

TEAM
MEETING MINUTES
September 25, 2018 – BOARD ROOM

Members Present: Ray Cummiskey, Daryl Gehbauer, Tasha Welsh, Roger Barrentine, Michael Booker

Members Absent: Caron Daugherty, Kim Harvey, Dena McCaffrey

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	Ray called the meeting to order at 9:19 AM. Caron and Kim were not present because they were working on the HLC Assurance Argument. Dena was unable to attend because she was accompanying Kenny Wilson and the German students on a visit to LMC.	Ray Cummiskey	
Approval of Minutes	The minutes of the September 18, 2018 meeting will be presented for approval at the October 2 meeting.	Team	
Review of Action Items/ Closing the Loop Assumed Practices	This item will be discussed at the October 2 meeting.	Team	
Hot Topics Capital Projects	Trish was not present, but will attend the October 2 meeting to discuss Capital Project proposals. Michael noted that ten proposals were submitted for approval. Daryl confirmed that the number does not include carryover projects that were approved in the last cycle.		
Rotary Representatives	Roger shared a list of College representatives who serve on area clubs and civic organizations. There are some vacancies that need to be filled, mainly with the Hillsboro Chamber of Commerce and the Festus-Crystal City Rotary. Ray noted that the Arnold Chamber should also be included. Tasha volunteered to serve on the Festus-Crystal City Rotary and also the Hillsboro or Arnold Chamber, if needed. Ray asked Roger to send the list to Caron, Kim, and Dena.	Roger Barrentine	
IRB Review – Brandon Whittington & Chris DeGeare Follow-Up	Michael spoke regarding the question of how Chris planned to gather information from our students. Rob Brieler has advised that gathering information will be fairly simply to do, so it will not be a concern. Brandon Whittington’s proposal is related to Student Persistence. Topics will include cell phone use, personality types, etc. Brandon plans to use his information for presentations at conferences. The proposal was approved by the IRB Committee. Ray noted that with in-house work, it would be beneficial to create a repository for collected information and make it accessible to others. Survey results could be added to a shared drive. There were no concerns from Team with Brandon’s proposal.	Michael Booker	
Budget Budget Workgroups Follow-Up	Daryl noted that approval was granted by the Board for the College to look at other insurance brokers after this cycle. Discussion followed on how that information will be communicated to the College community and what the next step should be. Tasha noted	Team	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
	<p>that at the last Health Insurance Review Committee, she provided updates and reviewed suggestions that had been made. There were questions from the Committee about insurance renewals, so Tasha would like to hold an informational meeting. The session will be recorded and posted online, for those who are unable to attend.</p> <p>Regarding next year's budget planning, Ray noted that he wants to engage people and build on what was started last year. Discussion followed. Tasha suggested tying the Budget Workgroups to Strategic Aims. Instead of strictly focusing on saving money, the groups could also think about increasing enrollment, retention, etc.</p> <p>There will be a budget conversation held at the October PLC meeting. Ray noted that Missouri revenue is not as high as expected and there is a sales tax gap, so there is a question of how these factors could negatively affect the College.</p>		
<p>Planning HLC Updates</p> <p>SPOL/Strategic Planning Updates</p> <p>FAST Reporting</p>	<p>Ray suggested that the Board be provided information that could be used for the October 8th HLC Mock Visit. Ray expressed that the visit should be taken seriously so that the College is prepared for the actual visit in March.</p> <p>This will be discussed at the October 2 meeting.</p> <p>Daryl indicated that a notice was posted about COGNOS support ending soon. Michael noted that an issue was discovered in FAST, but it was corrected the same day.</p>	Team	
<p>Division/Departmental Updates President</p> <p>Instruction A&S CTE</p>	<p>Ray noted that today's PLC meeting will mainly consist of reports on information items and HLC preparations.</p> <p>Tentative Board agenda items are due today. The Board Work Session is this Thursday. Kate Nash will present on Open Session during the Open Session, and in Closed Session, the Board will speak by phone with Shane Jones. The October Work Session will cover HLC Mock Visit information and a discussion on the budget.</p> <p>The Annual MCCA Conference will take place November 7-9.</p> <p>MCCA will not legally challenge SB892. Ray noted that legislators plan to file a bill to fix the problem, with an emergency clause to be put into effect immediately that would provide a refund to community colleges.</p> <p>Ray has JCGA Legislative Forum tonight and next Tuesday.</p> <p>Nominations for the Board positions will open around the first of December and should close in January or early February.</p> <p>Caron was not present to report. She had provided Ray with a Permission to Fill form for a Computer Science faculty position.</p>	Team	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Finance & Administration	Daryl had nothing to report.		
Interim Associate Dean	Michael reported that Rob Brieler attended a Math Pathways meeting last Friday. He indicated there are some issues with getting non-Algebra courses, such as Statistics, to transfer.		
PR & Marketing	On behalf of Certified Staff, Roger thanked those who attended the Vikings' Vault Food Pantry. Over 2,500 items were donated. Ray asked Roger to announce that information at PLC.		
	Enrollment Services, in conjunction with PR & Marketing, held a Homeschool Resource Night last night. Roger reported that the event was well-attended.		
Human Resources	Tasha reported that she was able to respond to all questions that resulted from the Faculty Salary Worksheet meetings.		
	Tasha gave kudos to Kristen Sides for her work on the Wellness Fair and her communication efforts regarding Wellness. Tasha noted that this fair was the most well-attended she has seen.		
	Tasha noted that MAC President Steve Kurtz has announced his retirement in 2019. Tasha asked at what point Team will start talking with the Board about a timeline and plans for our Presidential search. ACCT was the firm used for the last search. Ray will share a list of potential firms that he had provided to Steve Meinberg		
Student Services	Kim was not present to report.		
Adjournment	The meeting adjourned at 10:54 PM. The next meeting will be held at 9 AM on October 2, 2018. Miriam Rouggy will take minutes.		

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