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

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.	Caron	
	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.		
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.	Team	
	Caron noted that if Instruction takes over academic plans, it would affect other things such as advising, facilities, and equipment needs, and could		

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	potentially turn into a master plan. This will be discussed at VPI. Caron noted that it could align with one of the budget work groups.	(ppa.e.)	
	State revenues are not clear at this point, performance funding changes have not yet been determined, and with the potential for added expenses (Clery, etc.), it may be a challenge to plan the budget. Team is encouraged to start looking over budgets and begin discussions.		
	The December 11 th Team meeting is going to be moved to the Arnold campus for a Team Retreat. Team will meet at 8:00 a.m. in JCA 325.		
	The Board election was discussed. The two-year term will be separate from the six-year term.		
Planning HLC Updates	Kim and Caron will be meeting with Criterion chairs through October 31. Feedback from the Mock HLC Visit will be reviewed to ensure that any needed updates are made before the Assurance Argument draft is released. The Assurance Argument could go to PLC in January. Ray noted the importance of making sure that the right people edit the document. An executive summary will be prepared, and a list will be provided so people know which Criterion they need to review. The document will also be sent to constituent group chairs and the campus community for review.	Kim/Caron	
	Kim and Caron plan to meet with Sarah Bright and Amy Kausler regarding federal compliance.		
	The Board will have an HLC primer as part of their work session this week. An HLC update will also be added to the next PLC agenda.		
SPOL/Strategic Planning Updates	Capital Project presentations are scheduled for Friday, October 26.	Caron	
	The Graduating Student Opinion Survey results are in. Brandon Whittington will provide a version that includes student comments.		
	Trish Aumann and Kristin Sherman are attending SPOL training.		
FAST	Miriam was trained in FAST reporting and has utilized FAST to work on budget reports for the Instructional division. Faculty and staff received an email that included instructions on FAST.	Caron	
Division/Departmental Updates President	Pay noted that there are 4.5 months signed up for Enterprise II	Team	
	 Ray noted that there are 4-5 people signed up for Enterprise U. The calendar was reviewed: Monticello Society will be held at 5:30 p.m. on November 13. The focus will be on Library donors. There will be a reception held in the Administration hallway and an awards ceremony will follow in the Library. Tours of the Library will be offered. The YMCA Auction is scheduled for November 17. 		

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	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. The 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.		
	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.		
	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.		
nstruction			
nterim Associate Dean, Communication &	Michael noted that the Jazz Faculty Concert has been cancelled.		
Humanities	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.		
	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 transcripted. 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.		
CTE	Dena noted that the CTE Advisory Council will meet tomorrow.		
	Grant training webinars have started. Lakeview Consulting is doing the training.		
	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.		
	CAPTE is on campus for the PTA accreditation visit.		

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A&S	Caron shared information on a smaller grant to support Public Health.	(подражения)	
	The LEA graduation is scheduled for Thursday, December 6.		
	Caron presented information on the MOTR Core 42 Course Transfer Tracker. She noted that a minimum grade of "D" is currently accepted, but that is expected to change over the next few months. Information can be accessed online at: https://web.dhe.mo.gov/dhe/coursetransfertracker/universitycourses.faces		
	At Thursday's CBHE meeting, two-year college were excused and a Mission review meeting took place for four-year schools. Discussion took place on baccalaureate programs offered at community colleges, and about how few regulations are in place for private schools in the state. Universities are holding discussions about "gentlemen's agreements" with regard to service territories.		
Student Services	Kim reported that February 11, 2019 has been proposed as the first day of summer 2019 registration.		
	Athletics will host a Trivia Night on Saturday, November 10.		
	The Men's Soccer team is in post-season play, with a game scheduled today at 2:00 p.m.		
	The Women's Soccer team won their last game of the season.		
	Online advising and online chat will be offered for spring registration, which starts next month.		
PR/Marketing	Roger reported that his team won seven Medallion awards this year. Congratulations!		
	Holly Lincoln and Roger will be presenting at Twin City Rotary Club today about the Vikings' Vault Food Pantry.		
Human Resources	Tasha passed around two Permission to Fill forms for Daryl Gehbauer.		
	Ray reminded Team that the Campus Police Department has the authority to conduct a field sobriety test if a student appears to be intoxicated on-campus and plans to drive.		
	Ray noted that faculty members need to be determined for the Foundation Director Search Committee. Sarah Bright will serve as a Student Financial Services representative, and Ray would also like someone from Athletics to serve.		
Adjournment	The meeting was adjourned at 11:18 a.m. The next meeting date is October 30, 2018. Miriam Rouggly will take minutes.		

Respectfully submitted,

Shannon Schoenky

Administrative Assistant to the Vice President of Student Services