

TEAM
MEETING MINUTES
May 8, 2018 – BOARD ROOM

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

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible	Timeline/ Deadline
Call to Order	The meeting began at 9:13 a.m.	Ray Cummiskey	
Approval of Minutes	The minutes of the April 24, 2018, and May 1, 2018, meetings were presented for approval. Kim noted that in the May 1 minutes, the paragraph regarding CTE lab fees under Budget should reflect that Enrollment Services will re-bill affected students after the May 10 Board Meeting. Shirley noted that the May 1 minutes should include submission of a Permission to Fill form for the Philosophy faculty position. Dena made a motion to accept the April 24, 2018, meeting minutes, as well as the May 1, 2018, meeting minutes with the proposed changes. Kim seconded the motion, and the minutes were unanimously approved.	Team	
Review of Action Items/ Closing the Loop	Tasha has prepared a draft of a Spring Break survey. She will share the draft with the Team prior to sending the survey to employees.	Team	
Hot Topics Mileage Calculations	Discussion took place about setting some consistent mileage reimbursement amounts, such as for the drive from JCH to JCA. It was agreed that standard reimbursement rates could be set for campus-to-campus travel, as well as travel to some other specific locations. Staff will be encouraged to include destination addresses on travel reimbursement forms and attach Google Maps/Mapquest mileage calculations to their requests.	Caron	
OER	Caron reported that the BTE list of OER use in 2017-2018 included CIS125, with 1,144 students, and MGT133, with 40 students. For 2018-2019, plans include MGT125, with an estimate of 30 students, and MGT132, with an estimate of 50 students.	Caron	
Administrative Support Group Classification Study	Tasha reported that Fox Lawson completed a review of the Administrative Support Group, which was the last series. The College currently has two main levels, which are Grade 6 secretaries and Grade 8 administrative assistants. The consultants recommended seven levels and provided the main distinguishing characteristics to support the different levels. The information was provided to the Taskforce. The Taskforce questioned why the Administrative Assistant to the VP of Finance & Administration was placed in a lower level than other administrative assistants. The consultants indicated that the position's responsibilities are more focused and that there is not as much interaction with others regarding sensitive information. Daryl noted that his assistant's job description was recently revised to include some accounting and other duties. The revised description will be submitted to the consultants for review. Information regarding the Administrative Support Group will be sent to supervisors, but Tasha wanted the Team to review it first. She noted that the College can establish what type of certifications will be required for certain positions. Dena indicated her preference that the ATS Accountability Clerk position be moved up to the next level.	Tasha	

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Tentative Load	<p>The position monitors budgets, does DESE reporting, and more. Discussion took place about whether the position may fit in better with Business Office positions. Tasha will get an answer on the ATS Accountability Clerk position.</p> <p>Tasha will check with the consultants to see if PDQs are still available for viewing. Conversation has not yet happened about the level of separation in pay that will be created within the groups. Seniority and years on the job is not yet included. If someone has topped out in a position, he/she will not receive a salary increase unless there is a COLA. Tasha asked about the classification titles that have been recommended. She was asked to change the word Clerical to Administrative. Kim would like to look at the Secretary to the Registrar position to make sure that Commencement planning responsibilities were taken into account when it was reviewed.</p> <p>Once this group has been approved, the consultants will move on to the Marketing and Salary piece. They recommend that the College publish the new schedule, with no appeals allowed for 6-12 months. Appeals would then be handled through Human Resources. Tasha acknowledged Carrie Greer for her hard work on this project.</p> <p>Shirley asked about eliminating tentative load. Discussion followed. Ray indicated that he would like to present the request to the Board before moving to eliminate tentative load. Shirley and Dena will prepare information on the subject and send it forward.</p>	Shirley	
Budget	<p>Daryl reported that the amount budgeted for the reserves is lower than originally estimated. The College is not anticipating sale of the ATS house this year, which is a \$200,000 difference. Bookstore revenues were also reduced an additional \$100,000. Based on current assumptions, the reserves will be increased by \$254,000. Daryl noted that this still includes a raise for staff, closure of the Pool, and the elimination of lab instructors.</p>	Team	
Planning		Team	
Division/Departmental Updates President	<p>Ray noted that Greg McVey's departure at the end of June will impact the Foundation, as Greg is serving as Acting Foundation Director and 25% of his Athletic Director position involves Foundation fundraising. Ray is working on arrangements to take care of the Foundation Director duties. He expects the Foundation Director search to begin in the fall.</p> <p>Ray noted that presentations will be made at the Board Meeting regarding the College Food Pantry and HLC updates.</p> <p>Ray spoke about a recent visit to manufacturing company H-J Enterprises in High Ridge. He was impressed with their diverse workforce and the fact that the companies they work with are also diverse. The company does business internationally, and is trying to establish the northern part of Jefferson County as a free-trade zone. Ray added that this should challenge the College to improve diversity, prepare students to work internationally, and look at how to increase diversity in hiring.</p> <p>The JCGA Legislative Breakfast will take place on Thursday, May 31. Ray asked Team members to let Lisa know if they plan to attend.</p>	Team	

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Instruction	<p>The Law Enforcement Breakfast will be held on Tuesday, May 14. The College has a table. Doors open at 7, with breakfast at 7:30 a.m.</p> <p>Caron submitted a Permission to Fill for an Evening Library Assistant.</p> <p>Caron noted that there is a Junior Golf Outing on June 8, if anyone is interested in putting a team together.</p>		
A&S	<p>Shirley has prepared a Permission to Fill for the Lab Coordinator position, but it will wait until after the Board Meeting. Caron noted that a position job description should be prepared and ready to go to faculty after the Board Meeting.</p>		
CTE	<p>Shirley announced that there is a Band Concert this evening at 7:30 p.m. and a Choir Concert scheduled for Thursday evening. The High School Art Reception also takes place today at 11:30 a.m.</p> <p>Dena reported that she and Bryan Herrick met with Congresswoman Ann Wagner at LMC Industries in Arnold last week. Congresswoman Wagner is impressed with what the College is doing with the apprenticeship program.</p>		
Finance & Administration	<p>Daryl announced that the Employee Holiday Party is scheduled for Friday, December 7, at the Hillsboro Civic Center.</p>		
Student Services	<p>Kim reported that 87 individuals participated in the May 3 enrollment event. The first summer drop for nonpayment will be processed on May 24.</p> <p>Greg McVey has accepted a position at another institution, but he plans to work through his contract.</p> <p>Tammy Davenport will be the new UMSL Coordinator at Jefferson, as Sue Bateman is moving to UMSL's main campus. Sarah Freeman, Peggy McCraith, and Carolyn Scott are all retiring from Missouri Baptist University at the end of the year.</p>		
PR/Marketing	<p>Roger noted that 60 business card orders have been received.</p>		
Human Resources	<p>No report.</p>		
Adjournment	<p>The meeting ended at 11:18 a.m. The next meeting date is scheduled for May 15, 2018. Shannon Schoenky will take minutes.</p>		

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