

TEAM
MEETING MINUTES
June 12, 2018 – BOARD ROOM

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

| EXPECTED OUTCOMES OF MEETING: | | | |
|---|---|---|-------------------------------|
| Agenda Item | Discussion | Action Item/ Person(s) Responsible (If Applicable) | Timeline/ Deadline |
| Call to Order | The meeting was called to order at 9:40 a.m. | Ray Cummiskey | |
| Approval of Minutes | Daryl Gehbauer made a motion to approve the May 22 and May 29 minutes with minor changes to the May 29 Student Services Division Update. Kim Harvey seconded the motion. All approved. | Team | |
| Review of Action Items/ Closing the Loop | Tasha reported the outcome of the Spring Break Days campus survey: employees voted for the College to close for two days during the week instead of providing floating days. Thursday and Friday received the most votes. | Team | |
| Hot Topics Assessment Updates | <p>Allan Wamsley presented the following Assessment Updates:</p> <ul style="list-style-type: none"> • He explained Student Learning Outcomes (SLO), and the need to develop them for each Expected Learning Outcome (ELO) in the course syllabi. SLOs are identified by faculty, become part of the Learning Plan, and are tied to program and general education competencies. • At an Assessment workshop in June, faculty recommended an assessment/course mapping activity to be scheduled during Opening Week. • HLC will be looking at how the institution handles assessment, and will want to see progress made since the last site visit. The College has pockets of excellent assessment in instruction, including PSY, MTH, and CTE programs, but the current multi-section analysis is not providing effective data. • The Assessment Committee will be reviewing the assessment cycle over the next year, including General Education Competencies and Institutional Assessments. • Strategic Planning Online (SPOL) software is in the implementation process and when operational, will provide tracking capabilities for action plans. • Allan is looking into a National Institute for Learning Outcomes (NILOA) grant to help the College identify student learning outcomes. These SLOs will allow the College to quantify data, analyze it in aggregate, and create actions plans based on the data. <p>Dr. Cummiskey stated HLC will want to see how the institution has handled any issues that have emerged through the assessment process. They will want evidence of how the College plans to address any shortcomings. Allan concurred, adding that HLC is looking for multiple points of assessment throughout the institution, not just in one area.</p> | Allan Wamsley | |
| B. Ray Henry Award Nominations | Six employees were nominated for the Dr. B. Ray Henry Award. This award focuses on shared governance and innovation. Team | Ray Cummiskey Caron Daugherty | |

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| Employee Field Day Proposal | <p>members discussed several nominations, and agreed to individually rank the nominees and send their lists to Caron by Tuesday, June 19th.</p> <p>Caron presented a proposal from a group out of the Employee Support Committee to run field day activities during the staff appreciation picnic. Team members discussed games, contests, and supplies needed, as well as allowing casual dress during the picnic.</p> | Caron Daugherty | |
| Budget | Daryl mentioned due to some projected savings next year, there would be additional funds going into reserves as part of the 2019 budget assumptions. The Board will vote on the budget at the June 14 meeting. Only four members will be present, and all four votes are required to pass the resolution. | Team | |
| Planning | Team members discussed whether to meet on June 19 th due to scheduled FAST reporting training. It was decided to move Team to 7:30 a.m. so that members could attend training at 10:30 a.m. | Team | |
| Division/Departmental Updates President Instruction A&S CTE Finance & Administration Student Services PR/Marketing | <p>Ray – No Report.</p> <p>Caron – No Report.</p> <p>Shirley – No Report.</p> <p>Dena – No Report</p> <p>Daryl reported capital requests for funding from the state are due August 10th. In the past, the College has submitted a proposal for a new Vet Tech Building. Additionally, proposals for a Jefferson Memorial Foundation grant will be due soon. One suggestion is a project to increase accessibility to the Field House entrance.</p> <p>Kim – No Report.</p> <p>Roger mentioned that with enrollment starting to turn around, he is beginning to shift more resources toward PR-based activities including the sponsorship of this year's Jefferson County Rodeo (June 8), Hillsboro Horse Show (July 15), Jefferson County Fair (July 19-22), and Truck and Tractor Pull (August 25).</p> <p>Work has begun on the redesign of the jeffco.edu website homepage. Roger and webmaster/digital marketing coordinator Erin Bova are working with Amperage Marketing on the initial design and will be sharing an overview with the Team in the near future. The project is anticipated to be complete by the start of the fall semester.</p> <p>Roger noted that he had submitted an MCCA News Media Award nomination on behalf of KJFF Radio and Station Manager Kirk Mooney.</p> <p>He mentioned that a series of new enrollment ads are being developed by Media Specialist Matt Keeney using the "More</p> | Team | |

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| Human Resources | Than a Number" tagline highlighting a variety of students. They will be part of the College's fall enrollment marketing campaign, to be shown in a variety of applications. Tasha – No Report. | | |
| Adjournment | The meeting was adjourned at 11:27 a.m. The next meeting date is June 19, 2018 at 7:30 a.m. (due to FAST Training). Miriam Rouggy will take the minutes. | | |

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