

TEAM
MEETING MINUTES
May 28, 2019 – Board Room

Members Present: Ray Cummiskey, Kim Harvey, Dena McCaffrey, Terry Kite, Roger Barrentine, Karen Wicks.

Members Absent: Caron Daugherty, Daryl Gehbauer, Tasha Welsh.

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:30 a.m.	Ray	
Approval of Minutes	Roger motioned to approve the minutes of the April 23, 2019 Team meeting. Karen seconded and the motion was approved.	Team	
Review of Action Items/Closing the Loop Call-A-Thon	Student lists are being compiled and scripts have been updated. A Google document will also be updated and shared. Those who have applied for fall and completed the FAFSA but are not yet enrolled will be contacted, as well as those in certain programs.	Team Kim	
Strategies for Increasing Enrollment	Parent Information Night will take place tomorrow. As of last week, five parents had reached out because they could not attend and have scheduled individual appointments. Roger noted that Walk-in Wednesdays for advising will be held in June and July. PR & Marketing is posting ads on Facebook and Instagram. Video ads featuring Student Leaders are being recorded later today. Roger's guests on his JCTV show on Friday will be Enrollment Services Recruiters Kaysie Dudley and Jaclyn Birks. Roger suggested that adult learners would be a good target population. Discussion took place about marketing our courses to area businesses to encourage their employees to enroll in courses. Many local companies are in such need of employees that they are not currently concerned with getting their employees formally educated. Online courses may be the best option for many adult learners. Dena mentioned an article she read which stated that many four-year colleges will no longer be operating in ten years. Many for-profit schools have already folded. Arizona State started marketing their online degree program nationwide in an effort to increase enrollment. Kim mentioned the Second Chance Pell that could allow prisoners to enroll in classes. Ray talked about his experiences with prisoner education in Illinois. Dena said that Workforce Development has been working on training prisoners for over a year in preparation for release.	Kim	
Hot Topics Non-Exempt Employees Excused Absences	Daryl was not present, so this topic was postponed.	Daryl	
Budget	A Board Work Session will be held at 4:00 p.m. on June 6.	Team	
Planning HLC Updates	No report.	Kim/Caron	
Division/Departmental Updates		Team	

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President	<p>Ray</p> <ul style="list-style-type: none"> • Ray reported on the Presidents & Chancellors Council meeting that he and Dena attended last week: <ul style="list-style-type: none"> ○ The Missouri budget, Missouri Excels grant, and the Fast Track workforce incentive grant were discussed. Dental Assisting was not approved for Mo Excels, but Vet Tech expansion will be considered for next year. For Fast Track, the target population would have to be identified, and how the College would be involved would need to be determined. ○ A+ expansion was discussed and there was talk of rebranding it as Free College. High school dual credit students can now be included, on an as-needed basis. ○ The PSRS/Peers issue regarding calculations for full-time faculty was discussed. The problem has been corrected. ○ The issue of colleges recruiting in other schools' service districts was discussed. Long-term understandings about service districts are being ignored. Updates to by-laws were tabled until the issue is resolved. ○ A Coordinating Board meeting will be held next week to discuss equity funding. ○ Discussions regarding a SWOT analysis were held. ○ St. Louis Community College is investing in technology and health occupation programs. ○ Consortiums were discussed, and what it would take for a two-year program to become a four-year program. • Dena noted that innovation and entrepreneurial ways of doing things were discussed, and that the meeting was productive. • The Presidents' Retreat will be held in July. • Ray would like Brian Milner to attend a Board retreat later this year to summarize what was learned at the SWOT analysis. • The conference may be moved to June, and will include Student Services and Business Office administration. • Ray noted that Team will not meet next week. • The Board agenda for the June meeting needs to be compiled. 		
Instruction	<p>Caron</p> <ul style="list-style-type: none"> • Not present to report. 		
Interim Associate Dean, Social & Natural Sciences	<p>Terry</p> <ul style="list-style-type: none"> • Terry presented an IRB proposal from Brandon Whittington entitled "Development of the Classroom Device Use Inventory" regarding cell phone usage in classrooms. There were no concerns from Team. 		
CTE	<p>Dena</p> <ul style="list-style-type: none"> • An announcement was sent out regarding Allan and Shirley assisting during the transition that will begin the week of June 10. • Shirley and Dena will be sharing the VP of Instruction's conference room. • Dena is reviewing job descriptions to post the Dean of Instruction position, and is working on a job description for Rob Brieler's position. 		

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Finance & Administration Student Services Foundation PR/Marketing HR	<ul style="list-style-type: none"> Four candidates for the Controller position are being interviewed this week. <p>Daryl</p> <ul style="list-style-type: none"> Not present to report. <p>Kim</p> <ul style="list-style-type: none"> Nothing to report. <p>Karen</p> <ul style="list-style-type: none"> Home Service Oil is the first sponsor for the Golf Tournament. <p>Roger</p> <ul style="list-style-type: none"> The video of the Hendrix brothers' reunion during Commencement has garnered 33,000 views and is the largest post that the College has ever had. <p>Tasha</p> <ul style="list-style-type: none"> Not present to report. <p>Team discussed Staff Picnic preparations.</p>		
Adjournment	The meeting adjourned at 10:41 a.m. There will be no meetings the week of June 4. No Admin Team will be held on June 11, and at this date, Team is scheduled to begin at 9:30 a.m. Miriam will take minutes.		

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