

TEAM
MEETING MINUTES
October 2, 2018 – BOARD ROOM

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

Members Absent:

Guests: Trish Aumann, Rob Brieler

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:05 a.m.	Ray Cummiskey	
Approval of Minutes	Daryl made a motion to approve the minutes from September 25. Michael Booker seconded the motion. All approved. After discussion, Team agreed to use first names of team members in the minutes.	Team	
Review of Action Items/ Closing the Loop Institutional Research/Reporting Updates	Rob Brieler distributed a handout showing census enrollment for MCCA Colleges. <ul style="list-style-type: none"> • Jefferson College showed a decline of 2.08% in credit hours, and 1.45% decline in headcount. MAC is in double-digit decline, partially due to high school enrollments in the area. • Rob will send an electronic copy of the census report to Team following the meeting. SEM/R is reviewing the information as well. (Addendum 1). • Statewide trends show enrollments are not just falling in Jefferson County. Looking at new and innovative programs will be necessary. For instance, women’s soccer has been a positive addition of full-time students. • Even traditional-age students are tending toward part time enrollment. <p>Rob gave an overview of Institutional Research since he took on IR responsibilities in July.</p> <ul style="list-style-type: none"> • State reporting – MDHE is asking for all data for each student (such as grades, registration dates, SSN, etc.) to avoid ad hoc requests from institutions. • Rob is starting on the IPEDS enrollment report, which generally asks for summary counts. The 12-month enrollments for IPEDS have been entered. • More internal requests are coming through because a FactBook was not published last year. Additionally, WorkKeys was revamped a year ago, so there are no state or federal norms yet to which data can be compared. A full 2018 FactBook is in the works; Rob is working to find out what parts of the FactBook are routinely used by which departments. A Task Force is needed. • Trish is working on a student profile report for the December Board meeting. 	Rob Brieler Send copy of census report to Team - Rob	

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	members find any concerns. Dena mentioned she checked all program-level accreditations to ensure their accreditations are publicly accessible.	Assumed Practices - Team	
<p>Hot Topics</p> <p>Great Colleges Survey</p> <p>Proposed CBHE-Approved Mission Description</p> <p>IE Survey Management: BAT-FAT and Surveys</p> <p>HLC Federal Compliance – Formal Student Complaints</p>	<p>Tasha said The Chronicle’s Great Colleges to Work For survey has not been sent out for the past two years due to the task force formed with Jim Reeves. Ray will be talking to Jim on the phone on October 4. Team agreed to run the survey in the spring. The timeline set by The Chronicle is March 11- April 5, 2019.</p> <p>Caron presented the CBHE approved mission description for the College for review (Addendum 2).</p> <ul style="list-style-type: none"> • Dena asked for “criminal justice” to be changed to Law Enforcement Academy, as LEA now has its own prefix. • Add AAT to list of degrees and degree completion partnerships (e.g. 2+2 agreements, MoBap). • Adjust wording stating the College collaborates outside of its mission (referring to the RAD Tech agreement with St. Charles). • Rob noted on page 4, the “Unknown” category for Race/Ethnicity increased in 2016 due to the consultants that assisted with the data last year. In the past, Mary Wisner looked up students with no data in that field; the consultants marked those as “Unknown.” <p>Trish referred to the most recent BAT-FAT agreement wherein all surveys must contain a confidentiality statement about what info will be collected and tracked and what that information includes. The IE office agreed to certify the surveys. However, if certification is required for every survey, it will be too much for one office.</p> <ul style="list-style-type: none"> • Student surveys are not included in this agreement, nor are staff-only surveys. However, it is logistically easier to certify surveys across the board. • Challenges with Survey Monkey access: anyone who has sign-in to the account can change the certification/security of any survey. Concerns with security of the data and centralization of management were mentioned. • Trish is compiling recommendations for the process. She can prepare the survey categories and statements; there needs to be campus communication about the process. • Daryl recommended conferring with the FAT team before a campus announcement is made. <p>Dena asked for recommendations for areas the college has received a formal complaint and responded/improved based on the complaint. Team discussed free speech policies, gender-neutral bathrooms, diversity training for athletes, and outsourcing verification for financial aid to speed the process. All complaints</p>	<p>Tasha Welsh</p> <p>Caron Daugherty</p> <p>Review and send concerns or changes to Caron - Team</p> <p>Trish Aumann</p> <p>Dena McCaffrey</p>	

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	must be tracked, and they are currently being uploaded into Maxient. The College responded to many of the aforementioned issues before a formal complaint was filed.		
Budget Budget Workgroups Follow-Up	None	Team	
Planning HLC Updates	<p>Team discussed the agenda for the Mock Site Review visit scheduled for Monday, October 8.</p> <ul style="list-style-type: none"> • Caron sent an email to let campus see the agenda for the day, as well as information on the peer review team. • Administration will not attend the reviewer meeting with the Board, nor the open forums. • Caron also went over the schedule for Faculty In-Service on Tuesday, October 16. She and Kim will debrief the Mock Visit and answer any questions. The HLC Promotional Task Force will run a session in the morning as well. • Caron and Kim are prepping Board presentations regarding HLC through December. 	Caron Daugherty	
<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>CTE</p> <p>A&S</p>	<p>Ray</p> <ul style="list-style-type: none"> • Day of Service is Friday, October 19. Ray asked Team to get the word out to managers that all employees are encouraged to participate. This pilot will drive new policies for volunteering. Hillsboro and Arnold Rotary clubs donated some money for t-shirts. • The September Board Work Session went well. One more is scheduled in October, focused primarily on HLC. The Board also wants to discuss the presidential search. • Ray is starting a search for the Foundation Director; he will put a team together for the search process. • Leadership Academy will run next year. With a new incoming president at MAC, Ray wants to keep it on the radar for next year. <p>Caron</p> <ul style="list-style-type: none"> • The Division Task Force met on September 28. They discussed Complete College America initiatives, advising, and structure of the division. Several follow-up questions were sent to Caron via email and she is responding. <p>Dena</p> <ul style="list-style-type: none"> • Manufacturing Day is Friday, October 5. There are 35-40 participating manufacturers for the expo. Tours will be in the morning, with the panel, lunch, and expo in the afternoon. Enterprise Bank donated \$500 for the event, and leftover funds from Gene Hass were utilized. <p>Michael</p> <ul style="list-style-type: none"> • PTK induction is on Sunday, October 7. <p>Daryl</p>	Team	

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Finance & Administration	<ul style="list-style-type: none"> After the CTE incident, Don Riffe is creating an emergency notification text group that includes Team to communicate information in an emergency. Debbie is updating the emergency contacts list, which will go to Environment & Safety to review and decide the role of each person on the list. Messaging templates will also be developed. Daryl inquired about requiring all employees to have their voicemail set up. Tasha recommended development of a template for all voicemails. 		
Student Services	<p>Kim</p> <ul style="list-style-type: none"> 34 Clery policies have not been addressed in the College's Annual Security and Fire Safety Report. The College has been given language to use to update policies, which can be submitted to Board as a bundle for approval. Clery audit is October 17, 18, and 19. Shannon will be reaching out to confirm individual meetings with administration and auditors. The team will be back on November 5 and 6 for the police record audit. 		
PR/Marketing	<p>Roger</p> <ul style="list-style-type: none"> Marketing is beginning their Wintersession and Spring enrollment campaign, "More than just a number". His team is reaching out to the divisions to identify programs to promote individually. The student media preferences survey will be launching. 		
Human Resources	<p>Tasha</p> <ul style="list-style-type: none"> Classification study: Carrie Greer and Tasha had a two-hour work session diving into the Decision Band Method (DBM) of grading positions. More work sessions are scheduled and they plan to try to finalize the DBMs with consultants. Tasha scheduled a meeting with the task force in early November; she will attend the classified staff meeting this week. Health insurance will go to the Board in October. An informational session was held, but not well attended. The video is available for those who could not attend. Tasha suggested emailing department updates if Team is going long to allow time for important discussions. 		
Adjournment	The meeting was adjourned at 12:13 p.m. The next meeting date is October 9, 2018. Miriam Rouggy will take the minutes. There will be no Admin meeting on Monday, October 8 due to the Mock Visit. Team will be cancelled on October 16 due to Faculty In-Service and Mock Visit Debrief.		

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

2018 Fall Census Comparison - MCCA				
College	Total CH	CH % Change	Unduplicated Headcount	Headcount % Change
Jefferson	43,170.50	-2.08%	4,490	-1.45%
Crowder	42,571	-8.20%	4,521	-8.85%
STLCC	159,203	-4.80%	18,157	-3.60%
OTC	118,327	-3.42%	12,221	-3.71%
MACC	49,231	3.16%	5,226	6.22%
East Central	26,068	-6.30%	2,629	-9.30%
Three Rivers	31,432	-6.67%	3,076	-4.64%
Mineral Area	32,407	-25.89%	2,903	-21.96%
St. Charles	63,455	-4.30%	6,343	-4.30%
Metropolitan	155,252	-2.06%	16,618	-2.39%
NCMC	16,810	1.04%	1,834	0.11%



PROPOSED CBHE-APPROVED MISSION DESCRIPTION

Jefferson College is a [community college](#) located in Hillsboro, Missouri. It is responsible for serving the residents of its taxing district and its CBHE-approved service area.¹

Jefferson College serves its CBHE-approved service region by offering academic programs leading to the Associate of Arts and the Associate of Science degrees, which transfer to four-year institutions, and postsecondary instruction in the liberal arts & sciences, and general education (including dual credit) that prepares students for transfer to four-year institutions. Jefferson College also offers many programs in career and technical education, leading to the Associate of Applied Science degree and certificates, and provides basic and workplace skills training for career preparation and advancement as well workforce skills training and customized training for businesses. Jefferson College has particular strengths in nursing, education, business, and criminal justice, as well as one of the few veterinary technology programs in Missouri.

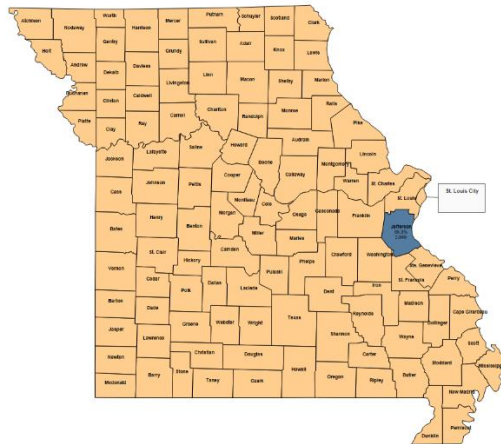
Jefferson College collaborates with other institutions on programs outside its CBHE-approved mission.

Jefferson College further fulfills its CBHE-approved mission by offering services in its region to promote and sustain economic development, small business development, and workforce development, in addition to a broad range of academic and cultural activities and events, and the shared use of facilities (libraries, theatres, galleries, etc.) and other types of institutional assets not available elsewhere in the region.

Every five years, Jefferson College will provide to the Coordinating Board, in a manner determined by the Coordinating Board, evidence of fulfilling its CBHE-approved mission.

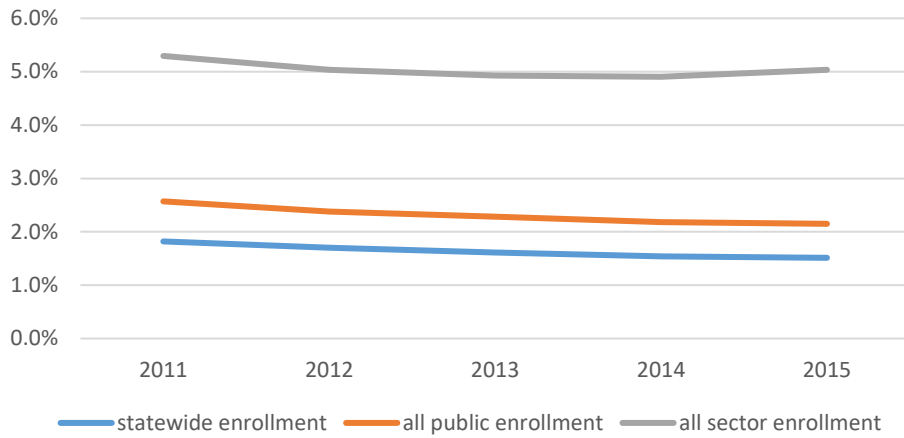
¹ Missouri Department of Higher Education staff and the Missouri Community College Association are working together to define community college voluntary service areas. Once completed, they will be submitted to the Coordinating Board for Higher Education for its consideration.

Jefferson College, Top 75% of Undergraduate Enrollment by County



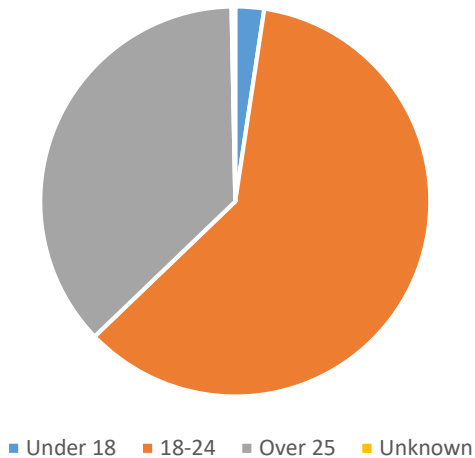
Eighty-five percent of Jefferson's students come from Jefferson County.

Institution, as percentage of enrollment



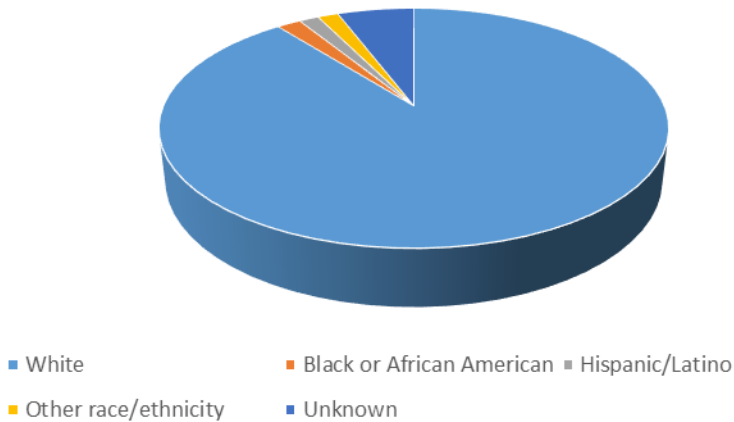
Jefferson College's share of statewide, public, and sector-wide enrollment has decreased slightly over the past five years.

Age Range: undergraduate headcount, 3-YR Average



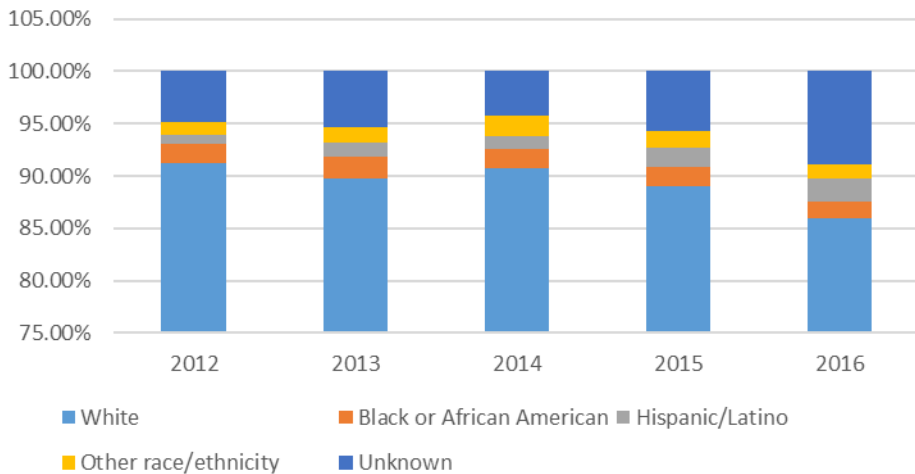
Over a three-year average, 61 percent of students attending Jefferson College were between the ages of 18-24. Thirty-seven percent of students were over 25 years old (well above the sector average), and two percent were under 18.

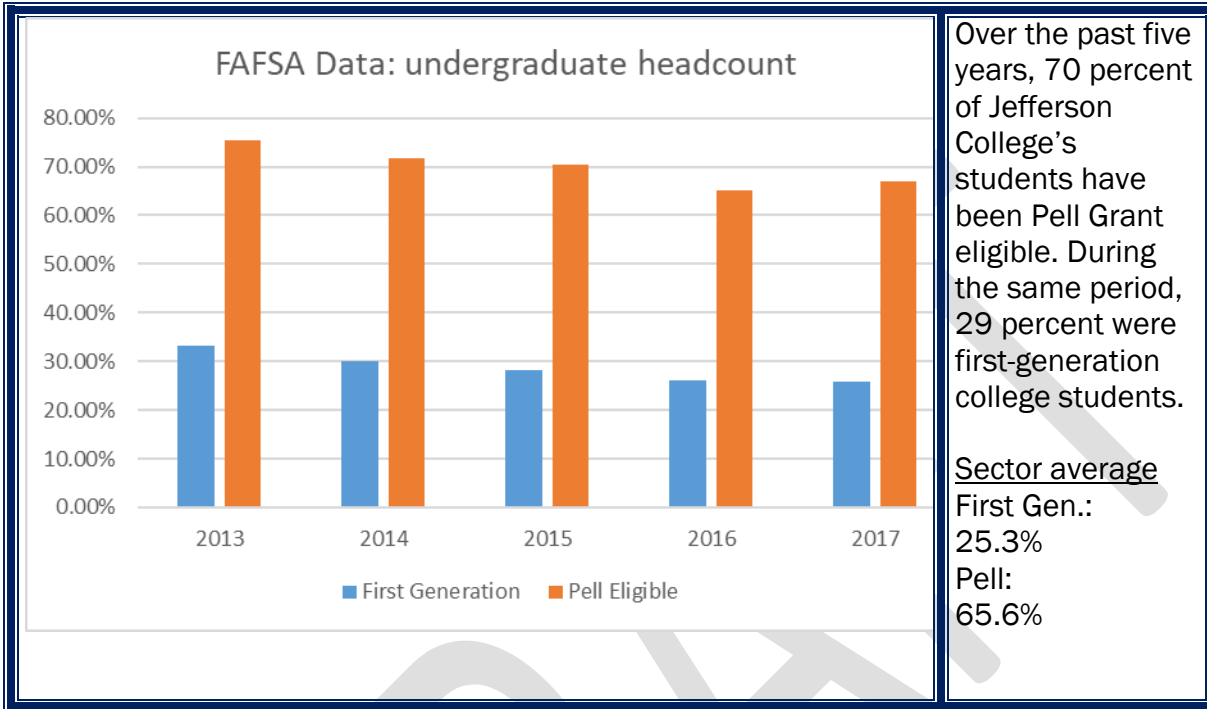
Race/Ethnicity: undergraduate headcount, 5-YR average



On average, 89 percent of Jefferson's students are white, two percent are Black or African American and 1.5 percent are Hispanic/Latino.

Race/Ethnicity: undergraduate headcount







Jefferson College Program Inventory

2-digit CIP	Program Description (2-digit CIP)	Degree Level	5-YR average	# of programs	off-site locations	Graduates per program
11	Computer Sciences	Associate	12.0	2		6.0
11	Computer Sciences	Certificate		2		0.0
12	Personal & Culinary Services	Associate	7.0	1		7.0
12	Personal & Culinary Services	Certificate	0.8	2		0.4
13	Education	Associate	41.4	1		41.4
14	Engineering	Associate	10.8	2		5.4
15	Engineering Tech	Associate	1.6	1		1.6
19	Family & Consumer Sciences	Associate	5.8	1		5.8
19	Family & Consumer Sciences	Certificate	1.4	1		1.4
24	Liberal Arts/Gen Studies /Humanities	Associate	370.2	4		92.6
43	Protective Services	Associate	18.6	3		6.2
43	Protective Services	Certificate	27.6	8		3.5
46	Construction Trades	Associate		1		0.0
47	Mechanic & Repair Tech	Associate	17.4	4		4.4
47	Mechanic & Repair Tech	Certificate		6		0.0
48	Precision Production	Associate	15.0	2		7.5
48	Precision Production	Certificate	2.0	2		1.0
50	Visual & Performing Arts	Associate		1		0.0
51	Health Professions	Associate	115.8	7		16.5
51	Health Professions	Certificate	92.6	6		15.4
52	Business Mgmt & Admin	Associate	27.2	2		13.6
52	Business Mgmt & Admin	Certificate	7.6	6		1.3

Ten Highest Producing Programs

CIP	Program Description (6-digit CIP)	Degree level	5-YR average	# of programs	off-site locations	Graduates per program
240101	Liberal Arts and Sciences/Liberal Studies	Associate	370.2	4		92.6
513801	Registered Nursing/Registered Nurse	Associate	57.6	1		57.6
513901	Licensed Practical/Vocational Nurse Training	Certificate	55.6	1		55.6
131299	Teacher Education and Professional Development, Spec	Associate	41.4	1		41.4
510904	Emergency Medical Technology/Technician (EMT Param	Certificate	37.0	3		12.3
430201	Fire Prevention and Safety Technology/Technician	Certificate	27.6	5		5.5
520101	Business/Commerce, General	Associate	24.2	1		24.2
430107	Criminal Justice/Police Science	Associate	18.2	1		18.2
510808	Veterinary/Animal Health Technology/Technician and \	Associate	18.2	1		18.2
110901	Computer Systems Networking and Telecommunicatio	Associate	12.0	1		12.0