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

EXPECTED OUTCOMES OF M	EETING:		
Agenda Item	Discussion	Action Item/ Person(s) Responsible	Timeline/ Deadline
Call to Order	The meeting began at 9:04 a.m.	Ray Cummiskey	
Approval of Minutes	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	
Review of Action Items/ Closing the Loop Mileage Reimbursement	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	
Hot Topics Switchboard	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. 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.	Kim	
M/V/V Banners	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.		
Tentative Load	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	
Budget	Daryl said that a few changes will be made to the budget assumptions, including keeping the Pool open.	Team	

EXPECTED OUTCOMES OF MEETING:

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Planning		Team	
Division/Departmental Updates President	Ray 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.	Team	
	Discussion took place regarding how the College could be impacted by Proposition A (Right to Work) and the Prevailing Wage issue.		
	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.		
	Ray shared thank you cards regarding the Mastodon Fair.		
	MCCA Distinguished Business & Industry and Technology Innovation Award nominations will be due in mid-June.		
	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.:		
	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 8/14 – Return to Monday Admin Team & Tuesday Team schedule		
Instruction A&S	Shirley had nothing to report.		
СТЕ	Dena reported that the Interim ATS Director position has been posted and will be a one-year appointment.		
	There are a few part-time ATS searches going on.		
	The Veterinary Technology faculty position has been filled.		
Finance & Administration	Daryl presented a Permission to Fill for Gary Leffert's position. The position will be advertised internally.		
	The autoclave at JCA is being inspected today.		

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Agenda Item	Discussion	Action Item/ Person(s) Responsible	Timeline/ Deadline
	Dale Richardson sent an email out regarding office moves discussed at a recent meeting. Daryl will follow up with Caron about it.		
Student Services	Kim announced that the Baseball team made it to the JUCO World Series. They will play Barton County on Saturday. If they win, they play again on Monday, If they lose, they will play on Sunday.		
	Kim presented a Permission to Fill for an Enrollment Services Assistant position, as Amy McVey has resigned and June 7 is her last day. The search for the first Enrollment Services Assistant position closes this week.		
	Ray noted that with Greg McVey's upcoming departure, he reached out to Ellen at the Rome Group. They will provide someone to assist in the Foundation Office. The search for a new Foundation Director will begin in fall.		
	Dena asked about the Library campaign. Ray replied that almost \$900,000 has been raised at this time. There are several proposals that will help bring in more money, and Tom Burke is working on a few additional naming opportunities.		
PR/Marketing	Roger reported that his department is posting Commencement photos online, and that the drone footage should be up today.		
	The deadline for business card orders is May 24.		
Human Resources	Tasha clarified that if an employee leaves the College this summer and works through Thursday in a week, the employee should be paid for four hours of discretionary time usually recorded on that Friday. The four hours will need to be included with the employee's hours recorded for that Thursday.		
	The Faculty Compensation Work Group, consisting of Tasha, Dena, Kathy Johnson, and Dedric Lee, met recently in the CTL to review files. Tasha said that it would help a lot if the College could use salary savings from an early retirement incentive and use it for compensation. Ray noted that the Board will need to be reminded of what was agreed to regarding compensation. Discussion followed.		
Adjournment	The meeting ended at 10:58 a.m. The next meeting is scheduled for 9:30 a.m., on May 29, 2018. Miriam Rouggly will take minutes.		

Respectfully submitted,

Shannon Schoenky,

Administrative Assistant to the Vice President of Student Services