

**TEAM**  
**MEETING MINUTES**  
**October 30, 2018 – BOARD ROOM**

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

**Members Absent:**

**Guests:** Tracy James

<b>EXPECTED OUTCOMES OF MEETING:</b>			
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item/ Person(s) Responsible (If Applicable)</b>	<b>Timeline/ Deadline</b>
<b>Call to Order</b>	The meeting began at 9:07 a.m.	Ray Cummiskey	
<b>Approval of Minutes</b>	Dena made a motion to approve the October 2, 2018 minutes. Michael seconded the motion. All approved.	Team	
<b>Review of Action Items/ Closing the Loop</b>  IT Update	<p>Tracy James gave an update on current and completed IT projects:</p> <ul style="list-style-type: none"> <li>• The cell phone amplification continues to be implemented building-by-building.</li> <li>• October 31 is the last day Cognos is available. FAST Financial Reporting has been rolled out to budget managers.</li> <li>• Banner 8 is going away this year; the College has had Banner 9 in place for the last six months.</li> <li>• The wireless internet project for Viking Woods is complete.</li> <li>• The fiber optics system is out of date; Tracy would like to move to single-mode fiber, which is higher speed and recommended for the fire alarm system. Tracy sent a request to the state for some funding for installation. Costs are estimated at \$270,000.</li> <li>• The campus did well in the cybersecurity awareness campaign: only 3.6% of the population clicked on the suspicious link that was sent. The average rate is 17.2%.</li> <li>• Ray mentioned the importance of reminding employees about computer security when leaving their desks.</li> <li>• The updated voicemail system went into place in August.</li> <li>• IT updated the ID card software, which integrates with Oracle and Banner. They have installed a printer and camera in HR for new employee IDs.</li> <li>• Updated management software is coming soon; it will be launched by Debbie Bonham and Kim Niehaus.</li> </ul>	Tracy James	
VoiceMail Updates	<p>Ray mentioned an increase in standing desks on campus. Generally, these have been considered a personal expense unless required for medical reasons. It may be a good idea to select several style options to maintain a consistent, professional appearance across campus.</p> <p>Daryl distributed a list of phone extensions that have not set up voicemail. He asked Team members to address with the employees in their divisions.</p> <ul style="list-style-type: none"> <li>• Tracy asked HR to notify IT when an employee leaves so the extension can be removed or reassigned. IT can always add the extension back if needed.</li> <li>• Daryl asked for feedback on the automated phone system. It has calmed down, but some administrative assistants were</li> </ul>	<p>Team: standard models for standing desks.</p> <p>Team: follow up with employees to set up voicemail.</p>	

**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
	<p>receiving numerous calls for other departments at the beginning of the semester.</p> <ul style="list-style-type: none"> <li>• Team talked about clear expectations with phone and voicemail: expecting that employees answer their phones, set up their voicemail, and respond to messages. When mailboxes are full, notify the employee to ask them to clear the messages.</li> <li>• Some employees utilize Google phone numbers that forward to their personal cell phones. If the personal phone becomes the primary mode of communication for business, it comes under the Sunshine Law as public record.</li> </ul>		
<p><b>Hot Topics</b></p> <p>Submitting Financial Data</p> <p>Housekeeping Issues</p> <p>Years of Service Date</p> <p>Emergency Preparedness</p> <p>Inclement Weather Contacts and Procedure</p>	<p>Daryl requested those submitting financial data outside the institution (e.g., grants, reporting, etc.) to check the numbers with Kathy Kuhlmann. He would like a formal process that allows lead-time for Kathy and accuracy for those submitting financial information to outside groups. Daryl will send a campus announcement with guidelines for the process.</p> <p>Daryl distributed a list of issues from the housekeeping staff (e.g., full cups of liquid in the trashcans, which cause spills.) Daryl will put out an announcement from the staff asking for assistance from the campus community to keep the campus clean. Team members will also address with their divisions.</p> <p>The Employee Support Committee reserved a tentative date of Wednesday, April 24, 2019 for the Years of Service event. There were no known conflicts.</p> <p>Daryl distributed an updated list of employees listed as building contacts, which is posted on the HR page. He would like to meet with these employees to discuss responsibilities and expectations and asked Team for feedback.</p> <ul style="list-style-type: none"> <li>• The main responsibility would be to notify administration when an emergency occurs in the building.</li> <li>• It would be unfair to place evacuation decisions on support staff; a person with more authority should make that call. As a result, Team discussed spreading out the Interim Associate Deans among buildings to provide that support.</li> <li>• Some buildings may need more than one contact due to different sections (e.g., Testing Center, CTE Building).</li> <li>• Daryl asked members to remind faculty to close classroom doors when there is an evacuation.</li> <li>• Evening emergency procedures were questioned, as emergency contacts would not be present after 4:30. The safety of outside groups reserving a room was also questioned: how would staff know to evacuate a room that was reserved by outside members?</li> </ul> <p>Roger mentioned the need to review the snow closing procedure. Team discussed options for administrators and/or campus police</p>	<p>Team: check financial reports with Kathy.</p> <p>Daryl: send campus announcement.</p> <p>Daryl Gehbauer</p> <p>Daryl: convene meeting of emergency contacts.</p> <p>Daryl: appoint contacts for</p>	

**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Clery Visit November 5 and 6	<p>officers to check road conditions in areas across the county. Daryl will report to Team.</p> <p>Clery will be on campus November 5 and 6 for the Police Records Audit. It is the 3<sup>rd</sup> and final part of the Clery audit, specific to the police department. Due to the audit, Admin meeting was cancelled Monday, November 5, and Team meeting was cancelled Tuesday, November 6.</p>	<p>inclement weather.</p> <p>Kim Harvey</p>	
<b>Budget</b>	Daryl will reconvene the budget workgroups for FY 2020.	Daryl Gerhbauer	
<b>Planning</b> HLC Updates	<p>The College received 5-star quality feedback from HLC on the <a href="#">Quality Initiative</a> (participation tracking system). Kim will share the document with Team members and at PLC. HLC appreciated the scope of the project, the participation across campus, and the resources poured into it.</p> <p>Board Training</p> <ul style="list-style-type: none"> <li>• Caron and Kim adapted the October 16 presentation for the Board and emphasized the types of questions they may be asked by reviewers.</li> <li>• The conversation was very interactive and Board members were engaged. They talked through the challenges since the last review in 2009 and the steps the College has taken.</li> </ul>	<p>Kim: send QI document to Team.</p> <p>Caron Daugherty</p>	
<p><b>Division/Departmental Updates</b> President</p> <p>Instruction</p>	<p><b>Ray</b></p> <ul style="list-style-type: none"> <li>• Ray mentioned the Metropolitan Community College MLK Jr. Scholarship Luncheon as a good example of community outreach and service as the College looks at diversity initiatives. Dena shared about a talk she heard at the Missouri 2030 Conference on unconscious bias. She will send it to Tasha and the Diversity Committee.</li> <li>• The American Council for Education published “Internationalizing the Campus: A User’s Guide” for building international student communities, which Ray gave to Kim.</li> <li>• There is a move by universities to remove the regional model and offer programs statewide. Concerns about marketing across districts and competing services were raised.</li> <li>• Faculty Senate asked Ray about the shared governance task force and report from Jim Reeves. Corrections are needed in the report before it goes forward. Faculty Senate may ask Ray to attend in December. Classified staff have also voiced frustration with lack of staff representation in the report.</li> <li>• Dave Crump of Habitat for Humanity sent a thank-you letter for the Day of Service. Ray talked to several other community partners who had a positive experience as well.</li> </ul> <p><b>Caron</b></p> <ul style="list-style-type: none"> <li>• Caron will be hosting two open Q&amp;A Sessions regarding the structure of the Instruction Division: 2:00 p.m. on November 20 in JCA323, and 3:00 p.m. on November 26 in ASI119.</li> </ul>	Team	

**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
<p>A&amp;S</p> <p>CTE</p> <p>Finance &amp; Administration</p> <p>Student Services</p> <p>PR/Marketing Human Resources</p>	<ul style="list-style-type: none"> <li>The Instruction Division Task Force meets on December 6. Caron is transitioning the conversation away from pathway implications, rollout, advising, etc. to develop the structure of the division. So far, the task force has unearthed some good conversations. Caron will develop a Facts and FAQs document to share at the Q&amp;As.</li> </ul> <p><b>Michael</b></p> <ul style="list-style-type: none"> <li>Faculty appreciated the strong attendance at the Faculty Art Show reception on October 29. Ray will also point out the art show to the Monticello Society on November 13.</li> <li>Michael mentioned the early enrollment report dates were off by a few weeks; it will not be corrected until next year.</li> </ul> <p><b>Dena</b></p> <ul style="list-style-type: none"> <li>Lora Warner nominated H-J Enterprises as the Employer of the Year, through the Missouri Association of Career Services. They will be recognized at their annual meeting.</li> <li>Dena’s division is working on the MoExcels grant proposal for a Dental Assisting program. It would be a one-year certification. COMTREA has been asking for this program for several years; there are no training programs in Missouri south of St. Louis. The demand for assistants in federally qualified dental offices is high.</li> <li>Dena and Trish are working with a grant consultant on ideas with maximum potential for grant funding. Trish will bring the list to Team the next time she attends so they can discuss the ideas most likely to get funding.</li> </ul> <p><b>Daryl</b> and the Team discussed models for staffing the Cashier’s office since a Cashier is retiring in December. Cashiering at the off-site campuses, hours of operation, face-to-face vs. online payments, and consistent processes across campuses were discussed. Services to students are the priority.</p> <p><b>Kim</b> announced a memorial for Reuel Tyson would take place on Thursday, November 1. A fund to assist the family with expenses has been set up through the Foundation.</p> <p><b>Roger</b> – No Report <b>Tasha</b> – No Report</p>		
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 11:49 a.m. The November 6 meeting is cancelled due to Clery and MCCA. The next meeting date is November 13, 2018. Miriam Rouggy will take minutes.</p>		

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