

**TEAM**  
**MEETING MINUTES**  
**March 5, 2019 – BOARD ROOM**

**Members Present:** Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, , Dena McCaffrey, Terry Kite, Roger Barrentine, Karen Wicks

**Members Absent:** Kim Harvey, Tasha Welsh

**Guests:** Rob Brieler

<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 9:08 a.m.	Ray Cummiskey	
<b>Approval of Minutes</b>	Dena motioned to approve the February 5, 2019 minutes. Daryl seconded the motion. All approved.	Team	
<b>IR Update</b>	<p>Rob Brieler gave the following Institutional Research updates:</p> <ul style="list-style-type: none"> <li>• Winter IPEDS was submitted on time; Spring IPEDS is due in April. The HLC annual update will be submitted by Friday, March 8.</li> <li>• After the Guided Pathways Summit on February 12, Rob compiled data to show the cost of failure to retain a student: in fall 2018, 1,590 students were not retained from fall 2017. The non-retention of those students “cost” 67,000 credit hours, and resulted in a loss of \$7.1 million, had those students completed a degree. <ul style="list-style-type: none"> <li>○ Even a small goal, such as increasing retention by 1%, would affect 16 students’ lives and have an impact of \$71,000.</li> <li>○ Though Guided Pathways and the restructure are separate issues, the restructure is a good set up for advising/navigation possibilities. If navigators can be put in place in each division, it would free up faculty to focus on program advising and course selection with students.</li> <li>○ Ensure students have options and assistance as they choose a career path.</li> </ul> </li> <li>• Rob developed a script for Student Services to use to determine which students have completed the 42 CORE credit hours, a state mandate. Stacey Wilson is checking to make sure it is working properly. Data shows students who complete an Associate’s degree are more successful at a four-year institution; ways to encourage completion of the degree prior to transfer were discussed. The College may need to consider an incentive for students opting to complete their Associates rather than transferring after only 42 credit hours.</li> </ul>	Rob Brieler	
PowerBI demonstration	Rob presented a demo of PowerBI – a dashboard program from Microsoft, which came out of the MCCA IR Advisory council. The licenses are inexpensive, and only a few people on campus would need the license. It could embed in MyJeffco and allow directors and deans/associate deans to have internal access. Tableau is a similar product, but runs approximately \$1,500 per license. FAST may also be able to build a similar product for the College; they have been very responsive to requests.		
<b>Review of Action Items/ Closing the Loop</b>	No items for discussion.		

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<p><b>Hot Topics</b> Observatory Follow-up</p>	<p>The Observatory project is still in the initial phases of envisioning.</p> <ul style="list-style-type: none"> <li>• Don Ficken from St. Louis Astronomical Society (SLAS) provided a plan for a small observatory. SLAS would purchase the structure for placement on College property with the understanding that the College would commit to manage site (provide access, sidewalks, etc.) SLAS members would also have access to the structure as needed.</li> <li>• The Capital Project was approved, supplying \$38,000 toward the project, which should cover sidewalks and some ADA modifications that are needed.</li> <li>• SLAS predicts high use based on the significant response to the star gazing nights hosted by the College last year. No observatory like this exists between Jefferson College and St. Charles.</li> <li>• Daryl would like to work up an agreement with SLAS so that timelines and expectations are clear between both parties. SLAS is a good organization have as a partner.</li> </ul>	<p>Daryl Gehbauer</p>	
<p><b>Budget</b> Budget Workgroups Follow-Up</p>	<p>The Board work session is on Thursday, March 7. Daryl will share the budget information with them in that meeting. There will be additional changes to the assumptions once the specific numbers from the compensation study and VSIP come through.</p>	<p>Daryl Gehbauer</p>	
<p><b>Planning</b> HLC Updates</p>	<ul style="list-style-type: none"> <li>• HLC mandatory information sessions will be held on March 7 and 8, with five time slot options for faculty and staff.</li> <li>• The agenda for the site visit is being refined. The team asked for a specific meeting with the SEM/R committee, and focus sessions with student success and faculty. The site team will probably add at least one additional meeting on Monday March 11.</li> <li>• After the visit, there needs to be a plan to start working on any areas of improvement immediately rather than waiting for the next accreditation cycle.</li> <li>• The College would like to host an HLC Celebration on Thursday, March 14 at 3:30 p.m. This event would celebrate the hard work done by the campus for HLC.</li> </ul>	<p>Caron Daugherty &amp; Kim Harvey</p>	
<p><b>Division/Departmental Updates</b> President</p>	<p><b>Ray</b></p> <ul style="list-style-type: none"> <li>• Zora Mulligan has agreed to be the Commencement speaker this year.</li> <li>• The Board dinner will be April 11 at 4:30 in the Culinary Dining Room, prior to the Board meeting that evening.</li> <li>• Representatives from MIZZOU will be on campus March 14 to discuss partnership opportunities.</li> <li>• The CBHE board dinner will focus on the A+ discussion happening in the legislature and approving the college mission statements.</li> <li>• The MCCA President’s Council will be talking about advertising and recruiting in other schools’ districts.</li> <li>• Ray mentioned the Campus Compact President flew into St. Louis from Boston to attend the Missouri meeting. It shows their commitment to the region. In terms of civic engagement, the College is looking at what the next phase of service will look like. Service is a central part of our mission.</li> </ul>	<p>Team</p>	

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<p>Instruction</p> <p>A&amp;S</p> <p>CTE</p> <p>Finance &amp; Administration</p> <p>Student Services</p>	<p><b>Caron</b></p> <ul style="list-style-type: none"> <li>• She will be meeting with ATS faculty on March 7 to answer questions about the restructure and the ATS. Meetings with the Associate Deans and Dena regarding the restructure next steps will follow.</li> <li>• Faculty Work Day is March 7. All professional development sessions are elective that day.</li> <li>• COTA Conference, February 12: Caron would like all Associate Deans to attend the conference next year. Topics such as Core42 updates, MDHE updates, pathways updates, and several transfer sessions were covered. Molly Hudgins from Lindenwood was one of the speakers, and was very engaging; Connie Kuchar suggested she speak during Opening Week.</li> </ul> <p><b>Terry</b></p> <ul style="list-style-type: none"> <li>• The spring play, “One Slight Hitch” went off well. Due to inclement weather, the Sunday show was cancelled and a make-up show was presented on Monday.</li> </ul> <p><b>Dena</b></p> <ul style="list-style-type: none"> <li>• Approximately thirty ATS and CTE students have participated in district competitions for SkillsUSA; welding students took first, second, fifth and eighth places and a carpentry student placed fourth in their district competitions. An anticipated thirty students will place high enough to attend the state competition later this spring.</li> <li>• ATS students in Metal Fab, Carpentry, Culinary, Health Services, Building Repair, and Biomedical Sciences took the WorkKeys assessment. Over 95% of the students scored at levels awarding a certificate, and 15 students (9.2%) scored at the Platinum level.</li> <li>• Lora Warner was contacted through the Veteran’s representative about a fall event serving homeless veterans. The event would include a job fair and opportunities for use of the shower facilities. Dena asked where the facilitation of this event should be housed. Daryl and Kim will discuss in their areas.</li> </ul> <p><b>Daryl</b></p> <ul style="list-style-type: none"> <li>• Meeting with Performance Services, a vendor Daryl connected with through MCCA, regarding a “green” energy project. The budget workgroups have suggested green energy and energy utilization as possibilities. The first phase is energy savings and the second would be solar power rooftop units. The initial investment is ~\$2.8 million, which would eventually pay for itself with energy savings.</li> <li>• Cell phone amplification in the Field House cannot be done in-house due to the complicated nature of the wiring. It will cost \$30,000. Ray would like to have it complete by Jazz &amp; Jeans in April.</li> </ul> <p><b>Kim</b> – No Report.</p>		

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Foundation       PR/Marketing       Human Resources	<p><b>Karen</b></p> <ul style="list-style-type: none"> <li>• The Foundation has an upcoming site visit with Ameren to tour the library; a possibility of a \$20,000 donation over 5 years.</li> <li>• Jazz and Jeans is coming up on April 13; they are working on sponsorships, and ticket sales as well as auction items.</li> </ul> <p><b>Roger</b></p> <ul style="list-style-type: none"> <li>• His team is focused on HLC-related activities and looking forward to a good visit.</li> </ul> <p><b>Tasha – No report.</b></p>		
<b>Additional Discussion</b>	No additional discussion.		
<b>Adjournment</b>	The meeting was adjourned at 10:46 a.m. The next meeting will be Thursday, March 14 at 2:30 pm. In the IT Conference Room.		

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