

TEAM
MEETING MINUTES
February 27, 2018 – BOARD ROOM

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

Guest: Tracy James

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:03 a.m.	Ray Cummiskey	
Approval of Minutes	Daryl motioned to approve the minutes of the February 20, 2018 meeting; Caron seconded the motion. Kim noted that the word “she” needed to be added after “Trish said” on line 5 of the IPEDS Report Update. The minutes were approved with the correction.	Team	
Review of Action Items/ Closing the Loop Budget Work Groups	Ray commented that he would like to keep employees involved in the process. He suggested that discussions take place at the division/ department level to see what could grow out of the recommendations that were made, and how specific areas might be impacted. Team can then discuss the results of those meetings.	Team	
IT Update	<p>Tracy James reported the following information:</p> <ul style="list-style-type: none"> • Data switches at JCA and JCI have been upgraded. • Installation of network equipment, smart boards, and workstations in the Library is being completed. • Cellular amplification equipment for ATS has been received. • The Everbridge mass messaging system has been implemented. • The disaster recovery system is in place. • Evaluation of the new FAST reporting software is in the final stages. • Banner 8 and 9 are both available in production. The last date of service for Banner 8 is July 2, 2018. • Wi-fi solutions to replace the current system are being researched. • A fiber optic infrastructure upgrade is being considered. • A data switch upgrade for the Hillsboro campus is being planned. Upgrades will allow for possible use of VDI technology (thin clients, solid state devices). • Replacement of the storage area network in the vault is complete. • The UPS in the Data Center was replaced in December, and it served as a good test for disaster recovery. • Plans, policies, and procedures are being developed based on NIST, which determines parameters for Cyber Security framework. • Cyber security awareness training will be coming up. Details are being worked out. Ray would like to make the training available to all employees, but mandatory for some. 		

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<p>Roger asked Tracy about the digital signage capital project and discussion followed. The monitors require data drops, so sufficient data ports and circuits will be needed prior to installation. Ray indicated that this was an example of the need to get departments pulled in on the front end of a project if they will be involved, and to determine who will be responsible for the project. Do we need to add a sub-process to Capital Projects to have involved departments sign-off on proposals before they get all the way through the process? Tracy noted that some digital signage systems may be able to interface with our emergency alert system.</p>		
<p>Hot Topics</p> <p>Campus Email Distribution to Contracted Employees</p> <p>Spring Break Hours at JCA</p> <p>New Mission Statement – Current Stock Letterhead and Business Cards</p>	<p>Currently, people contracted through external agencies, such as COMTREA, Follett, Mercy Clinic, etc., do not automatically receive Jefferson College announcements. A contractual employees group has been created for those who wish to receive campus notices. When an “all employees” email is going out, the requestor will need to confirm if contracted employees should be included. Daryl will assist IT with who should be included in the group.</p> <p>Tasha confirmed that JCA staff should work 24 hours during Spring Break week and 32 hours the week of March 26, since the College will be closed on Friday for Spring Holiday.</p> <p>The College letterhead will be updated to include the new Mission statement once it has Board approval. Dena suggested that the statement be added on the back of all business cards. Caron suggested that we get the Mission, Vision, and Values statement posted in all meeting rooms, offices, etc., across campus. Daryl suggested that we move to an electronic version of letterhead for printing on letterhead quality paper to eliminate the need to order a supply of letterhead paper, and perhaps have an area online to access color letterhead, black & white letterhead, PowerPoint templates, etc. Tasha would like to add the Mission statement to information that new employees receive during the onboarding process. The Mission statement must be updated in all areas, including Policies & Procedures and other documents. It was determined that by July 1, the new letterhead and business cards should be in use. There will be communication to inform all employees about the new letterhead, and to advise them that new business cards must be ordered and should include the Mission statement on back.</p>	<p>Kim Harvey</p> <p>Kim Harvey</p> <p>Roger Barrentine</p>	
<p>Budget</p>	<p>Daryl shared a budget summary sheet and discussion followed. The information will be discussed at PLC this afternoon. Daryl shared information on the impact of potential tuition increases in varied amounts. Discussion on lab fees took place.</p>	<p>Team</p>	
<p>Planning</p>		<p>Team</p>	
<p>Division/Departmental Updates</p>			

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<p>President</p> <p>Instruction A&S</p> <p>CTE</p> <p>Finance & Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>Ray will be out of town Wednesday and Thursday next week but will be back in time for the Board meeting. Team is not scheduled to meet March 20 due to Spring Break, but still may need to get together.</p> <p>Shirley wanted to share that the 22nd Annual Art Exhibit opens March 2 in St. Louis, and two of our students will have their art included.</p> <p>Dena reported that ATS has been contacted by three nursing homes hoping to expand our Health Services program so that juniors who complete the program could come back their senior year for a work-based experience. Health Services is currently a one-year program so we are exploring this option.</p> <p>Daryl reported that the Secretary to the Director of Buildings & Grounds has left the College. He is unsure who will handle EMS at this point.</p> <p>Kim reported that Emily Fromm was selected for the MCCA Student Leadership Award. The Honors Recognition Ceremony is scheduled for 7:00 p.m. on Tuesday, May 1, in the Field House. The loan cohort default rate has decreased from 17.3% to 13.8%.</p> <p>Ray noted that the Foundation Director search will probably not start until fall.</p> <p>Roger reported that the summer and fall enrollment campaign has begun. The theme is “More Than a Number” and will emphasize personalized services for our students. They are working with the Foundation on initiatives including a new alumni association and the Jazz & Jeans event. The Library Grand Opening is April 2, from 3:00-5:00 p.m. The PR & Marketing Team has gone through the budget recommendations, pulled all related to the department, and will begin to address them.</p> <p>Tasha reported that Kristen Sides started as HR Specialist yesterday. Tasha is working with Carrie Greer on the classification study for staff and with Diane Arnzen on performance evaluations. The Management Development Series on May 24 is during the MCCA Convention, so Ray won’t be there. It will be rescheduled.</p>		
Adjournment	<p>The next meeting date is March 6, 2018. Miriam Rouggy will take minutes.</p> <p>The meeting concluded at 11:15 a.m.</p>		

Respectfully submitted,

Shannon Schoenky

Administrative Assistant to the Vice President of Student Services