

TEAM
MEETING MINUTES
August 28, 2018 – BOARD ROOM

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

Members Absent:

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:25 a.m.	Ray Cummiskey	
Approval of Minutes	Kim Harvey made a motion to approve the minutes from 7/17/18. Roger Barrentine seconded the motion. All approved.	Team	
Review of Action Items/ Closing the Loop Faculty Compensation Study	<p>Tasha presented the Faculty Compensation Task Force’s spreadsheet containing worksheets for each faculty member. The task force reviewed the work of the summer workgroup and made recommendations for some of the issues that surfaced through the workgroup’s analysis.</p> <p>With regard to market sensitivity, the task force recommends up to an additional 5 steps (2% per step) when an individual is hired. Current employees who were given a lump-sum market sensitivity increase upon hiring will receive additional step(s) to place them in the correct salary range.</p> <p>No employee’s salary will be lowered through this process. All raises and promotions in the future will be given in steps, not fixed amounts. Faculty who are making progression toward promotion will receive a step increase every year when a raise is given by the College. If they are not progressing through PARS, they will receive a step increase every other year the College gives a raise.</p> <p>Several faculty were hired at Level 2, Assistant Professors, but upon further review should have started as Level 1 Instructors. Their promotions and salaries were calculated both ways for comparison: where their salary would have been on the schedule had they come in as a Level 1, and where their salary is currently. Regardless, those who started at Level 2 would still be behind on salary had they come in at Level 1. The task force recommended to split the difference between what these faculty would have made and what they should be making. For instance, if a faculty member is currently making 13% less than he or she should, but would have only been 6.5% behind had he or she come in at a Level 1, the recommendation is to meet in the middle and increase salary by 9.5-10%. This faculty member would receive a step increase to put him or her in the correct range.</p> <p>The task force also developed a plan to address the internal inequities discovered through the study. \$50,000 has been allotted in FY19 for the faculty portion of the compensation study, though it will cost a total of \$400,000 to move everyone to his or her appropriate salary. This cost will be spread out over five years. The task force discussed how best to distribute this year’s allocation, and found that it may be feasible to get everyone within 10.5% of their</p>	Tasha Welsh	

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Office Moves	<p>proposed salary. The task force recommended ½ to be given as a lump sum in January, and the other ½ to be spread out over the remaining 6 months of FY19.</p> <p>Tasha also discussed the possibility of a retirement/voluntary separation incentive program (VSIP) with the task force. A VSIP would need Board approval, but would allow faculty close to retirement to receive a lump sum that would put them at their recommended salary according to the compensation study. If several faculty choose this option, the money saved in future salaries could be put back into the compensation scheme to help other faculty hit their appropriate levels more quickly.</p> <p>Ray mentioned the importance of the Board understanding the compensation inequalities and how the College is going to go about correcting the imbalances. Money will be set aside each year in the budget to address both faculty and staff salaries until all employees are at their proper levels. Dena, a member of the task force, mentioned the excellent work completed by the group, and applauded it as an example of shared governance at its best.</p> <p>Tasha will facilitate two information sessions on August 29 and 30 to share the new salary schedule and task force recommendations. Each faculty who attends will receive their personal worksheet and be able to ask questions. Individual worksheets will be emailed to faculty as well. One of the sessions will be recorded for faculty who cannot attend due to teaching schedules. Tasha will also offer one-on-one meetings September 6 and 7 for any faculty who have specific questions. Tasha would like to bring the plan before the Board on September 13.</p> <p>A suggestion was made to present enrollment data alongside the compensation costs at the Board meeting. With the current bump in enrollment, there is a little extra room in the budget, which could reassure the Board about the expense going forward.</p> <p>Caron shared updates regarding office locations and moves in the Instructional Division. She would like to keep from placing faculty in the inner offices of the “maze” in ASI. Michael Booker is working on a capital project proposal to update the space, some of which may fall under safety updates. Caron’s office is also compiling a list of maintenance needs from faculty and staff in the division. Dale has suggested gathering faculty office needs in the spring semester so his department can make the repairs and updates over the summer.</p> <p>Caron mentioned the Fine Arts Building and possible upgrades to the building as part of a capital project. Plans were developed several years ago for the capital projects process, but the dollar amount was around \$4 million. Caron would like to continue conversation with faculty concerning their ideas and workable solutions for the existing space in Fine Arts. There may be some lower-cost solutions that would address the expressed needs. Additionally, Daryl mentioned the possibility of looking into external funding options such as a</p>	Caron Daugherty	

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Mission, Vision, Values Signage	<p>50/50 grant. Community-level support will be important for a Fine Arts upgrade.</p> <p>Kim presented a sample of the new 11 x 17 framed MVV posters. Team determined the size was too small for hallways, but would work well in a classroom environment. Roger added his department could mount larger posters on foam core to make them sturdier. Kim also shared a map showing locations for large banners promoting the College Mission for HLC, per Dale Richardson's suggestions.</p>	Kim Harvey	
<p>Hot Topics</p> <p>Expense Report Timing</p> <p>CEOC Committee Updates</p> <p>Spring Registration Dates</p>	<p>Daryl discussed current procurement policy with Team regarding travel expense vouchers. Policy states the expenses must be received within 30 days of travel, yet there have been some forms coming through more than two months after travel has taken place. The Business Office does not want to reject reimbursements, but needs to receive the forms in a timely manner for processing. Caron mentioned the Interim Associate Deans were planning to visit this topic at their upcoming division meetings to remind faculty of the policy.</p> <p>The Cultural Events and Outreach Committee re-wrote their charge over the last year, and is now the Community Engagement and Outreach Committee (CEOC). The committee voted to move the PACE, Ripple of Hope, and TEDx subcommittees out from under the CEOC and into the Communications & Humanities Department. These subcommittees were functioning somewhat autonomously, and the committee felt they would fit better under the department. Dr. Cumiskey noted the challenge with such a move would be consistency in scheduling and promotion of events.</p> <p>Kim noted she is proposing to open Spring and Wintersession registration on October 22, a return to the schedule of previous years. Last year was a test to see if separating Wintersession and Spring enrollment would affect enrollment, and it did not work as well as in the past. Summer registration will begin in February, as in past years.</p>	<p>Daryl Gehbauer</p> <p>Caron Daugherty</p> <p>Kim Harvey</p>	
<p>Budget</p> <p>Budget Workgroups Follow-Up</p>	<p>Team discussed the Budget Workgroup recommendation to close campus for two pre-appointed days during spring break. They agreed to send an announcement to let staff know the College will be closed Thursday and Friday of Spring Break week in March. Additionally, President's discretionary days could be announced at the same time. Dr. Cumiskey asked Team members refrain from coming in to work on days the College is closed, and to discourage their staff from the same. The thermostats are adjusted for energy savings of those days, and having staff in the buildings defeats the purpose of those adjustments.</p> <p>Caron suggested Team look over the Budget Workgroup recommendations lists again to see if there are more projects that could be completed.</p>	Team	
<p>Planning</p> <p>HLC Updates</p>	<p>Caron gave details regarding the planned Mock HLC visit. Three former/current reviewers have agreed to serve as the mock site-</p>	Caron Daugherty	

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SPOL Implementation Updates	<p>review team for a one-day visit. They include: Dr. Kathy Perkins, retired OTC assessment director mother to Leslie Buck; Margaret Swanson, retired Student Services administrator from Illinois Central College; and Dwyane Smith, Provost and CAO at Harris-Stowe. They will want to see the assurance argument and possibly have a few meetings on campus. Caron hopes to schedule the mock visit the week of October 8, adding that faculty agreed to switch their In-Service day from March 7 to October 16. The March date will be a Faculty Work Day, and the October date will be used for HLC preparation.</p> <p>Caron reported Kristin Sherman was asking for email feedback regarding the SPOL approvals chart. Many revisions were made yesterday, including cleaning up the committee structures. She also mentioned Trish Aumann would come to Team on September 4 to give updates on Strategic Planning and SPOL. Caron has asked her to come monthly on the first Tuesday so that Team is in the loop.</p>	Caron Daugherty	
<p>Division/Departmental Updates President</p> <p>Instruction A&S CTE</p> <p>Finance & Administration</p> <p>Student Services</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>Ray received an invitation to the UMSL Founders Dinner; he asked Kim if she would like to send a Student Services representative since they have a relationship with UMSL. Ray mentioned his seat on the JCGA board would need to be filled by a college representative after his retirement. He has prepared JCGA in advance so they can start planning.</p> <p>Caron – No report. Updates discussed earlier in the meeting.</p> <p>Dena – No report.</p> <p>Daryl – No report.</p> <p>Kim – No report. Updates discussed earlier in the meeting.</p> <p>Roger announced the new web page would go live Tuesday, September 4.</p> <p>Tasha - No report.</p>	Team	
Adjournment	The meeting was adjourned 11:49 a.m. The next meeting date is September 4, 2018. Shannon Schoenky will take minutes.		

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