

TEAM
MEETING MINUTES
April 17, 2018 – BOARD ROOM

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

Guests: 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 9:06 a.m.	Ray Cummiskey	
Approval of Minutes	Shirley needs to clarify on faculty credentials and will send information to Miriam. Kim motioned to approve the April 3, 2018 minutes with Shirley's updates. Caron seconded the motion and the minutes were approved unanimously.	Team	
Review of Action Items/ Closing the Loop		Team	
Hot Topics SEM Data, Strategic Plan Taskforce, IE Updates	<p>Trish indicated that the Mission, Vision, & Values draft is complete. There will be a wrap-up meeting tomorrow with the taskforce.</p> <p>The HLC annual data update for IPEDS was completed on time. The next data needed will be for National Community College Benchmarking and Complete College America (CCA). CCA lost their data person, so that may be delayed. Trish hopes to get National Community College Benchmarking done by summer.</p> <p>The Council of Chairs will bring forth a change in the charge of the Student Learning & Support Committee.</p> <p>Ray said we need to look at where we are with new performance standards and analyze how we are meeting them. We will need to integrate goals into Strategic Plan.</p> <p>Trish will talk with the Strategic Plan Development Taskforce about looking at the Performance Funding Model. With the Mission, Vision, & Values, administrators will not be designated as ex officio. We need to identify Classified staff and Arts & Sciences faculty for the taskforce. Kathy Johnston and Richard Stevenson have volunteered, and Michelle Branham (adjunct), Kathy Johnson, and Holly Ross, are serving from the faculty side.</p> <p>Ray said that as we look to rebuild our reserves, we should look at the policies and financial targets we need to have in place to develop the most balanced model of funding. Daryl said we need to meet financial ratios. 15% was the old standard, but it now seems to be 18-20%, partly because the reserves become more important when state funds are unstable.</p> <p>Ray clarified with Kim that she can move forward with reassessing students' accounts with the \$1 per credit hour tuition increase.</p> <p>Trish shared a PowerPoint presentation on SEM/R data and an Excel spreadsheet with enrollment predictions. Discussion followed. Caron will share some enrollment plans from other institutions with the Team. She will try to have the information at tomorrow's SEM/R meeting. Kim indicated that the SEM/R Plan will include recruitment, enrollment, persistence, retention, and completion.</p>	Trish Aumann	

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Library Community Room Use	<p>Lisa Pritchard sent Caron a request about community room use. Currently, community rooms are open to all and are booked through a Library staff member. Lisa is working on a document to put all of the Library policies in one place this year, but she thought she would try this method for a semester/year to see how it works. At this time, Library space may be reserved by community members at no charge. Discussion followed. External organizations may need to join Friends of the Library to have access to the CTL, etc.</p>	Caron Daugherty	
Spring Break Days	<p>A Budget Work Group recommendation was to close campus on specific days during Spring Break. Kim reported that a breakdown for the past three years didn't show certain days much busier than others. This will not bring much in cost savings. Staff will be surveyed on their preferences before a decision is made.</p>	Kim Harvey	
IRB Proposal	<p>A St. Charles Community College faculty member submitted a proposal, and the questions are related to faculty's trust in administrators. Ray likes to keep the Board informed of topics that they may need to know about, so he will alert them. Caron anticipates two more proposals coming through.</p>	Caron Daugherty	
MCCA Award Nominations: Distinguished Business & Industry and Technology Innovation	<p>Chris DeGeare suggested the Poppell Family and Twin City Toyota for the Distinguished Business award. They serve on our advisory committee, provide resources to support student learning, provide financial support, etc. Allan Wamsley suggested that the HLC Quality Initiative be nominated for the Technology Innovation award. Ray hopes that Roger can nominate KJFF, and get some other people submitted for recognition.</p>	Caron Daugherty	
HLC Conference Recap	<p>Ray emphasized that all employees need to understand why HLC is so important. Items in the Strategic Plan should tie back to HLC. The President's HLC session noted that frequent citations include assessment. Faculty and staff morale issues are also a concern. We should outline what is going on, and what opportunities are missed by employees who do not get involved, to show that the system is built for participation. Caron suggested that Allan Wamsley attend a Team meeting in the next few weeks to give an update on assessment.</p> <p>Ray suggested that Team members contact colleagues who have gone through recent HLC visits about their experiences. East Central and STLCC have had visits and Three Rivers has a visit in two weeks.</p> <p>Kim noted that the HLC visit structure has been reduced to one and a half days from three days on campus.</p> <p>Caron talked about the HLC sessions she attended. We need to focus on getting Gen Ed outcomes and program outcomes. She sent information from a session to Kenny Wilson and Chris Otto that may help with Criterion 4. Caron noted that the use of resources is the second most cited area. She attended a session about assigning a sanction and levels of sanctions. Through February 2017, there were 11 schools put on notice and 18 had sanctions of some type. 2017 trends showed an increase in the number of sanctions. Other top areas of concern were finances and budget, enrollment, leadership, and shared governance.</p>	Team	

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	<p>The timeline was discussed. The Assurance Argument is due February 11, 2019. They were held up a bit by Criterion 4. Andrea St. John will edit the final draft. The report is limited to 35,000 or 40,000 words (Kim will confirm count). It was suggested that acronyms be used to save word count.</p> <p>Kim noted that the Quality Initiative final report is due to HLC on August 31, 2018.</p>		
Budget	<p>The next Board Work Session is April 26. Daryl will add money to cover election costs and an employee raise. A separate budget will be prepared without an employee raise included. Daryl is assuming that the Pool will remain open. The lab instructor issue is not yet resolved. Caron will present alternate model options that can be presented to the Board.</p> <p>Daryl hopes to have some information on adjunct and overload ready for Team to look at later today.</p> <p>Shirley wanted to bring forward Permission to Fill forms for the Computer Science and Philosophy faculty positions. Currently, there is no full-time Philosophy faculty. Ray suggested they wait until after the April 26 Board Work Session and a decision has been made regarding the lab instructor issue.</p>	Team	
Planning		Team	
<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>A&S</p> <p>CTE</p> <p>Human Resources</p>	<p>Ray noted that PLC agenda items are needed to Lisa ASAP. The April meeting should be the last one for the year. Dena said the SEM/R data that Trish presented would be good for PLC. The April 26 Board Work Session should be noted, as well as the first reading of budget assumptions at the May meeting, with approval in June. Kim wants to reach out to Lisa Martin and ask OTA students to present on the information they gathered regarding accessibility on campus. An open budget forum will be held in early-mid May.</p> <p>Caron had nothing to report.</p> <p>Shirley noted the following recent events: PTK induction ceremony, Faculty Music Recital, MSHSA Music Festival, Careers in Education Fair at JCA, Storylore: The Art of Narrative in Popular Culture panel discussion, Ripple of Hope, Jefferson County Shakespeare production of <i>A Midsummer Night's Dream</i> with participation from three area high schools, and the High School Art Fair.</p> <p>Dena reported that Steve Berkel and John Westerman are not returning to the College. A campus announcement will be made. Dena has contacted DESE and is temporarily moving her office to the ATS building. A message will go to high school superintendents. Culinary Arts-related questions should be directed to Garrett Miller. Other ATS questions should go to Dena.</p> <p>Dena had a Permission to Fill form due to Lisa Martin's resignation effective at the end of June. Laura Klaus has resigned; she has been hired by Missouri Baptist University.</p> <p>The State Board of Nursing will be on campus Thursday and Friday.</p> <p>Tasha said that supervisors received information on their direct reports from the Classification and Compensation Study. On the</p>	Team	

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Finance & Administration Student Services PR/Marketing	<p>faculty side, Dena and Tasha met with the Faculty Compensation Workgroup (Patty McDaniel and Kathy Johnson). It went very well, and was very collaborative and transparent. The information was reported back to the Taskforce last week. Dedric Lee is replacing Patty McDaniel on the Work Group and they will work on the rest of the faculty files over the summer.</p> <p>Patty McDaniel indicated to Tasha that several faculty members would have liked to have had more time to consider the early separation incentive this year. It was suggested that, if done again, the offer be announced in the fall. The money saved by early retirements could be allocated to the salary adjustments recommended by the classification and compensation study.</p> <p>Daryl had nothing to report.</p> <p>Kim noted that beginning in fall 2018, students must be enrolled full-time to live in Viking Woods. There will be appeal options.</p> <p>Student Services is working on formalized communication processes for students. They are also looking at offering pre-advising sessions to help new students prepare for meetings with advisors.</p> <p>Roger had nothing to report.</p>		
Adjournment	The next meeting date is April 24, 2018. Miriam Rougely will take minutes. The meeting concluded at 12:12 p.m.		

Respectfully submitted,
 Shannon Schoenky
 Administrative Assistant to the Vice President of Student Services