

TEAM
MEETING MINUTES
October 23, 2018 – BOARD ROOM

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

Members Absent: Daryl Gehbauer

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:09 a.m.	Ray	
Approval of Minutes	The minutes of the October 2, 2018 meeting will be reviewed at the next meeting. Dena motioned to approve the October 9, 2018 meeting minutes and Kim seconded. All approved.	Team	
Review of Action Items/ Closing the Loop Team Minutes	Shelby Blum is moving from Employment Services to the 25-hour position in Trish Aumann’s area. Miriam and Shannon will continue to take Team minutes through the end of the fall semester, and Shelby will take over in January. The topics of simplifying meeting minutes and implementing training sessions for those who take minutes will be discussed at the Council of Chairs meeting and at PLC.	Caron	
Hot Topics Clery Audit	Kim provided an overview of the Clery audit that took place on campus last week by consultants from D. Stafford & Associates. A core group of six administrators and staff members participated in all meetings, with others attending specific sessions. The consultants will be back on campus November 5-6 to focus on JCCPD records. The College should expect to receive a report by Christmas that includes 200-250 recommendations. Kim noted that online training software has been purchased for campus security authorities. Mandatory reporting was discussed, as well as the importance of the Clery process. There have been reports of other schools being fined hundreds of thousands of dollars for Clery violations.	Kim	
Website Review	The website is being reviewed for any needed updates. It was recommended that a website feedback button be added to allow people to report errors or web page issues. Roger noted that software is in place to identify broken links so they can be fixed. The issue is inaccurate or old information included on web pages. Ray asked how the College can be sure that reported errors have been corrected. Caron will email Team a list of employees and their website permissions from Erin Bova, so that Team members can review their areas. It was determined that a point person, such as an administrative assistant, will be identified in each area to determine how reported errors should be routed.	Kim	
Budget Budget Workgroups Follow-Up	Ray would like to see the budget work groups continued this year to help keep people involved in broad budget discussions. Caron noted that if Instruction takes over academic plans, it would affect other things such as advising, facilities, and equipment needs, and could	Team	

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<p>Instruction</p> <p>Interim Associate Dean, Communication & Humanities</p> <p>CTE</p>	<ul style="list-style-type: none"> • Chris Otto wrote the Children’s Christmas Play “Not Even a Mouse” that will be presented November 14-18. Ray asked if a snippet of the play could be recorded, as well as clips of choir concerts, etc., to allow Board members to see all of the quality performances that are happening on the campus. The clips could be included in the President’s Report to the Board. • The Board of Trustees work session will take place this Thursday. Topics to be covered include HLC and the presidential search process. • The MCCA Convention will be held November 7-9. Ray will ask a few people who attend to give updates at the December Board meeting and report on something important that they learned. <p>MDHE performance standards are still being determined. Based on the MDHE review of the Mission, discussions are taking place on how to build more accountability into it. The administrative cabinet side of MDHE may be streamlined. Governor Parsons may make some changes since he has had a short first-term. Potential changes to offices such as Workforce Development could affect the College.</p> <p>The College’s first Day of Service took place on Friday, October 19 and went well. Ray and Tasha plan to meet to discuss how to build staff volunteer opportunities into policy.</p> <p>Michael noted that the Jazz Faculty Concert has been cancelled.</p> <p>Michael and Leslie Buck met to discuss courses for submission to MOTR Core 42. Caron noted that she received an email yesterday that courses are no longer being accepted for 2019-2020.</p> <p>The state-mandated Civics exam was discussed. The Department of Education has indicated that schools must have their own exams. Caron noted that the exam would have to be transcribed. The College will need to determine if the exam can be integrated into a class, or if students will have to go to the Testing Center to complete it. Ray noted that it seems logical to tie the exam to a class. Transfer students would also have to be considered.</p> <p>Dena noted that the CTE Advisory Council will meet tomorrow.</p> <p>Grant training webinars have started. Lakeview Consulting is doing the training.</p> <p>Caron, Dena, and Kenny Wilson have discussed the dental assistant needs for COMTREA. They are looking at the Missouri Excels Grant and Delta Dental grants to try to make this program possible.</p> <p>CAPTE is on campus for the PTA accreditation visit.</p>		

