

TEAM
MEETING MINUTES
February 6, 2018 – BOARD ROOM

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

Members Absent: N/A

Guest: N/A

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 10:07 a.m.	Ray Cummiskey	
Approval of Minutes	The minutes of the January 23, 2018 meeting were approved as written: Dena motioned to approve; Daryl seconded the motion. All approved.	Team	
Review of Action Items/ Closing the Loop	There were no previous items to discuss.	Team	
Hot Topics Budget Work Group Recommendations	Daryl distributed a summary of Budget Work Group findings and recommendations. He highlighted several recurring themes: tax levy/fee increases, expanding high school recruiting, reducing capital projects, maximizing the Mercy Clinic, JCI/JCA building usage, expanding the Vet Tech program, and closing the pool. These items will also be presented at PLC. Ray invited Jim Reeves to attend and over 70 others RSVP'd to the meeting. It will be recorded so those who cannot attend will be able to watch the presentations.	Daryl Gehbauer	
Ash Wednesday	Team members discussed how to continue to update employees during the process. Even though the work groups are finished, the conversations can continue as the College moves forward in the budgeting process. Long-term strategy and follow-up/assessment are key. Shirley brought forward a faculty request to distribute ashes on Ash Wednesday. As part of the College's function as an arena for free speech, the activity is allowed under those guidelines.	Shirley Davenport	
Budget	No discussion – see above.		
Planning	No discussion.	Team	
Division/Departmental Updates President	Ray mentioned the executive session is early in the Board meeting to allow Board members to ask questions before approving contracts and the VSIP. Ray will be out of the office February 12-14 while he is in Washington, D.C. for the ACCT National Legislative Summit. Kate Nash will be on campus on March 8 th to train Certified Staff on reporting guidelines in light of the Michigan State athletics scandal.	Team	
Instruction			

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CTE	<p>Caron has been in budget conversations with the Deans, reviewing different models for savings.</p> <p>Due to the MOTR Core 42 challenges, Complete College America is attending the Missouri Committee on Transfer and Articulation (COTA) Conference on February 21st to assist representatives with the ramifications of these changes.</p> <p>Dena announced a proposal from InstaCredit Automart which could be revenue generating. InstaCredit approached the Automotive Technology department about the possibility of students working on cars for them. Chris DeGeare has drafted a fee schedule with proposed rates. A partnership like this could generate funds and also give students more varied experience. An MOU/formal agreement would need to be drafted before any work began, as well as garnering support from advisory committee members and community partners.</p>		
A&S	<p>At a recent Mercy Clinic meeting, it was discovered that Mercy Hospital in St. Louis is no longer running their own Radiologic Tech program. Kenny Wilson and Janet Akers-Montgomery are investigating further. If true, Mercy could become an additional clinical site, allowing the College to increase Rad Tech program enrollment.</p> <p>Shirley reported the Core 42 General Education courses are still not nailed down. Leslie Buck is attending a committee meeting on Friday, February 9th with hope for further clarification.</p>		
Finance & Administration	<p>Caron, Shirley, Greg McVey, and several faculty met on January 31st to discuss the idea of an Astronomical Observatory at Jefferson College. Funding may be available through the St. Louis Astronomical Society. A task force is being formed to investigate.</p> <p>Daryl met with Kenny Wilson about a potential international exchange program/global education initiative. Caron has some documents (emergency protocols, risk management, insurance, etc.) from another global education program that could be updated to fit the College's needs.</p>		
Student Services	<p>He also confirmed Dale and his crew have been disinfecting more due to the strong flu season. A campus announcement will go out to alert employees of the extra work going on to maintain a healthy campus.</p> <p>Kim announced fall registration will begin on March 26, following spring break.</p> <p>She attended a Title IX Roundtable in St. Louis, where the new Title IX regulations were discussed. They will be released in late February,</p>		

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<p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>and so far look like they will mirror the interim guidance already received.</p> <p>She will be visiting enrollment representatives from STLCC with Caron in March to talk about recruiting in our district.</p> <p>The Office of Violence against Women grant application has reopened with a due date of March 8th. Kristine Bogue has attended some meetings to explore this opportunity.</p> <p>Kim has created a Permission to Fill for Lindsey Johnston’s position (Assistant Director of Residential and Student Life). It is a peak time to hire this position.</p> <p>Ray reported on behalf of the foundation: March 15th will be a reception for large donors to the library, with a soft opening in late March and a public opening on April 2nd. The date is significant as it is the date the College was founded in 1963.</p> <p>Jazz and Jeans is April 14th this year, which is a little earlier than in past years.</p> <p>Roger announced the launch of the public campaign for the library which began February 5th. There will be social media features on Mondays and corresponding ads in <i>The Leader</i> on Thursdays.</p> <p>He also mentioned some questions he has received regarding the Jefferson County Library ballot measure to fund a Hillsboro branch. Though the Jefferson College library is open to the community, our mission and programming have a different focus than the county library. Though the public campaign does mention the availability of the facility for public use, the College is not and would not take a position against the county.</p> <p>Tasha announced the new HR Secretary Alicia Smith is working out great. Kim Pitts is leaving the college, and interviews for her replacement are taking place February 6th and 8th.</p> <p>Tasha asked Team Members to be on the lookout for the reappointment list she will be sending soon. Everyone on a contract is listed, so she asked Team to review the list for accuracy.</p> <p>Tasha will be out of the office during the week of February 19th and will be unavailable. Please keep these dates in mind for any paperwork or approvals needed before then.</p> <p>Diane Arnzen is helping Tasha with a performance evaluation manual. A survey has been sent to all supervisors; if anyone did not receive it, please let Tasha know.</p>		

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	<p>Carrie Greer is serving as the project coordinator for the classification and compensation study task force. She will be helping to communicate progress to Classified Staff.</p> <p>Tasha also touched on performance evaluations for retirees and asked managers to offer to do the evaluation with retiring employees if they would like one. A question about hiring managers knowing whether former employees are eligible for rehire was asked. There is no current policy or procedure regarding rehire eligibility, though it is recommended that hiring managers review former employee files before rehire.</p>		
Adjournment	<p>The next meeting date is February 20, 2018. The February 13th meeting has been cancelled due to several members being out of town.</p> <p>The meeting concluded at 11:43 a.m.</p>		

Respectfully submitted,

Miriam Rougely

Administrative Assistant to the Vice President of Instruction