

TEAM
MEETING MINUTES
May 7, 2019 – Board Room

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

Members Absent:

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:00 a.m.	Ray	
Approval of Minutes	The minutes of the April 23, 2019 meeting were presented. Dena motioned to approve. Tasha seconded and the motion was approved.	Team	
Review of Action Items/Closing the Loop Classification and Compensation Study	Tasha had no updates to report.	Team	
Hot Topics Follett Institutional Store	Daryl reminded everyone that Follett has an institutional store available. He indicated that it is important for departments to give Follett the opportunity to provide items when a purchase is being made.	Daryl	
Employee Parking Fines	A small number of faculty and staff have outstanding parking fines. Ray noted that consistency is important with how parking fines for faculty, staff, students, and the community are handled.	Daryl	
Vending	Daryl was recently informed that the person FSC had hired to fill vending machines quit back in February, and that the replacement quit in April. It was determined that FSC should post internally for a part-time person to maintain the vending machines.	Daryl	
IRB Proposal	Caron presented Christina Calentine's IRB proposal entitled <i>The Experience of Faculty Transitioning from Traditional to Non-Traditional Methods in the Community College Classroom</i> . Team had no concerns.	Caron	
New Faculty Training Prior to Opening Week	Caron met with Cindy Rossi to discuss the New Faculty Social. Last fall, the social was held during Opening Week, but Cindy has asked if it could be held the Thursday prior to Opening Week this fall. The faculty are not under contract until August 13, but will be invited to come in for two days before Opening Week and receive pay.	Caron	
Dean of Instruction Interview Discussion	Terry Kite excused himself from the meeting at 11:25 a.m. Discussion was then held regarding the Dean of Instruction interviews. The search committee will provide Team with a recommendation. The candidates will participate in Open Forums and be interviewed by Team. Interviews with Team will be held 8:00-9:00 a.m. and 9:15-10:15 a.m., and Team will meet at 10:30 a.m.	Caron	
Budget	The Budget Forum will take place tomorrow afternoon and the budget will be presented to the Board on Thursday, May 9. Two items not currently included in the budget, and for which Board direction is needed, are potential pool repairs and a bomb dog. The engineer will present his pool report to the Board. If repairs are to be made, they will come from Plant funds. Daryl received a cost estimate this morning.	Team	

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	<p>Kim and Daryl met with students enrolled in Water Fitness classes this semester to inform them that, effective next week, the pool will be closed for the summer. Those enrolled in Water Fitness classes for summer have been dropped, and refunds are being issued to them this week. Kim noted that after the Board meeting, classes scheduled for the pool this fall will need to be addressed.</p> <p>Discussion was held regarding the English faculty position that is not being filled.</p> <p>Tasha clarified that the money saved by staff taking the VSIP will be set aside and used for appeals. If not all the money is used for appeal adjustments, it will be distributed as part of the compensation study adjustments. Four staff members have submitted VSIPs to date.</p>		
<p>Planning HLC Updates</p>	<p>No report.</p>	<p>Kim/Caron</p>	
<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>Interim Associate Dean, Social & Natural Sciences</p> <p>CTE</p>	<p>Ray</p> <ul style="list-style-type: none"> The state budget is fairly settled regarding HB 3 for operating budgets. The Budget Committee meets tomorrow and the final budget should be on the Governor’s desk by Friday. The date for the Growth Association Legislative Breakfast on-campus has changed to Thursday, May 20. <p>Caron</p> <ul style="list-style-type: none"> No report. <p>Terry</p> <ul style="list-style-type: none"> Not present. <p>Dena</p> <ul style="list-style-type: none"> Preliminary discussions regarding expansion of the Veterinary Technology program are beginning. Dana Nevois has gotten interest from area veterinary clinics, such as VSS, in providing support for expansion. The Building Trades program could possibly be involved in construction. Out-of-state students and veterinary clinics are contacting the College’s program, and there is much demand. Dena recently spoke with the CTE Dean from MAC and he noted that faculty have advising in their contracts. They recently made phone calls to students to help increase enrollment. Dena brought up emergency preparedness and media response preparedness, with regard to something such as the recent announcement by STLCC of an employee’s theft of \$5.4 million. By policy, Ray, Roger, and the Board Chair are designated spokespersons for the College. It is important to remind employees to refer the media to Roger. Dena wants to be sure that the College is prepared in case of an emergency. Ray suggested that Team meet with JCCPD to discuss potential situations and steps to take. Dena suggested that a different topic be added to the Team agenda each month for discussion. Don Riffe and Diane Scanga will be asked to attend a future meeting. Daryl will cover some topics and Roger will 	<p>Team</p>	

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Finance & Administration	<p>be asked to provide some information on media training. Managing social media in a crisis situation is important.</p> <p>Daryl</p> <ul style="list-style-type: none"> • A part-time employee submitted time last week that was approved, but the employee had not worked the hours submitted. The employee has paid the College back. Supervisors need to watch employee timesheets for accuracy in reporting. • Daryl and Dale Richardson had a phone conference with Ameren last week about their Demand Response program that will run from May-September, between 3-7 p.m. Ameren will pay the College for complying with a reduction in power usage. Daryl said that perhaps classes could be consolidated into certain buildings. The College would not be able to participate in the program until next summer. 		
Student Services	<p>Kim</p> <ul style="list-style-type: none"> • The softball team ended their season with a 41-13 record. • The baseball team is on a 29-game winning streak and is heading to regionals in Joplin this weekend. • Enrollment discussions continue. A call-a-thon will be held. A registration event and a parent information night are scheduled. Students seem to be waiting later to enroll. Student feedback indicates that more classes are needed for summer. Staffing issues with Biology faculty is making it hard to add A&P classes. 		
Foundation	<p>Karen</p> <ul style="list-style-type: none"> • The Jefferson Foundation did not approve the Dental Assisting program grant, but did fund \$15,000 of the Aquatics grant. • Ray noted that the Mercy event on Saturday night was very well done. He would like to find out who ran the auction. 		
PR/Marketing	<p>Roger</p> <ul style="list-style-type: none"> • Roger shared the calendar produced by The Leader in conjunction with the Pet Expo. A full-sized College ad is on the back cover. The Veterinary Technology program is selling 500 copies at \$5 each, and will be able to keep the profits. • Roger sent Team the updated civic organization membership list. 		
HR	<p>Tasha</p> <ul style="list-style-type: none"> • The Athletic Director candidate did not accept the College's offer. Tasha has asked him for some insight to find out why he turned it down. She will research the cost for a search firm to run a search. 		
Adjournment	<p>The meeting adjourned at 11:30 a.m. Admin Team will not meet on Monday, May 13. Dean of Instruction interviews will be held at 8:00 a.m. and 9:00 a.m., on Tuesday, May 14, and Team will meet briefly at 10:30 a.m. No minutes will be needed.</p>		

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