

**TEAM**  
**MEETING MINUTES**  
**May 21, 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:** 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 9:10 a.m.	Ray	
<b>Approval of Minutes</b>	Approval of the minutes from April 30 and May 7, 2019 were deferred until the next meeting.	Team	
<b>Review of Action Items/Closing the Loop</b>	Staff Classification & Compensation Study Update: <ul style="list-style-type: none"> <li>The task force is waiting on job descriptions from the consultants. The descriptions are coming in slowly. So far, they are better than the first round of descriptions.</li> </ul>	Tasha	
<b>Hot Topics</b> Enrollment Projections	<p>Rob Brieler presented the current enrollment projections, including a 3-year average projection of 17.6% decline.</p> <p>Team discussed targeted outreach strategies to boost enrollment:</p> <ul style="list-style-type: none"> <li>Phone-A-Thon: faculty and staff from all departments could make targeted phone calls to students who have not enrolled for fall.</li> <li>Text messages and postcards have already gone out across the county. Roger’s team is in the middle of a social media “blast” including targeted digital ads.</li> <li>Team discussed looking at low-enrollment programs and aiming outreach at those students. Ray emphasized targeted approaches that are measurable so that the College can show which strategies make a difference in enrollment.</li> <li>Dena asked about accommodating students in courses with waitlists, such as A&amp;P. Are there ways to open additional labs and increase seat counts in lectures? If additional sections caused faculty to exceed their credit hour limit, exceptions could be made for this year to allow it.</li> <li>High schools are focusing on the “3 Es” (Enrollment, Enlistment, and Employment) model for their students. Team discussed working with high school counselors to reach out to students who are employed straight out of high school. Some of these students may want to take one or two courses while working.</li> </ul>	Rob Brieler	
Dean of Instruction Update	Discussed prior to Team meeting.	Caron Daugherty	
VPI Transition Plan	Discussed prior to Team meeting.	Dena McCaffrey	
Partnership with University of Missouri Extension	<p>The University of Missouri Extension has asked to collaborate with the college to fund their Youth Program Associate position.</p> <ul style="list-style-type: none"> <li>The position is part of a 5-year USDA grant for a college access and college readiness program for at-risk youth populations.</li> <li>The person would work closely with enrollment services staff, and could have on-campus hours to meet with students. College</li> </ul>	Kim Harvey	

**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Dual Credit Coordinators	<p>recruiters would be able to present with the Youth Program Associate at local school districts. This position works closely with the Homeless Youth Initiative as well.</p> <ul style="list-style-type: none"> <li>The proposed MOU states the College would be responsible for 1/3 of the salary and benefits (about \$9,000).</li> <li>Team members agreed the collaboration would be a worthwhile investment for recruitment and outreach and agreed to fund the \$9,000.</li> </ul> <p>For the past several years, a faculty member has taken on the role of Dual Credit Coordinator and received release time (9/6 credit hours in fall/spring and 4 in summer). Due to the growth of Dual Credit, this model is no longer feasible. In 2015, 30% of dual credit students attended college at Jefferson College; it is important to serve this population well.</p> <ul style="list-style-type: none"> <li>Allan Wamsley recommended a second coordinator, both having a 6/6 load reduction split.</li> <li>Districts could be split and assigned to one of the coordinators so that each district would have one contact.</li> <li>Additionally, there is potential to create opportunities for highly motivated dual credit students who are looking to transfer to a four-year college. For instance, The College could offer a summer academy for Juniors to help them complete a degree with Jefferson College before transferring.</li> <li>As Dual Credit grows, the need for a formalized Early College/Dual credit position will become apparent.</li> </ul>	Caron Daugherty	
Staff Appreciation Picnic	<p>Last year's picnic was on June 22. Team chose the date of Tuesday, June 18, 2019 from 11:00 a.m. – 1:00 p.m.</p> <ul style="list-style-type: none"> <li>Kim and Dena will coordinate food.</li> <li>Daryl will asked if FSC has a grill; otherwise, the grill at Viking Woods is an option. He will be in contact with Mike Kumpf.</li> <li>Miriam will assemble a group from Employee Support to plan the games.</li> </ul>	Caron Daugherty	
<b>Budget</b>	No report.		
<b>Planning</b>	No report.		
<b>Division/Departmental Updates</b> President  Instruction  Interim Associate Dean, Social & Natural Sciences CTE	<p><b>Ray</b></p> <ul style="list-style-type: none"> <li>The MCCA Trustee and Executive Leadership Conference is May 22-24. Topics will include strategic planning and college service areas.</li> <li>The JCGA Legislative Breakfast is June 20.</li> <li>Ray reminded Team members to have their BoadDocs items submitted by the June 3 deadline. The agenda will go live on June 6.</li> </ul> <p><b>Caron</b> will attend the MCCA Trustee conference and will be out the week of May 28. She will be back in June, with her final day being June 6.</p> <p><b>Terry</b> – no report.</p> <p><b>Dena</b></p> <ul style="list-style-type: none"> <li>The students and faculty/staff attending the Germany exchange trip leave Wednesday, May 22 and return June 5.</li> </ul>	Team	

**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
<p>Finance &amp; Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>HR</p>	<ul style="list-style-type: none"> <li>• Dena submitted a Permission to fill for a PT Regular Assistant in the Employment Services office. Start date: July 1.</li> </ul> <p><b>Daryl</b> announced the search committee has interviewed four candidates for the Controller position. He hopes to submit a finalist for Board approval in June.</p> <p><b>Kim</b></p> <ul style="list-style-type: none"> <li>• The search for an Athletic Director has been reopened.</li> <li>• Updated Title IX regulations will be coming out in June and will have an August implementation timeline.</li> </ul> <p><b>Karen</b> noted the sponsored Dobbs sign for the Automotive Technology area was installed on May 20. She and Dobbs are both pleased with the results.</p> <p><b>Roger</b></p> <ul style="list-style-type: none"> <li>• Commencement was a success and everything went well on May 18. The highlight was the reunion of a graduate with his brother who returned from the Air Force.</li> <li>• Roger requested Team look at the list of College representatives serving on community organizations to fill any gaps.</li> </ul> <p><b>Tasha</b></p> <ul style="list-style-type: none"> <li>• Human Resources is in the midst of ten new hires.</li> <li>• Tasha is looking at running a new Leadership Academy for the fall, and the Management Development Series is in the planning stages.</li> </ul>		
<p><b>Adjournment</b></p>	<p>The next Team meeting will take place at 9:30 a.m. on Tuesday, May 28. Shannon Schoenky will take minutes. With no further business to discuss, the meeting adjourned at 11:10 a.m.</p>		

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