

TEAM
MEETING MINUTES
July 17, 2018 – BOARD ROOM

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

Members Absent: Caron Daugherty

Guests: Trish Aumann, Erin Bova

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 10:03 a.m. Dena ran the meeting until Ray finished a phone call at 10:26 a.m.	Ray Cummiskey	
Approval of Minutes	Roger moved to approve the minutes of the June 12, 2018 Team meeting. Daryl seconded, and the minutes were approved. The June 19 minutes will be presented for approval at the next meeting.	Team	
Review of Action Items/ Closing the Loop Budget Campus Announcement: Content & Timeline	Daryl noted that a timeline needs to be developed. Dena will let Caron know.	Team	
Hot Topics IE Report on Strategic Planning	<p>Trish Auman reported that Rob Brieler has been working in the IR area and has been running reports with Mary Wisers assistance. Trish will focus on the strategic planning process. She has been pulling materials for the taskforce. They will look at best practices. The goal is to be inclusive and get the Team's perspective. Environmental Scanning will play a big part. Trish is working with Allan to ensure that the Assessment piece works well with everything else.</p> <p>All old data, including action plans, is being uploaded into SPOL. The goal is to have everything in the Planning module ready prior to Opening Week in August. New capital projects and action plans due in September will be entered into SPOL. The new part-time assistant should be hired in the next few weeks. The assistant will answer questions and ensure that the approval structure/workflow is correct in the system. Trish will give an update and provide a training schedule during Opening Week.</p> <p>Looking at SPOL and budget ideas generated from the budget taskforces, it would probably be best to submit an action plan for each item. The feasibility of each item would be explored. Trish recommends that a SWOT analysis template be developed to help with tracking. A date could be set for the next discussion, reports pulled, and those responsible for each item could be contacted. Trish indicated that she would need a timeline from Administrative Team, as well as information on who would be responsible for the items. Daryl agreed to put together a listing. Dena and Trish indicated that they would put together an example and have it ready for the next Team meeting that Trish attends. Dena noted that entering information for faculty credentialing in SPOL will be a lot of work,</p>	Trish	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Website Homepage Refresh Update	<p>and it has not yet been determined who will be responsible for it. The College must demonstrate for HLC that someone teaching a course meets the guidelines. Information for each faculty member, including each course they have taken in the discipline in which they are teaching, will have to be entered. Discussion followed. Ray noted that the impact of the changes made due to budget restraints needs to be captured and made available for people to see. There is a Team Google drive that could be used as a historical file.</p> <p>Erin Bova and Roger Barrentine reviewed a wireframe for the potential homepage design and explained why updates are being made. Erin provided examples of websites for a few other schools. Roger hopes to unveil the new homepage the second week of August.</p>	Roger Barrentine & Erin Bova	
Classroom and Faculty Office Space	Potential moves were discussed and some general concerns were identified. Ray noted that he does not want to overdevelop areas and lose flexibility.	Caron Daugherty	
Grant Support Services	Dena met with Micki Vandeloo, who leads Lakeview Consulting. Her company researches opportunities and solicits grants, and is available to do an assessment for the College. The assessment portion would probably cost \$10,000-\$12,000, so the budget would need to be kept in mind. This could be an option in lieu of a grant writer. Dena will forward information about the company to the Team. Ray noted that Team would need to identify, on a broad scale, the grants to be pursued.	Dena McCaffrey	
Opening Week Schedule	The schedule was reviewed. Ray confirmed that HLC information will be covered on Monday. Kalyrn Ramsey, from MCCA, will speak on campus Monday. Dena suggested moving award presentations to after the HLC Fair. The State of the College and the Q & A could also be moved to 1:00 p.m.	Team	
Vikings' Vault Ribbon-Cutting	This item was postponed due to time constraints.	Kim Harvey	
Clery Audit	This item was postponed due to time constraints.	Kim Harvey	
Budget	This item was postponed due to time constraints.	Team	
Planning <ul style="list-style-type: none"> • SPOL Implementation • FAST Reporting 	These items were postponed due to time constraints.	Team	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Division/Departmental Updates President Instruction A&S CTE Finance & Administration Student Services PR/Marketing Human Resources	Reports were postponed due to time constraints.	Team	
Adjournment	The meeting adjourned at 12:03 P.M. The next meeting will be held on July 24, 2018. Miriam Rouggy will take the minutes.		

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