

**TEAM**  
**MEETING MINUTES**  
**May 22, 2018 – BOARD ROOM**

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

<b>EXPECTED OUTCOMES OF MEETING:</b>			
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item/ Person(s) Responsible</b>	<b>Timeline/ Deadline</b>
<b>Call to Order</b>	The meeting began at 9:04 a.m.	Ray Cummiskey	
<b>Approval of Minutes</b>	The minutes of the May 8, 2018 meeting were presented for approval. There was no Team meeting held on May 15. Daryl motioned to accept the minutes and Dena seconded the motion. The minutes were unanimously approved.	Team	
<b>Review of Action Items/ Closing the Loop Mileage Reimbursement</b>	Daryl reported that mileage for travel between our campuses has been determined and will be used for travel reimbursements. Staff will be asked to include destination addresses on their reimbursement forms. Daryl will update the policy and share the information with employees.	Team	
<b>Hot Topics Switchboard</b>	Kim reported that today is Pat Schmidt's last day with the switchboard. Pending Board approval of the automated phone tree system, Enrollment Services staff will handle switchboard duties daily from 7:30 a.m.–10 a.m. and staff in the A&S Office will handle calls from 10 a.m.–8 p.m. The TDD is moving to the DSS Office today. The phone tree should be finalized by the end of the month. The new system will offer voice recognition and should be ready to go to the Board at the June meeting. Tracy James was able to get the cost for the system reduced from \$58,000 to \$28,000.	Kim	
<b>M/V/V Banners</b>	Ray mentioned that we should think about how to handle incoming calls on the day of Commencement, in case a student, staff/faculty member, or member of the community would need to contact someone at the College. The public is not familiar with our procedures or the JCCPD contact information.		
<b>Tentative Load</b>	Kim reported that to advertise the new Mission, Vision, and Values, and as part of the HLC Promotional Task Force, banners will be ordered. Discussion followed. Banners will be located in various buildings on campus. A suggestion was made to add light pole banners along the road for people to see as they drive onto campus. Ray would like to be sure that students are informed about the new Mission, Vision, and Values statements.		
<b>Budget</b>	Shirley presented a memo to request elimination of tentative load. The memo explained that since tentative load is submitted before the staffing process has been completed, it is rarely an accurate predictor of final load. With the combined July/August Board meeting, tentative load would have to be prepared in early-mid July, and division chairs are still staffing classes at that time. Shirley will make a few minor updates to the memo. Ray would like to reaffirm with the Board that they still approve final load.	Shirley	
	Daryl said that a few changes will be made to the budget assumptions, including keeping the Pool open.	Team	

**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible	Timeline/ Deadline
<b>Planning</b>		Team	
<p><b>Division/Departmental Updates</b> President</p> <p>Instruction A&amp;S</p> <p>CTE</p> <p>Finance &amp; Administration</p>	<p><b>Ray</b> reminded Team members to submit items for the June Board meeting as soon as possible. With the College closed on Fridays, there is less time to prepare.</p> <p>Discussion took place regarding how the College could be impacted by Proposition A (Right to Work) and the Prevailing Wage issue.</p> <p>The Board vacancy will be advertised in the Leader newspaper next week and will be posted on the web site. Anyone interested must contact Lisa Vinyard to fill out a form and submit a statement of interest. Applicants will also be encouraged to include a resume'. The search will remain open until June 14. The Board will then review applications and make a decision on who to interview. Ray anticipates that interviews will take place in late June or early July.</p> <p>Ray shared thank you cards regarding the Mastodon Fair.</p> <p>MCCA Distinguished Business &amp; Industry and Technology Innovation Award nominations will be due in mid-June.</p> <p>Ray reviewed the summer schedule for Admin Team and Team meetings. Beginning next week, both meetings will be held on Tuesdays, with Admin Team starting at 7:30 a.m. and Team starting at 9:30 a.m.:</p> <p>5/29 – No Admin Team, Team will meet          6/05 – Admin Team and Team both meet          6/12 – No Admin Team meeting          6/19 – Admin Team and Team both meet          6/26 – No Admin Team meeting          7/03 – No meetings          7/10 – No meetings          7/17 – Admin Team and Team both meet          7/24 – No Admin Team meeting          7/31 – Admin Team and Team both meet          8/07 – No meetings          8/14 – No meetings          8/21 – Return to Monday Admin Team &amp; Tuesday Team schedule</p> <p><b>Shirley</b> had nothing to report.</p> <p><b>Dena</b> reported that the Interim ATS Director position has been posted and will be a one-year appointment.</p> <p>There are a few part-time ATS searches going on.</p> <p>The Veterinary Technology faculty position has been filled.</p> <p><b>Daryl</b> presented a Permission to Fill for Gary Leffert's position. The position will be advertised internally.</p> <p>The autoclave at JCA is being inspected today.</p>	Team	

