

TEAM
MEETING MINUTES
December 4, 2018 – BOARD ROOM

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

Absent: Caron Daugherty

Guests: Rob Brieler, Allan Wamsley

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:07 a.m. Permission to Fill forms for the Information Analyst and A&S Part-time Office Assistant positions were passed around. Daryl noted that due to Claudia Stuppy's resignation, he plans to eliminate the Assistant Controller position and replace it with a Controller. Ray joined the meeting at 9:50 a.m.	Ray	
Approval of Minutes	The minutes of the November 27th Team meeting will be reviewed at the December 18th meeting.	Team	
Review of Action Items/ Closing the Loop Impact of the Increase in Minimum Wage	Tasha said that Shelly Mueller is working on a report to show the impact of salary increases for employees who currently make less than the new minimum wage amount. Tasha asked if it should be assumed that student workers and some temporary employees currently making less than the new minimum wage will work the same number of hours once their pay is increased. She noted that the part-time regular pay schedule will need to be adjusted with the changes to minimum wage rates.	Tasha	
Hot Topics Graduating Student Opinion Survey	Kim and Allen spoke about the comments received in the most recent Graduating Student Opinion Surveys. While there was much positive feedback, a few comments indicated that more support is needed for student organizations. There were also a few accessibility concerns, and rankings for parking, the cafeteria, and the bookstore were low. A concerning trend in the surveys is related to the FYI requirement and COL courses. Discussion followed on whether the FYE requirement should be kept as-is. It was emphasized how many positive comments were received about faculty and staff being helpful. Allan noted that the online course review has been in place for about three years and that course changes are made according to national practices. There has been a gradual slow increase in online course completion rates, but the numbers are in the positive. Dual enrollment students are helping the numbers. Allan reported that the dual credit course completion rate is exceptional at 95%. The fall-to-fall persistence is excellent.	Kim/Allan	
Summer Graduates Question	Dena asked about the possibility of doing something to recognize summer graduates, perhaps a cake and punch reception or some type of celebration. Kim indicated that she would ask Stacey Wilson to check with other schools to see what they do.	Dena	

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<p>MDHE Student Success Peer Counseling Program Grant</p> <p>Classification Study Update</p> <p>Employee Onboarding Checklist</p>	<p>Kim mentioned a grant opportunity that would allow the College to hire up to three students to serve as financial literacy peer counselors for other students. This would be a one-semester grant for a maximum of \$8,400 and would replace the Loan Default Prevention Grant.</p> <p>Classification Study results, including market data and a salary schedule, should arrive Monday and will be shared with the Task Force next Friday. Tasha would like to share the information with Team on December 18. The consultant will be on campus January 28 to present to campus the process of identifying grades and determining how positions are graded, review the new format of job descriptions, and educate employees on new system. Tasha would like the consultant to present the information via Webex during a Team meeting prior to the all-campus meeting, possibly January 15. He could also meet with Team on January 28 prior to the all-campus meeting.</p> <p>By January 31, all job descriptions should be back to Tasha. Supervisors will review job descriptions with employees in February, bring to Tasha's attention any glaring mistakes, and sign off on revisions. The information will be presented to the Board in March along with the Voluntary Separation Incentive. Tasha hopes to get word out to supervisors in early January about the February process. Tasha noted that the consultant has been very helpful with the whole process.</p> <p>Daryl said the information came out of the Employee Support group, who would like to have a mentoring component implemented. Tasha noted that PeopleAdmin has a feature that could be utilized. HR will provide oversight for onboarding. A Mentor Checklist will be developed.</p>	<p>Kim</p> <p>Tasha</p> <p>Daryl</p>	
<p>Budget Budget Workgroups Follow-Up</p>	<p>The budget retreat will be held on Tuesday, December 11. Discussion has not happened regarding positions created by faculty retirements. Ray noted the need to identify what positions will be left open and what will happen with positions that were left open last year. The group will probably plan for next year based on flat enrollment projections.</p> <p>Dena asked if MDHE may be getting money for deferred maintenance. Ray said that the last capital bill took about three years to get through. The last capital process was for all state facilities and not just higher education. The Department of Economic Development is asking for \$27 million for workforce development.</p>	<p>Team</p>	
<p>Planning HLC Updates</p> <p>SPOL</p> <p>FAST Reporting</p>	<p>No discussion.</p> <p>Rob presented Institutional Research monthly updates and National Community College Benchmark Project report trends. The reports are attached. If Team would like to see additional information, they were asked to let Rob know. Roger asked Rob to assist with compiling information for Legislative Week in Jefferson City for the week of January 14, 2019.</p> <p>No discussion.</p>	<p>Kim</p> <p>Rob</p>	

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<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>Interim Associate Dean, Communication & Humanities</p> <p>CTE</p> <p>Finance and Administration</p> <p>Student Services</p>	<ul style="list-style-type: none"> • A discussion on the Foundation Director search will take place at the budget retreat. A few non-Team members will join the group at 7:30 a.m. to provide feedback. An on-campus reception will be held at 3 p.m. on Monday, December 10. Candidates will then be invited to the Ault House, and Foundation Board members will have the chance to interact with them. The Team is welcome to attend. • Ray was recognized as “Business Person of the Year” earlier this morning by the Arnold Chamber of Commerce. • The JCSGA Dinner will be held this evening. • The Board Meeting is scheduled for Thursday night. The January Board book is also now open. • Legislative Week will be held the second week of January in Jefferson City. There are two new representatives. Notable items include the Clean Missouri Bill, which will redesign district lines, a right-to-work bill that has been filed, and new gun legislation. A+ will also be a topic. • Caron was not present to report. • The Pottery Sale is December 5-6, the Band Concert is tonight at 7:30 p.m., the Jazz Concert is Thursday, and the Choir Concert is Sunday. • Michael has been working to finish up the IRB policy. • The LEA graduation will take place this week. • Work is being done on the Common Criteria Quality Indicators (CCQI) report that is required by DESE as part of the CTE Base Funding. • Dena plans to visit Telle Tires with a Foundation Board member. • Bryan Herrick has been getting information to the Options programs at area high schools regarding the Construction and Mechanical Occupations Academy (CAMO). • A follow-up discussion took place regarding changing fax lines to 481 numbers. Kim said that the change should not be a problem for Student Financial Services or Viking Woods. Tasha said that the HR fax is okay for the number change, but the fax machine is used mainly for medical documentation. It was suggested to possibly keep a few confidential fax machines in departments such as HR, Student Financial Services, and COS, and eliminate all others. • Walk-In Advising will continue through the first week of classes. • The Principal/Counselor Workshop is scheduled for December 14. The plan is to visit many CTE areas and take a Library tour. • Steve Shemwell recently reached out to Enrollment Services. Festus High School will hold their first Decision Day on May 2, where seniors will announce which schools they plan to attend. Kaysie Dudley will attend as a Jefferson College representative. • The Honors Recognition Ceremony will be held on Tuesday, April 30, at 6 p.m., in the Field House. • The Athletics Ceremony has been scheduled for Wednesday, May 1. 	<p>Team</p> <p>Ray</p> <p>Caron</p> <p>Michael</p> <p>Dena</p> <p>Daryl</p> <p>Kim</p>	

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PR/Marketing	<ul style="list-style-type: none"> • Spring will be the last semester for the “Be More Than a Number” campaign. • The College will run radio spots during break this year advising people to text in for information. 	Roger	
HR	<ul style="list-style-type: none"> • Tasha had nothing additional to report. 	Tasha	
Adjournment	The meeting was adjourned at 11:25 a.m. Team will hold a budget retreat at JCA on Tuesday, December 11, beginning at 7:30 a.m.		

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