

**TEAM  
MEETING MINUTES  
DECEMBER 12, 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

<b>EXPECTED OUTCOMES OF MEETING:</b>			
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item/ Person(s) Responsible (If Applicable)</b>	<b>Timeline/ Deadline</b>
<b>Call to Order</b>	The meeting began at 9:03 a.m.	Ray Cummiskey	
<b>Approval of Minutes</b>	The minutes of the November 28, 2017 and December 5, 2017 meetings will be shared via email for approval.	Team	
<b>Review of Action Items/ Closing the Loop</b>	There were no items to discuss.	Team	
<b>Hot Topics</b> Performance Funding Updates	The Governor’s State of the State address may be delayed until February.  CBHE Performance Funding notes were discussed. Items included: three-year completion rates, percent of attempted credit courses successfully completed, percent of degree and certificate completers, non-core expenditures as a percent of total expenditures, tuition and fees of median family income, graduation outcomes (student success after graduation).	Ray  Caron	
Office on Violence Against Women Grant Opportunity	Kim reported that there is an opportunity for a \$300,000 three-year grant that would help us develop ongoing training programs. The announcement is expected in January. The College would partner with COMTREA and the Sheriff’s Department.	Kim	
Application for Admission Fees	Discussion was held about the application fee and lab fees. Kim will research what other schools are doing.	Kim	
Title IV Degree Requirements	Students will only be financial aid eligible for the classes they take that count toward their degree. Discussion took place about the possible implementation of a degree audit pilot in spring and summer 2018. Banner 9 may provide more functionality.	Kim	
SPOL Implementation	Trish and Allan have shared suggestions for implementation. Trish would serve as System Administrator, and other faculty and staff will be involved in various capacities. The implementation plan lists the Planning & Budgeting modules first, followed by the Assessment & Faculty Credentialing modules, and then Accreditation module.	Caron/Kim	
Office of Institutional Effectiveness – Interns & Office Assistant Position (25-hour)	Caron requested to increase the hours of her part-time position from 19 to 25 hours per week, with the additional hours used for the person to be secretary for Team. She will proceed with the search.  Kim reported that Sandy Davis, COMTREA, is interested in partnering with Missouri Baptist University to offer counseling internships. Missouri Baptist would pay Jefferson College a stipend.	Caron	

**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Budget Task Force	Daryl reviewed the memo that was sent out this morning. Discussion followed regarding the Budget Work Group meeting. A list of recommendations from the groups will be sent to Daryl by February 2, then discussed at the February 6 Team meeting and the February 8 Board meeting. Group chairs may be asked to present information at PLC and to the Board Subcommittee.	Daryl	
Board Agenda/Meetings	A calendar with some combined meetings had previously been shared. A late July meeting will be scheduled to combine the July and August meetings, and an early December meeting will combine the November and December meetings.	Ray	
<b>Planning</b>	No items were discussed.	Team	
<b>Division/Departmental Updates</b> President  Instruction  CTE  A&S  Finance & Administration  Student Services  PR/Marketing  Human Resources	Ray will attend the Coordinating Board on Thursday morning. There are concerns about budget and what processes/services that the Governor may want streamlined. The Governor appointed three new members to the Board and a few more vacancies remain. Liz from the MCCA Office is resigning and moving to the Grants Manager position for the Missouri Department of Agriculture.  Caron – Nothing to report.  Dena reported that LEA had 100% pass rates again and that their graduation is tonight. Pinning ceremonies for OTA and Nursing are tomorrow. The College is not putting forward to be the lead agency for the WIOA grant. The College will need to do an MOU with Workforce Development to allow us to still use WorkKeys for the Apprenticeship program. A Culinary Arts student passed away over the weekend.  Shirley – Nothing to report.  Daryl reported that a \$1,000 pool repair is needed which requires emptying the pool. A \$500 repair option could fix the problem but wouldn't be guaranteed. Daryl asked about possibly having a liner installed. The BAT-FAT pre-negotiation meeting is tonight.  Kim noted that LEA evening classes will enroll next week. OTA students are enrolled. Dual credit enrollment is still underway. Walk-In Advising is being offered to students December 18-20 and again when we reopen in January. Student IDs may be changed to portrait orientation to provide more room for program stickers.  Roger – Nothing to report.  Tasha – Nothing to report.	Team	
<b>Adjournment</b>	The next meeting date is Tuesday, January 9, 2018. The January 23 date will be used as a budget meeting at JCA. The meeting concluded at 11:24 a.m.		

Respectfully submitted,  
 Shannon Schoenky  
 Administrative Assistant to the Vice President of Student Services