

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Process for Documenting Faculty Credentials	<p>Shirley asked for clarification on the process for documenting faculty credentials. The policy is somewhat vague, but gives room for Dean approval of alternate credentials (i.e. experience). A documented process for the establishment of credentials is needed. Caron added the CTE model could be utilized as a guide in the documenting process, which should also be juried in some way. A clear process would serve to protect faculty by showing the exact way the faculty member was qualified.</p>		
Budget	<p>Ray mentioned the Board Work Session on March 29 went smoothly. Caron gave a presentation detailing the reasoning behind staffing recommendations in Instruction.</p> <p>Planning for FY20 budget will begin as soon as the FY19 budget is solidified. Team can begin to anticipate the gains and losses for FY20 and prepare for those contingencies. The FY19 process has created some disruption, and some careful navigation is required to move the College forward through those difficulties.</p> <p>Budget Discussion will take place at the end of the April Board Meeting on April 12. Board members will be giving direction and feedback on the budget to Team in preparation for the meeting. Ray and Daryl are working through the current recommendations to look for any gaps.</p> <p>Caron mentioned an UMSL publication announcing their “broad cost-cutting efforts”, which include program cuts and “re-tooling” the Nursing and Computer Science programs. These articles show that the difficulties are not just with Jefferson College, or limited to community colleges. Ray will share the article with the Board.</p> <p>Ray asked Team members to include budget-significant items in their upcoming Budget Narratives. He reminded members to summarize the biggest accomplishments in bullet points. Narratives are due to Daryl by April 30.</p> <p>Discussion followed regarding the format of the Annual Report, especially in light of the upcoming HLC visit and the possibility of a ballot issue. A simplified report with pie charts and graphics showing accomplishments was suggested, which could also function as a marketing piece.</p> <p>Ray recapped the success of the April 2 Library Grand Opening Celebration.</p>	Team	
Planning	No Discussion.	Team	
Division/Departmental Updates President	<p>Ray emphasized the need for departments to keep HLC in the forefront of everyone’s mind and be able to hit the ground running in the fall.</p> <ul style="list-style-type: none"> • Kim mentioned the HLC Promotion Task Force will have a roving prize patrol to start awareness on campus. • Ray recommended identifying everyone who has attended the annual HLC conference; these employees could serve as “experts” as the processes gets closer. 	Team	

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Instruction	<p>Ray asked about the current transfer-tracking model and identified a need to track changes occurring as result of MOTR Core 42. The Core 42 could affect courses in ways that have not yet been anticipated. Class size and utilization may need to be reviewed as the effects of the legislation play out.</p> <p>Caron reported the March 29 VPI Council meeting included representatives from COMTREA as guests. The session led to many excellent ideas for partnerships, on both the credit and non-credit side. Mary’s House of Hope and A Safe Place now have infrastructure in place that could allow Jefferson College to provide more programming to their clients. Bryan Herrick will be connecting with Sue Curfman, President/CEO regarding services the College can provide.</p> <p>As a note, Ray mentioned some upcoming changes in Jefferson County Transit services, including the discontinuation of service to Gravois Bluffs. Transportation is a big issue in the county, especially for those seeking services. Some organizations, like COMTREA, have moved to be closer to the 1-55 corridor in an effort to be more visible and accessible. Ideas for increasing College visibility were given: further partnership with Mercy/Health Occupations, Dental Hygiene program, offering Bachelor’s degrees, etc.</p>		
A&S	<p>Shirley informed members of additional Jefferson College courses which may be added to the MOTR Core 42 matrix. MDHE is considering approval of music performance courses as part of Humanities</p> <p>She also reported 184 students participated in the Math Contest held on campus on Monday, March 19. Students from twelve high schools and eight middle schools participated.</p> <p>Shirley announced upcoming events: the PTK Induction and the faculty concert take place on Sunday, April 8. The Jefferson College Shakespeare Project is scheduled for April 14 and includes students from Windsor, Herculaneum and Northwest high schools.</p>		
CTE	<p>Dena shared the Automotive Advisory committee meeting was a success; members are proud of the renovations and are hoping for more graduates to hire from the program. Additionally, interim instructor John Scanga has expressed interest in teaching as an adjunct if the program develops an evening course offering.</p> <p>HJ Enterprises visited CIM students on campus to recruit for manufacturing positions in their company. Ray added HJ’s president was on campus several weeks ago to tour the library.</p> <p>Dena submitted a Permission to Fill for a 19.5 hour, half-time nursing secretary position.</p>		

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<p>Finance & Administration</p> <p>Student Services</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>Daryl submitted a Permission to Fill for the Administrative Assistant to the Vice President of Finance position.</p> <p>Kim shared Stephanie Cage is pursuing a \$5,000 grant opportunity from the Blues Foundation in St. Louis. The grant, if received, will fund new outdoor equipment, basketball goals, and other sports equipment for the Child Development Center. It is a one-year grant with no matching funds required from the receiving institution.</p> <p>The Pell grant has increased to \$6,095 for next year. Lobbying had a large impact on this increase.</p> <p>There are several upcoming partnership opportunities with COMTREA. Student Services will be visiting with A Safe Place on April 19 and April 25 will be a denim day to raise money for the Mary Daniels Scholarship.</p> <p>A group of community members has been meeting to strategize fundraising ideas for the pool but does not yet have a direct contact within the College. Greg McVey will be reaching out to the group.</p> <p>New data for enrollment projections is being tested to find reliable ways of predicting enrollment. The fall enrollment report is off by a week because the enrollment start date was a week later this year. Advisors have been busy with appointments, but summer enrollment is looking low.</p> <p>Student Senate elections take place on April 11 and 12.</p> <p>Roger announced the development of a revised style/logo/branding manual his department is working to complete.</p> <p>The Library celebration had great attendance, and Roger gave kudos to all the speakers at the event.</p> <p>No report.</p>		
<p>Adjournment</p>	<p>The next meeting date is April 17, 2018. Shannon Schoenky will take minutes. Team will not meet on April 10 due to the HLC Conference. The meeting concluded at 11:38 a.m.</p>		

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