

TEAM
MEETING MINUTES
February 19, 2019 – BOARD ROOM

Members Present: Ray Cummiskey, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Terry Kite, Roger Barrentine, Tasha Welsh, Karen Wicks

Members Absent: Caron Daugherty

| EXPECTED OUTCOMES OF MEETING: | | | |
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| Agenda Item | Discussion | Action Item/ Person(s) Responsible (If Applicable) | Timeline/ Deadline |
| Call to Order | The meeting began at 9:00 AM. | Ray | |
| Approval of Minutes | The minutes of the January 29, 2019 meeting were presented. Dena motioned to approve the minutes and Kim seconded. Motion carried. | Team | |
| Review of Action Items/ Closing the Loop | There were no items for discussion. | Team | |
| Hot Topics Staff Classification & Compensation Study Update | The salary analysis worksheets should be emailed to employees and supervisors on Friday. There may be step adjustments necessary for positions that are considered market-sensitive. Changes may also be needed due to the restructuring of the Instructional Division. Employees who have been identified as overpaid will not be eligible for raises until their salaries line up with their placement on the new salary schedule. Updated job descriptions were originally due from the consultants by the end of January, but Tasha now anticipates that it will be mid-March before they arrive. Ray emphasized the importance of middle managers supporting the process when talking with their staff about the changes. | Tasha | |
| Community Service Policy/Procedure | Daryl reported that the draft policy developed by the Community Service Task Force has been forwarded to constituent groups for review. Team discussed the proposed policy, which would allow staff to use 24 hours per year to volunteer at the Vikings' Vault, pick trash up along roadways, and perform other community service during their workdays. It was noted that the College's Day of Service should be included in that 24 hours. A suggestion was made to develop a list of approved community service opportunities, primarily within Jefferson County, that would be available for staff to choose from. It was also suggested that the application and approval process be included. Dena noted that there is an app called Helper Helper, which is used to track community service. Tasha indicated that she would prepare a strikethrough version of the draft. It was agreed that the process needs to be worked through before it is taken to the Board. | Daryl | |
| Arnold Campus | Caron was not present to discuss this item. | Caron | |
| Budget Budget Workgroups Follow-Up | Topics of discussion for the February 28 Board work session will be the budget and the HLC visit. Julia Hampton will be invited to attend and provide information and ask questions from an HLC Peer Reviewer's perspective. Kim will focus on the HLC information sheet for the Board. | Team | |
| Planning HLC Updates | Kim reported that the Assurance Argument and Federal Compliance Filing were submitted. More information was requested, and 242 | Kim | |

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| | <p>additional pages of documentation were uploaded on Friday. A sampling of course syllabi was requested to show consistency among different course section lengths, locations, and modalities. Caron and Kim will plan campus sessions for the week of March 4 and more information will be shared. The final Assurance Argument will be posted to the College's HLC website. Kim hopes to receive the draft agenda in the next week.</p> | | |
| <p>Division/Departmental Updates</p> <p>President</p> <p>Instruction</p> <p>Interim Associate Dean, Social & Natural Sciences</p> <p>CTE</p> <p>Finance and Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>HR</p> | <ul style="list-style-type: none"> • Ray congratulated Dena on being named President Elect. • Ray reported on his trip to Washington D.C.: <ul style="list-style-type: none"> ➤ There is a push at the federal level for a second chance Pell. Discussion took place about allowing flexibility with Pell for more short-term training. ➤ A big discussion item was requests for data. Low graduation rates for community colleges were a focus. Not taken into account are those students who take classes and transfer, or enroll with no intention of earning a degree. • Ray thanked Roger and Don Riffe for getting the Clery timely warning email out. Further discussion is needed to encourage staff and faculty to lock classrooms, labs, and offices when gone. • Caron was not present to report. • Terry had nothing to report. • Dena had nothing to report. • The cell phone application has been completed to ensure more consistent coverage on campus. • The initial BAT-FAT meeting will take place this afternoon. Alice Flores from NEA will attend as a faculty guest and Shane Jones will attend for administration. Rebecca Ellison and Maryanne Angliongto are faculty team members. Negotiations must be done by the first of June. The groups should then not need to meet again for three years. • Doug Cady has been hired as the new Information Analyst. • The Student Leadership Specialist position will be reposted. • Karen has submitted two grants, one for a Dental Assisting program and one for Aquatics. • Jazz & Jeans invitations will be going out soon. • Jennifer Hanson approved a letter that will go to faculty and staff asking for auction basket donations. • The Black History Luncheon will take place on Saturday, February 23, from 11 a.m.-2 p.m. The College has purchased a table. • Tasha left the meeting early to prepare for the Staff Classification and Compensation Study presentations. | <p>Team</p> <p>Ray</p> <p>Caron</p> <p>Terry</p> <p>Dena</p> <p>Daryl</p> <p>Kim</p> <p>Karen</p> <p>Roger</p> <p>Tasha</p> | |

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| Adjournment | A Team budget meeting is scheduled from 8:00 a.m.-12:00 p.m. on Tuesday, February 26. There being no further business, the meeting was adjourned at 11:09 a.m. | | |

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