

TEAM
MEETING MINUTES
June 19, 2018 – BOARD ROOM

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

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 7:37 a.m.	Ray Cummiskey	
Approval of Minutes	Approval of the June 12, 2018 minutes was deferred.	Team	
Review of Action Items/ Closing the Loop B. Ray Henry Nominations	Team members discussed the list of B. Ray Henry Award Nominations. They agreed to send Caron their ranked list of nominees by the end of the week.	Caron Daugherty/Team	
Hot Topics Grant Updates	<p>Ray announced the AEL grant would be moving to CTE under Chris DeGeare. Julie Johns will also be taking on more responsibilities since Betty Linneman is retiring at the end of the month. Julie will receive a promotion in accordance with her new duties, which was included in the budget assumptions approved on June 14.</p> <p>Dena informed Team about the upcoming SKillUP Grant in CTE. SkillUP is a Federal grant with a state match; the program will be 100% funded by outside money. It is job-based and most of the courses will be non-credit. A staff position is included in the grant, and will be posted on PeopleAdmin. The intention is to have the grant program up and running by October 1.</p> <p>Dena also announced the Imperial campus did not receive the breathalyzer training grant submitted by Diane Scanga. Diane is looking into the reasons it was not approved, as she would like to submit the proposal again in the future.</p> <p>A group pf CTE staff involved in various grants (Perkins, Enhancement, AEL, etc.) met to discuss tracking methods with the Business Office. They discussed ways to make tracking more effective and eliminate duplicating work, and developed a shared spreadsheet they will use as a pilot for this fiscal year.</p>	<p>Ray Cummiskey</p> <p>Dena McCaffrey</p>	
Jefferson College Day of Service	<p>Ray updated Team on the plan to develop a Jefferson College Day of Service. The proposal will allow 24 hours per year to be utilized by employees for community service. The proposal would provide an avenue for interested employees and students to serve in the community. Currently, a subcommittee is working to develop a policy to bring for Board approval in the fall.</p> <p>Team discussed running a pilot, half-day service project in the fall. A list of approved agencies would be provided, and employees could choose their service location preference from the list. Participation would not be required, but would be encouraged. Mangers will be asked to support their employees who would like to participate by covering positions or closing offices if needed for half the day. Caron</p>	Ray Cummiskey	

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<p>IRB Request</p> <p>Staff Appreciation Picnic</p>	<p>reminded team members of the Campus Compact/Civic Engagement initiative, and the importance of incorporating Serve Day as a support to the initiatives already in place.</p> <p>Caron presented a request from Richard Stephenson regarding the topic for his Doctoral research, which was approved through IRB process. The proposal was emailed to Team members for their review.</p> <p>Team discussed plans and supplies for the Staff Appreciation Picnic on June 21st.</p>	<p>Caron Daugherty</p> <p>Kim Harvey</p>	
Budget	<p>Daryl gave short updates regarding the budget assumptions approved at the June 14 Board meeting.</p> <p>Team members discussed ways to communicate the implementation of items in the FY19 budget assumptions. Ray asked the Vice Presidents to send clear updates to their divisions regarding the budget implications, and to continue to analyze impact of budget decisions (e.g., enrollment in science labs, pool usage). Paying attention to these issues will inform long-range planning as the College moves forward.</p>	Team	
Planning	Ray announced interviews for the open Board seat would be held June 26.	Team	
<p>Division/Departmental Updates President</p> <p>Instruction</p>	<p>Ray mentioned he would be more involved in the Foundation office as the Director and Assistant positions transition. Marie Jennewein will return temporarily as the Development Assistant.</p> <p>Caron coordinated meetings with CAOs and VPs from St. Louis Community College, Three Rivers College, and East Central College to discuss their recent HLC site visits. ECC was placed on Notice by HLC and has one year to correct issues documented by their site team. STLCC and TRCC both received re-accreditation.</p> <p>The meetings were informative and highlighted a few areas where Jefferson College may face some challenges, as well as areas where the College is ahead of the curve. The following recommendations were made by the visiting college representatives:</p> <ul style="list-style-type: none"> • Be prepared for the site team to make changes to the agenda (e.g. extra meetings with specific departments). • Expect the site team to ask for syllabi representing an array of modalities (8-week, 16-week, online, hybrid, etc.) They will be looking at how the definition of credit hour is ensured in each modality. • Begin to educate the Board on the importance of HLC, and provide updates regarding the visit on a monthly basis. • Consider hiring a third party to run a mock visit to highlight any areas of concern that can be addressed prior to the site team visit in March. • After the site visit report is completed, read the draft carefully. STLCC found grammatical and recommendation errors in their report, which were appealed and corrected. 	Team	

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A&S	<p>Caron also gave a synopsis of the June 14 Instructional Council meeting: faculty and student services representatives were invited to attend the conversation, which introduced data in support of Guided Pathways and meta-majors to improve student success. Faculty in attendance recommended the College focus on Assessment and HLC as priorities for the upcoming year, but agreed Guided Pathways were worth further discussion.</p> <p>Shirley mentioned the Philosophy Instructor position interviews were taking place, with plans to submit the hiring recommendation for approval at the next Board meeting.</p>		
CTE	<p>Dena announced the search committee for the Assistant Director of Nursing had selected an internal candidate. The Nursing department will need to hire another faculty member to replace her.</p> <p>Dena is going to present at CBHE at the end of July regarding the work of the DESE CTE Advisory Council.</p>		
Finance & Administration	<p>She asked Team to consider the possible catalysts for the slight boost in enrollment the College is experiencing. It could be due to the change in placement guidelines, it could be tied to ECC's accreditation status, or it could be for other reasons. Knowing what is causing the increase will help with future planning.</p> <p>Daryl announced free professional development opportunities provided by Enterprise Bank & Trust in Creve Coeur. He offered to procure the current listing so supervisors can make the sessions available to employees if desired.</p> <p>The Capital improvement timelines for state funding are due August 10; the College could apply for and possibly receive a 50/50 grant. The College's previous proposals to build a Vet Tech building may have a better chance now that it is the only Vet Tech program offered in the immediate region. Additionally, the College is submitting a proposal to the Jefferson Foundation to improve accessibility around the Field House.</p> <p>Daryl announced the new administrative assistant in his office, Debbie Bonham, would begin July 2.</p>		
Student Services	<p>Kim updated Team on the Athletic Director search. The search committee selected candidates, and will narrow the pool to three finalists. The finalists will meet with the Athletics Department and take part in all-campus open forums in July.</p> <p>Pat Evers accepted a full time position at Maryville; Josh Bunselmeyer will step in as Interim Head Baseball Coach until a new coach is hired. HR is already receiving applications for the position.</p>		
PR/Marketing	<p>Roger's department has prepared a direct mail postcard as part of their "More than a Number" campaign, which will be sent out the week of July 9.</p>		

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Human Resources	<p>Marketing is also running a series of ads on the J.C. Corcoran show on 93.1 FM. Other digital marketing and social media campaigns are being launched on local and St. Louis radio.</p> <p>Roger reminded team members the hard deadline for new business card orders is July 2.</p> <p>Tasha reported the classification study was moving along and the structure is almost completed. Some supervisors have already provided feedback; Tasha will have follow-up meetings with those who have commented.</p> <p>Document imaging started the week of June 11 in HR. All new employees now have fully electronic files. The office hired several temporary employees for the summer to organize paper files in preparation for scanning. To view electronic files, supervisors will come to the HR office and log into the system.</p> <p>Tasha gave some final updates: her office has been busy with interviews, job offers, and hiring this summer. The Buildings & Grounds Secretary will begin July 2, along with several other new employees. She will send out faculty contracts by June 20.</p>		
Adjournment	The meeting was adjourned at 9:34 a.m. The next meeting date is June 26, 2018. Miriam Rouggy will take the minutes.		

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