

**TEAM**  
**MEETING MINUTES**  
**11/28/2017 – BOARD ROOM**

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

**Members Absent:**

**Guest:** Trish Aumann, Tracy James

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to order</b>	<ul style="list-style-type: none"> <li>Ray Cummiskey called the meeting to order at 9:10 a.m.</li> </ul>		
<b>Approval of Minutes</b>			
<b>Review of action items / closing the loop</b>	<ul style="list-style-type: none"> <li>Caron Daugherty provided follow-up to a request made by Lisa Pritchard about the use of community library cards after the library re-opened. Caron advised that Lisa recommended that the College follow the existing guidelines regarding the use of the cards.</li> </ul>		
<b>Hot topics</b>  Tracy James - IT Update	<ul style="list-style-type: none"> <li>Tracy James advised that his attendance at the MCCA conference went well. He reported that he learned from networking with cohorts at the conference that the College's IT Department is operating above the curve. Several Team members stated that they received impressive comments from colleagues regarding IT operations.</li> <li>He advised that the HR Department is scheduled to begin implementing document imaging in February.</li> <li>Tracy stated that the IT Department is evaluating the Fast software by Millennium and that the finance piece looks good. He advised that demos will begin this week for Student Services and Financial Aid. This is a reporting tool that could possibly replace Cognos.</li> <li>He continues to evaluate wireless solutions.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Tracy reported that the IT Department conducted the first successful backup and restoration of data from and to the Cloud.</li> <li>• He advised that he is waiting for word from Student Services to integrate the student ID system with Banner.</li> <li>• He asked for interest in putting together Cyber Security Awareness training and advised that an outside vendor could provide guidance. The Team discussed how to structure training and the various components of training that would be needed. It was decided that the training initiative will be presented at January's All Faculty meeting and the PLC meeting.</li> </ul>		
<b>Budget</b>			
<b>Planning – Institutional action plans</b>	<ul style="list-style-type: none"> <li>• Trish Aumann provided a list of questions received at the November Strategic Planning Committee meeting regarding the FY2019 Capital Project Requests. She asked the Team to address the safety and privacy issues presented and advised responses would be required in order to move the process forward. The Team discussed the issues and will provide follow-up.</li> <li>• She suggested looking into changing the dates to begin the Capital Projects process, which would allow the staff making presentations additional time to research and prepare their projects.</li> </ul>		
<b>Division/departmental Updates</b>	<ul style="list-style-type: none"> <li>• Dr. Cumiskey advised the Team that due to Patti's departure, he would have to divide the workload of the Foundation. He advised that Greg will handle some of the office things and Tom Burke, the former foundation director has agreed to provide assistance. He stated that he will use the services of the Rome Group and that Divine Events will help with the Jazz and Jeans event. He added that a search for a new Foundation director would begin in the spring.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Ray advised that the Team needs to begin to consider how they intend to process information coming from the budget survey working groups and once information is received, how it will be disseminated to the community.</li> <li>• He gave reminders about the Growth Association event on 2/19; the breakfast with heads of the school districts on 12/5; and that there will be Team meetings on 12/5 and 12/12 and no Team meeting on 12/19.</li> <li>• Caron Daugherty requested to fill the 19-hr. Institutional Effectiveness Office Assistant position and recommended that the 19 hours be increased to 25 hours to handle additional duties of notetaking for Team meetings.</li> <li>• She advised that Miriam is finishing up with collecting the names for the budget survey working groups and that meetings will need to be scheduled by next week to begin addressing the issues. Daryl agreed to coordinate the date, time and place for the kickoff meeting.</li> <li>• Caron reported that she received a request from a student from China attending the University of Wisconsin Madison on a Fulbright scholarship asking if the College would be interested in allowing her to serve as a visiting lecturer at no cost to the College. Caron will obtain additional information for further discussion.</li> <li>• Daryl Gehbauer advised that he and Dale discussed possibly changing the name of the Buildings and Grounds Department.</li> <li>• He shared information about a discussion he had with Mike regarding food service operations. He reported that the cafeteria hours for the spring semester would be 10:00 a.m. - 2:00 p.m. Food service on Friday will only include grill and to-go items and no hot lunch will be offered. The JCA Bookstore will</li> </ul>		

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	<p>begin selling a limited number of beverages. He asked Roger to continue marketing the services of the cafeteria including the 10% discount offered by using the meal card.</p> <ul style="list-style-type: none"> <li>• Shirley Davenport reported that the Washington University articulation agreement would be signed on 12/4.</li> <li>• She advised that the 42-hour curriculum will be out on January 2 and will include fewer courses than are currently identified as general education at Jefferson College.</li> <li>• She shared the recommendations made by the Placement Task Force regarding discipline-specific multiple measures of placement for Math, English and Reading.</li> <li>• Shirley provided an update to a meeting with Mastodon Fair board members where the College’s plans for future involvement with the Fair was discussed.</li> <li>• Roger Barrentine provided a list of marketing strategies used to promote the Spring 2018 Marketing Campaign – “I Am a Viking”. He advised that he and his Team are open to any suggestions or ideas that will help to promote the College’s programs.</li> <li>• He gave notice that the Graphics Department will be closed beginning 12/18 through Christmas break in order to make water damage repair. He advised the group to submit any advertising projects to his Team prior to that date.</li> <li>• Tasha Welsh reported she may make a recommendation to change the current EAP provider to a carrier who will provide a better service.</li> <li>• She stated that she would initiate discussion about the Voluntary Separation Incentive Program at the next PLC meeting.</li> </ul>		
<b>Next meeting date</b>	Next meeting date: December 5, 2017 :pjs		