

**TEAM**  
**MEETING MINUTES**  
**March 14, 2019 – IT Meeting Room 123C**

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

**Members Absent:** None

<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 1:30 p.m.	Ray	
<b>Approval of Minutes</b>	The minutes of the February 19, 2019 meeting were presented. Dena made a motion to approve the minutes with minor changes suggested by Kim. Karen seconded the motion and the motion was approved.	Team	
<b>Review of Action Items/Closing the Loop</b>	There were no items to discuss.	Team	
<b>Hot Topics</b>			
Homeless Initiative	Project Homeless Connect of Jefferson County has contacted the College about using space on campus for an event designed to provide services and resources to homeless individuals. The Field House was suggested as a possible location, but further discussion is needed regarding potential issues that could arise. Stephanie Kirk, Veteran’s Representative at the Missouri Career Center in Arnold, is a contact.	Kim	
Staff Classification & Compensation Study Update	The consultants had advised Tasha that all job descriptions would be sent to her by last Friday, but only five have been received and they do not match Jefferson College positions. An email has been sent to the consultants informing them that all job descriptions are due no later than this Friday, and that they must be complete and accurate. Tasha will inform the Board that the job descriptions have not been received.	Tasha	
FSC Catering	The Classification & Compensation Study Taskforce is developing an appeal process to give employees the opportunity to review their job descriptions and appeal if they feel it is necessary. The Salary Analysis Worksheet meetings went well for the most part.	Daryl	
	There is a provision in the food service contract to relax the exclusivity for FSC to provide all on-campus food. The contract reads “minor” but is not defined. There was a recent issue with someone wanting to order 45 pizzas from off-campus and not order from FSC. Daryl ended up giving Michele Largent the opportunity to match the price. Daryl would like to define a minor event as 20 people or less, or a dollar value of less than \$200. It was noted that big meals are often much more expensive when provided by FSC as opposed to going off-campus, and that becomes a concern as staff watch budgets. Daryl noted that during the last bid cycle, some companies would not even bid on providing food service because meal plans are not required.		
Job Descriptions for Faculty Release Time	Terry presented a sample contract for release time. There are faculty members on release, but there is no agreement that outlines the expectations of the positions. Discussion followed about suggested changes to the form and the need to be consistent with regard to faculty getting release time and being paid overload. The form will be updated to include space to list start and end dates, to whom the faculty member	Terry	

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HLC Visit Issue	<p>reports, and outcomes. It will also note that one credit hour equals thirty contact hours. Caron will work with the Associate Deans on it.</p> <p>During the HLC visit's faculty-only session, the HLC Accreditation Team was asked if they had requested in advance the names of those who planned to attend focus sessions, to which they replied no. The Administrative Team agreed that email documentation of the HLC Team's request for the names of session attendees would be shared with all faculty. Kim noted that Diane Arnzen was told during her HLC Peer Reviewer training to ask for attendee lists.</p>	Caron	
<b>Budget</b> Budget Workgroups Follow-Up	<p>Team will need to discuss the budget on April 2. There should be a Board Budget Subcommittee meeting in April. PLC is on the calendar after Spring Break, but Team agreed to cancel that meeting.</p> <p>Discussion took place regarding the potential tuition/fees increase. If the Board approves a \$12 increase (\$6 tuition/\$6 fees), Team can move forward. If the Board approves a smaller increase, Team will need to meet as soon as possible after Spring Break. A tentative Team budget meeting was scheduled for 7:30-9:30 a.m., on Monday, March 25, in place of the Administrative Team meeting.</p>	Team	
<b>Planning</b> HLC Updates	There were no updates.	Kim/Caron	
<b>Division/Departmental Updates</b> President	<ul style="list-style-type: none"> <li>Ray reported that MCCA Day may take place on April 3 in Jefferson City. Ray is already planning to be there for the Growth Association, but he would like others to attend and bring some students.</li> </ul>	Team Ray	
Instruction	<ul style="list-style-type: none"> <li>Caron presented permission to fill forms for a Spanish Language instructor and for a Physics instructor. The Spanish instructor will also coordinate Global Education. The Physics need was supported and transferred from Business Administration.</li> </ul>	Caron	
Interim Associate Dean, Social & Natural Sciences	<ul style="list-style-type: none"> <li>Terry had nothing to report.</li> </ul>	Terry	
CTE	<ul style="list-style-type: none"> <li>Dena presented a permission to fill for a full-time Dental Assisting faculty position. The search process will begin, but the hiring for this position is pending funding from the Jefferson Foundation. They should know that in May or June.</li> </ul>	Dena	
Finance & Administration Student Services Foundation PR/Marketing HR	The remaining reports were tabled due to the HLC Celebration at 3:30 p.m.	Daryl Kim Karen Roger Tasha	
<b>Adjournment</b>	The next Team meeting will take place at 9:00 a.m. on Tuesday, March 26. Miriam will take minutes. The meeting adjourned at 3:00 p.m.		

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