harvey • Allan Wamsley • Amy Kausler? (will check availability) • Sarah Bright? (only if Amy Kausler cannot attend) • Daryl Gehbauer • Claudia Stuppy? (will check availability) • Dana Nevois • Chris Otto? (will check availability) 	Team	
Contract Cancellations	Employees need to make sure contract details, correspondence, issues, etc., are documented properly. Poor documentation can result in fines, future issues, extra expenses, etc. Employees need to document everything related to contracts, including the good – possibly create a checklist. Record keeping is key to leave a trail for employees in the future. Discussion commenced regarding record keeping for employees as well, specifically those not eligible for rehire.	Daryl Gehbauer	
Hot Seat Questions Follow-Up Discussion	Team discussed feedback from Hot Seat Questions. Several points of discussion followed: <ul style="list-style-type: none"> • Like the idea of creating a catalog. • Students submitting questions need to make sure they follow the appropriate channels. • In the future, other Team members might be asked to answer Hot Seat questions if they have more expertise in the specific 	Ray Cummiskey/Team	

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CORE 42	<p>area. Team encouraged to answer questions, if they feel comfortable, as they are asked, or direct people to BoardDocs or other helpful resources to find answers.</p> <ul style="list-style-type: none"> • Discussion initiated regarding the name “Hot Seat Questions” as this name can seem negative. Suggestion given to change the name to “I Want to Know...” All agreed that this might be a better title. Specific details on changing the title, including presentation, recording of the questions, etc., plan to be discussed in the near future. <p>Caron reported she met with faculty on January 19 regarding CORE 42. CORE 42 is in regards to Senate Bill 997 (“the Higher Education Core Curriculum Transfer Act”) passed in 2016. Missouri has since created a database of transfer equivalencies to all higher education institutions, which went into effect January 1, 2018.</p> <p>Jefferson College has several courses that are not recognized in the CORE 42 program. Currently in the process of working with MDHE to try to get the description of MOTR courses (part of CORE 42) and the courses listed in the Jefferson College catalog similar. The College has courses that didn’t make the CORE 42 list, but are parallel to courses that did.</p> <p>Caron is attending a CAO meeting Friday, January 26, to discuss CORE 42. Anticipate enrollment changes for Jefferson College in courses that will or will not transfer. Those not MOTR approved, College will offer fewer sections, but would increase those that are MOTR approved. CAOs concerned because the CORE 42 list eliminates numerous diversity courses.</p>	Caron Daugherty	
Enrollments	<p>Shirley shared information on Math and English enrollments, which are unfortunately declining.</p> <p>Dena presented enrollment analysis of CTE programs - not trending the same as general credit hours. Unfortunately, CTE is experiencing declines in enrollment as well.</p> <p>Kim reported Student Services conducted a Call-A-Thon - spoke to a little over 200 students. 41 of the students they spoke with had not registered for Spring 2018 courses due to transfer and 26 stated they “just haven’t registered yet”. 21 stated they “plan to resume classes in Fall 2018”. The bulk of the rest of the students spoken with have graduated or are graduating, were dropped for non-payment, there’s a hold on their account, or withdrew with refund.</p> <p>Moving forward, the College needs to be able to build a predictive model for enrollment.</p>	Team	

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<p>Commencement Participation/Campus Correspondence</p> <p>Follow-Up: Feedback on Classified Staff Open Forums</p>	<p>There seems to be confusion in regards to Classified staff working commencement. Correspondence needs to be sent in the next couple of weeks to give staff options if they choose to work the event. Need to reinforce that commencement is a College-wide event and part of the mission. Desperately needing participation from employees in commencement – getting to where it could become mandatory overtime unless approved otherwise by supervisor.</p> <p>Document distributed pertaining issues that arose out of the Classified Staff Open Forums in August, 2017. Issues will be sent out in Google Docs as well for Team collaboration.</p>	<p>Caron Daugherty</p> <p>Daryl Gehbauer</p>	
<p>Budget</p>	<p>Team plans to discuss the budget at their Budget Workshop on January 30 at the Arnold Campus.</p>	<p>Team</p>	
<p>Planning</p>	<p>No discussion.</p>	<p>Team</p>	
<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>CTE</p>	<p>Ray suggested cancelling PLC for January and let budget workgroups continue to meet. Team decided it would be best to reschedule the meeting to Feb. 6th instead. Each chair of the budget workgroups will have 5-10 minutes to give their top recommendations - this would be the only items PLC will cover on this date. Will decide in the future whether to hold the February PLC meeting on the original date, or combine February and March meetings in early March and get back on track in April.</p> <p>Reminder: tentative Board agenda items due January 23.</p> <p>Caron reported the College has met 4 of 5, possibly 5 of 6 of performance measures for core funding.</p> <p>Dena stated she met with the CTE Advisory Council in Jefferson City on January 22 – a couple of the council members are planning to work with legislators to do a CTE version of A+.</p> <p>Dena suggested that items discussed on the radio need to go to the switchboard (e.g., when someone states 13 new programs are added to the College and someone calls referencing this, switchboard needs to know where to direct the call).</p> <p>Dena reported DESE representatives were on campus on 1/18/18 for the College's Technical Assistance Visit, as required every three years for institutions receiving Perkins Funding. Chris DeGeare, John Westerman and their staffs did a great job compiling a significant amount of information and reports. In addition to a meeting with the sending school counselors and data-reporting individuals, these documents were extensively reviewed. The only noted area of</p>	<p>Team</p>	

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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>concern was in terms of meeting performance on some of the ATS standards; however, the data includes ATS as well as the CTE programs offered at the consortium schools. DESE representatives indicated that the concerns were with the programs offered at the sending schools. As the consortium lead, the College needs to work with the sending schools to create a performance improvement plan for the areas of concern but no follow-up is expected as the College is moving in the right direction. John Westerman is working on this.</p> <p>Dena informed the group of the Open House ATS hosted on 1/18/18 for prospective students and their families. 100 families attended. This was the first time ATS has hosted an open house for families as a recruiting event (ATS usually hosts for incoming students each August). This was very successful. Between the open house and the visits to schools, ATS has greatly increased its recruiting efforts this year. Application deadline was moved earlier, to 1/31/18 – will have a better idea of fall enrollments at that time. It looks very promising.</p> <p>Shirley – No report.</p> <p>FAST reporting – testing taking place with a number of people. Feedback has been favorable. Will conduct advanced training this week. The plan is to be able to use the new program starting in the summer, 2018.</p> <p>Kim – No report.</p> <p>Roger – No report.</p> <p>Tasha asked Team to encourage employees participating in the Voluntary Separation Incentive Program to turn in paperwork early so HR can make sure everything is complete.</p>		
<p>Adjournment</p>	<p>The next meeting date is Tuesday, January 30, which will be used as a budget workshop at JCA at 8 a.m.</p> <p>The meeting concluded at 11:48 a.m.</p>		

Respectfully submitted,

Kristen Sides

Administrative Assistant to the Vice President of Finance & Administration