

TEAM
MEETING MINUTES
September 4, 2018 – BOARD ROOM

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

Members Absent: Tasha Welsh

Guests: Trish Aumann, Richard Stephenson, Kenny Wilson

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 9:06 a.m. Due to his doctoral program and a leadership class that he is taking, Richard Stephenson sat in on the meeting. Ray noted that Team will not meet on Tuesday, September 11, but Admin Team will still meet on Monday, September 10.	Ray Cummiskey	
Approval of Minutes	Dena made a motion to approve the minutes of the August 21, 2018 Team meeting. Daryl seconded, and the minutes were approved.	Team	
Review of Action Items/ Closing the Loop German Student Exchange	<p>Kenny reviewed the tentative schedule for the German students who will be visiting September 13-26:</p> <ul style="list-style-type: none"> • Thursday, 9/13 – Bill Kaune and Kenny will pick the students up from the airport and take them to meet their host families at JCA. • Friday, 9/14 – The students will get a campus tour and attend morning classes. Administration, faculty, and staff may attend a luncheon with the students. The group will visit H-J Enterprises that afternoon. • Saturday-Sunday, 9/15-9/16 – Free weekend with host families. • Monday, 9/17 – The students will have a morning meeting at JCH, attend classes, and then eat lunch with Student Senate, student groups, and Kim Harvey. Monday afternoon will include visits to the CTE Nest, Vet Tech, CNC 3-D Printing, and the Academic Success Center. The rest of the afternoon will be spent in the CTL. • Tuesday, 9/18 – The group will travel to Hermann for the day. • Wednesday, 9/19 – The students will attend classes until Noon, eat lunch with the St. Louis German Society, and spend the afternoon in the CTL preparing for Friday presentations. • Thursday, 9/20 – The students will make a day trip to St. Louis for the Art Museum, History Museum, Zoo, etc., then enjoy lunch at Rigazzi's and treats at Ted Drewes. • Friday, 9/21 – The students will do class presentations until Noon. They will eat lunch with our students interested in the German Exchange Program. They will visit classes in the afternoon and shadow staff in PR & Marketing and IT, plus the Soccer Coach. • Saturday-Sunday, 9/22-9/23 – Free weekend with host families. • Monday, 9/24 – The students will attend morning classes and have an afternoon BBQ at the Viking Woods Pavilion with faculty, staff, students, and host families. • Tuesday, 9/25 – The students will visit LMC in the morning, have lunch, and then attend the soccer games that afternoon. • Wednesday, 9/26 – The group will meet at JCA and be transported to the airport for a 12:30 PM departure. 	<p>Team</p> <p>Caron & Kenny</p>	

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M/V/V Banners	<p>Student leaders may be asked to serve as contacts for the students. Roger’s department is working on an article for <i>The Leader</i>, and has other media and social media coverage planned. Caron will draft an announcement to share, to prepare our faculty, staff, and students for the visit. Kenny was thanked for coordinating the arrangements.</p> <p>Kim shared new designs for M/V/V Banners. Team approved of the updates.</p>	Kim	
<p>Hot Topics</p> <p>Employee Insurance</p> <p>Bookstore Textbook Challenges</p> <p>IRB Submission</p> <p>Grants Update</p> <p>Interim AD Team Representation</p> <p>JCI Public Hours</p> <p>CCAO Meeting</p>	<p>This item was postponed until Tasha returns next week.</p> <p>There were several issues this semester with textbooks not being in stock on time. The problem seemed to be greater on the CTE side. Daryl indicated that, due to turnover with Bookstore staff, Christy Stanley is taking over textbook orders. Textbook shortages occurred in the following classes/programs: BIO211, CHM101, EDU225, EDU235, EDU240, PAR200, three RAD classes, CIS, and AUT. Daryl plans to meet with Christy, her supervisor, and at least one faculty member to resolve any issues before the next order cycle.</p> <p>Caron reviewed the document that Chris DeGeare submitted to IRB entitled <i>Advising for College Student Success: A Mixed-Methods Analysis of Practices and Perspectives</i>. IRB will ask Chris how he plans to recruit people to participate. Pending an answer to that question, Team expressed no concerns with the submission.</p> <p>Dena and Trish had a conference call with Micki Vanderloo from Lakewood Consulting last week and decided that Trish will lead this effort instead of Dena. Trish will email faculty in the Instructional division on possible ways that Lakewood’s services could be utilized.</p> <p>Caron asked if the Interim Associate Deans could be included in Team meetings. It was determined that they will be asked to attend on a rotating basis.</p> <p>Concern was expressed about the front doors at JCI being unlocked until 7 PM, since there is no community traffic in the evenings and employee Mary Linderer is alone in the front office. It was agreed that, effective immediately, the JCI front doors should be locked at 6 PM. The published hours will be updated.</p> <p>Themes included online learning, significant budget issues, Open Ed Resources (OER), SB807, and planning as institutions have had early separation incentives and changes in institutional culture.</p>	<p>Daryl</p> <p>Caron</p> <p>Dena</p> <p>Caron</p> <p>Dena</p> <p>Caron</p>	
Budget	There were no items for discussion.	Team	
<p>Planning</p> <ul style="list-style-type: none"> • SPOL Implementation 	Trish shared copies of the <i>Action Plan Approval</i> and <i>Creating an Action Plan</i> sheets. Ray will be able to view all action plans. Trish noted that SPOL seems to be an easier system to use and is very responsive. Action plans and capital projects for Team approval will be ready on September 25. If there are questions about SPOL, Trish	Trish	

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<ul style="list-style-type: none"> • HLC Visit – Schedule for Presentations/Updates to the Board 	<p>or Kristin Sherman can help. The full implementation group needs to meet again in early October to start Budget module discussion. They are working on the Assessment module already. Old action plan spreadsheets have been uploaded and will be made searchable. Action plans from last year need approval in the system, but Trish indicated that she can batch approve them since they were already approved by Team. Both departmental and institutional action plans are being requested, and Trish asked Team to remind staff to submit their departmental plans. A second deadline of December 1 will be set to allow for submission of additional action plans, since budget discussions will start soon after that date. Trish plans to set up regular sessions before submission deadlines to assist faculty and staff. It was noted that IT, B&G, and Disability Support Services are the departments most impacted by action plans. Each of the departments will receive a notification email if they are an affected unit and will be required to add a note to the action plan. Trish will walk Team through the process at a future meeting.</p> <p>The Strategic Planning Task Force kick-off meeting took place last Friday. A gap analysis is needed to see what information has been missed and what other models may be looked at. Trish passed around the <i>Vision Centric Strategic Planning for Colleges and Universities</i> publication that she feels is the closest to our model. Additional copies will be ordered.</p> <p>Kim and Caron will present to the Board in September, and Criterion co-chairs could present in October, December, and January. There is a Board work session in late October. The mock visit could be covered at the work session.</p>	<p>Caron and Kim</p>	
<p>Division/Departmental Updates President</p> <p>Instruction A&S</p> <p>CTE</p> <p>Finance & Administration</p>	<p>Ray reminded Team that they will not meet on September 11. The Board agenda is out. Professional development for the Board is set for 4:30 PM, on September 27.</p> <p>Ray noted that he was asked to encourage employees to complete the Community Service Day survey, and to encourage employees to participate in community service if able.</p> <p>A reminder that on Monday, September 10, former Governor Jay Nixon will be on campus for a Library tour.</p> <p>Caron had nothing additional to report.</p> <p>Dena shared an info graphic about Jefferson College on MoSTEMWINs from MCCA. It will be posted with the minutes.</p> <p>Daryl reported that he attended the Business Officers’ meeting last week in Jefferson City. Discussion included the plan for performance funding. They are looking at 1% equity funding and 3% performance funding. The three measures include: graduate outcomes, pass rates on professional licensure exams, and current three-year graduation</p>	<p>Team</p>	

