

TEAM
MEETING MINUTES
12/5/2017 – BOARD ROOM

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

Members Absent: Tasha Welsh

Guest:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Ray Cummiskey called the meeting to order at 9:10 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> Dena McCaffrey made a motion to approve the 11/7/2017 minutes and Daryl seconded the motion. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> Daryl advised that the kickoff meeting for the budget survey working groups is set for 12/13 at 3:00 p.m. The meeting will convene in the ASI Little Theater. A 30-minute briefing will be given on details about the process and the groups will break-off for an hour to begin discussions on the budget issues. Daryl reminded the Team of the Classified Staff meeting on Thursday. He provided a summary of the issues that the staff presented for response and asked the Team for any input. 		
Hot topics: <ul style="list-style-type: none"> Banner Updates - Caron Daugherty 	<ul style="list-style-type: none"> Caron began the discussion by stating that the announcement about the Banner 9 upgrade may not have been fully communicated to all Banner users. The Team advised that they were aware of the upgrade, but could not recall a general announcement being made. Daryl added that Tracy planned to announce the upgrade in January. Ray stated that nevertheless, a communication problem exists across campus lines with disseminating and receiving information and that we need to begin doing a better job. 		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<ul style="list-style-type: none"> • Movie Rights - Daryl Gehbauer 	<p>He asked the Team to consider what needs to be done differently from a system standpoint to push information forward to close the communication gap. He advised that he will continue to revisit this topic at future Team meetings.</p> <ul style="list-style-type: none"> • Daryl advised the Caron questioned the need to have a license to view movies at College events. The Team discussed licensing details regarding viewing movies. Daryl advised that going forward we will need to contact Swank to obtain an umbrella license to view movies, which will require a fee. 		
Budget			
Planning – Institutional action plans			
Division/departmental Updates	<ul style="list-style-type: none"> • Dr. Cummiskey led a general discussion about disseminating information to the Board and the need to provide the various Board Docs reports. • Dena asked if it would be a good time to begin the bidding process for an insurance broker. Ray advised that he would need to discuss the issue with the Board to get their approval before beginning the RFP. • Ray recapped the plans for dividing the Foundation’s workload and advised that the date to begin the search for a new director is on target for the spring. He plans to speak to the Board about the salary level of the Director. • He advised that Tom Burke will assist with the Capital Campaign to raise the remaining funds for the Library project. He reported that the Campaign is at the one-third mark and that pledges continue to be received. • He stated that he spoke to the Board about the change he proposed to next year’s Board calendar. He asked for guidance from the Team to identify any issues or challenges to 		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<p>the dates proposed for combining the July/August and November/December Board meetings. He advised the Team to recommend a date for each of the meetings.</p> <ul style="list-style-type: none"> • He reported that he would be in Jefferson City attending several functions the first week in January. He advised that he would be working on the discussion the College's delegation will have with legislatures during their visit to the Capital on 1/15. The delegation will comprise students and faculty and staff members. • Caron Daugherty reported on information she received at the Complete College America Conference last week and has updated material from the event. • She advised the Team of the two-day Master Advisor training scheduled at Mo State in the spring. • She asked Shirley to join the meeting she has scheduled with Daryl, Christy and Cindy to discuss issues regarding OER and Follett. Dena also asked to be included in the meeting. • Daryl Gehbauer reported that he met with the Board Budget Subcommittee and discussed the issues that surfaced from the budget survey. He advised that he received reasonable feedback from the committee. He will not meet with them again until after January or February. • Daryl advised the Team that the COS and Graphics area will be closed starting 12/18 to handle drain repairs. Mail delivery will be available. • He stated that the new text messaging system will be operational before the Christmas break and that individuals will not be required to sign up again. • He advised that the UPS upgrade is scheduled for 12/27. 		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
	<ul style="list-style-type: none"> • He gave an update on the progress of the sale of the ATS house. The real estate agent suggested that the cost of the home be reduced because of the lack of interested buyers and due to the timeframe that the house has been on the market. • Kim Harvey reported on the results of the demos conducted with Student Services and Financial Aid of the FAST software. • Shirley Davenport advised of the following PACE events: 12/5 - Band Concert "Renaissance Reconnaissance"; 12/7 - Community Jazz Project; and 12/10 - Choir Concert "Sounds of the Season". Events will be held at the Fine Arts building. • Dena McCaffrey reported that the HRA program will have its re-accreditation site visit for HVAC Excellence sometime later this spring. • She advised that the non-credit workforce development courses for code enforcement for HVAC and Mechanical Trades all filled in November and December and that certification is required by Jefferson County. • She stated that Non-credit is working on pre-apprenticeship construction and mechanical trades program options and working directly with the Office of Job Training and skilled labor unions to formalize a program. • Dena stated that CTE will be ordering logo table covers and if anyone else needs to place an order to let CTE know. • Roger Barrentine requested the Team to review their areas of information on jeffco.edu to ensure accuracy in light of enrollment challenges. 		
Next meeting date	Next meeting date: December 12, 2017		