TEAM MEETING MINUTES March 26, 2019 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Roger Barrentine, Karen Wicks Members Absent: Terry Kite, Tasha Welsh Guests: None

EXPECTED OUTCOMES OF MEETING: Agenda Item Discussion Action Item/ Timeline/ Person(s) Deadline Responsible (If Applicable) **Ray Cummiskey Call to Order** The meeting began at 9:10 a.m. **Approval of Minutes** The minutes from the March 5 and March 14 meetings were Team deferred until the next meeting. **Review of Action Items/** Team members discussed possible options for a College presence **Ray Cummiskey** Closing the Loop along Highway 30. Hot Topics No Items to discuss. Budget The Board approved authority to implement a maximum fee **Ray Cummiskey Budget Workgroups Follow**increase of up to \$6 for tuition and \$6 in fees at the last meeting. Up Daryl will send out a budget report of non-payroll **Daryl Gehbauer** • expenses for next year to Team members for review. Team discussed projections and considerations for the immediate budget year as well as for the future. SEM/R selected an enrollment projection of -2% for next year. Based on that recommendation and the budget from FY19. Team discussed an even more conservative projection of -4%. The SEM/R Committee's work on these projections was recognized and applauded. Even with good projection models, there is possibility of error. Team discussed how to take ownership if the -4% projection is incorrect. The Board will do the first reading of the budget in May and the second reading in June. After the budget work session, they will hold an open forum for employees. Budget Subcommittees will meet the week of April 15. **Caron Daugherty Professional Development Travel - Instruction** Caron would like all faculty to have the opportunity for professional development travel; some departments do not currently have it in their budgets. She would like to combine all faculty professional development travel funds into one account. A system would be developed to distribute funds to faculty in an equitable way through an application process. Travel could then be tied to the Strategic Plan. Infrastructure Needs Daryl Gehbauer Roofs need more attention this year than parking lots, particularly the Field House roof. Team discussed options for architects to support capital projects and other large projects on campus. The College is waiting on the HLC Site Review Team report, which Caron Daugherty & Planning **HLC Updates** Kim Harvey is expect mid-April. Team discussed the upcoming HLC Conference. •

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	 Discussion regarding the next HLC visit began. Team discussed starting work on the next visit as soon as the report comes in from HLC. Presenting at the HLC conference next year and sharing knowledge on the re-accreditation process at MCCA was proposed; particularly if the College receives a positive reaccreditation report. 		
Division/Departmental Updates President	 Ray April 2 is the Board election; three seats are up for election; there could be changes before the April Board meeting. The ATS Culinary dinner is that evening, April 11 at 4:30 p.m. The meeting will begin with Executive Session at 6:00 and Open Session at 6:30 p.m. The Jefferson County Growth Association Awards night is also April 11. Due to the Board Meeting, Ray asked Team for staff who could represent the College that evening. The State Legislature is back in session. Several bills could affect higher education. Free speech bill regarding the ability of campus officials to disrupt any type of free speech. Title IX bill requiring those accused to have the right of defense. Changeover of Workforce Development to MDHE, which will cause many changes. MDHE will grow to more than 300 personnel. Could change leadership to being staffled rather than commissioner-led. 	Team	
Instruction	 Caron Several upcoming meetings are scheduled for Caron, the Dean, and Associate Deans to discuss next steps with the restructure. The first is March 28. They will work on developing a workgroup of faculty to determine what the divisions/departments will be called and include. They want to complete this project by May. Mary Baricevic was nominated by students for PTK Faculty of the Year. Due to the restructure, Caron is working on developing and updating the following job descriptions and/or titles: Dean of Instruction, Associate Deans, Institutional Research, etc. Affected Board policy will need to be updated. Board may need to see job descriptions and approve before hiring. 		
A&S	Terry – No report.		
СТЕ	 Dena The State Board of Nursing (MSBN) will be on campus April 16 for the Nursing Program accreditation; their report is due end of this week. Veterinary Technology had 74 applications for the program this year: they can accept 36 students. Out of 		

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	 the applicants, 5 were out-of-state, and 2/3 were out-of-district. The program has potential to grow, but would need more space for additional animals. Dena is looking to hire a PT Regular position for the Employment Services office. Kristin Sherman is working from that office right now, and will be there until July 1. Several Trade Union representatives will be on campus for tours on March 27. Dena will be visiting Wilson Manufacturing with Matt West as well. Kozeny-Wagner representatives will be visiting campus in April. 		
Finance & Administration	Daryl		
	 His office completed the HLC Financial input with a score of 4.35, which HLC deems "above the zone". This score is up from 3.52 last year. The Collection off Title 1/ finance April 1 		
Student Services	• The College will be paying off Title IV fines on April 1.		
	 Club Awards night is April 16 at 6:00 p.m.; Honors Recognition is April 30 at 6:00 p.m.; Athletics Ceremony is May 1 at 6:00 p.m. Two students from Jefferson College, Sydney Bauer and Sue Crossland, were nominated for the PTK/All-USA Academic Teams. Both will be recognized on April 24 at Stephens College in Columbia. 		
Foundation			
	 Karen The Foundation is working on an email follow-up to the annual appeal, which will go out this week. Ameren representatives visited on March 15. The company is considering 17 other capital projects. Ameren would be an excellent partner if they choose the College. The representative from the High Ridge office is eager to be involved with the college; Karen will meet with her the first weekend of April. Ameren is looking for partnerships in the community and desires to build long-term relationships rather than contributions only. 		
PR/Marketing	 Jazz & Jeans is April 13 at 6:00 p.m. 		
	 Roger JCTV staff completed two recent projects: a video introduction/interview with Officer Ryan O'Connor and his wife, which was shown at a Backstoppers event. Prior to the Frank Wilcox Film Festival in De Soto, JCTV aired movies featuring George Wendt from Cheers, whose work and career was celebrated by the Festival. Roger sent out a list of civic organizations to discuss at the set of th		
Human Resources	the next meeting. There are several vacancies to fill.		

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Additional Discussion	 Team discussed different spaces on campus and needs for those programs/areas including Veterinary Technology expansion, and the Fine Arts Building plans & upgrades. Community support is critical, especially for large projects (i.e. Library). Program growth and demand is a large part of the strategic process. Plans for renovations and improvements should also consider ways to serve the community (spaces to rent, events that could be held on campus, etc.) The Great Colleges to Work For survey has gone out to 		
	employees. Team will discuss the results when provided. There will be no Admin Meeting on Monday, April 1 or Monday, April 8. Ray will be out of the office on April 1; the HLC Conference is April 8.		
Adjournment	The meeting was adjourned at 11:10 a.m. The next meeting with be Tuesday, April 2 at 9:00 a.m. There will not be a Team meeting on April 9 due to the HLC Conference.		

Respectfully submitted,

Miriam Rouggly,

Administrative Assistant to the Vice President of Instruction