

TEAM
MEETING MINUTES
July 9, 2019 – JCI 100

Members Present: Ray Cummiskey, Chris DeGeare, Kim Harvey, Dena McCaffrey, Roger Barrentine, Tasha Welsh, Allan Wamsley, Karen Wicks. Daryl Gehbauer joined the meeting at 9:15.

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 7:35 a.m.	Ray	
Approval of Minutes	The minutes from the May 21 meeting were presented. Dena motioned to approve the minutes. Kim seconded the motion. All approved.	Team	
Review of Action Items/Closing the Loop Civic and Community Organization Reps	<p>Team members reviewed the list of civic and community organization representatives and discussed vacancies. Recommendations for various groups (Rotary clubs, etc.) were made.</p> <ul style="list-style-type: none"> • Ray emphasized the importance of representatives reporting back to Team members to keep them up-to-date on community happenings. • More than one representative were assigned to some organizations to provide back-up in case of absences. Roger will make the discussed updates and re-send the list to Team members. • As representatives change, budget allocations for dues may need to adjust as well. • Jefferson County Growth Association (JCGA): Ray has been President and has been heavily involved in events such as the legislative forums and legislative breakfast. When he retires, a new representative will need to be named. JCGA Board meetings are Tuesdays at 8:00 a.m. 	Team	
Hot Topics Opening Week	<p>Team members reviewed the draft Opening Week schedule and discussed the following:</p> <ul style="list-style-type: none"> • Opening Day Follett Luncheon: Feedback from previous years included requests to have the luncheon in the Field House so that everyone could eat together. <ul style="list-style-type: none"> ○ Team discussed moving the lunch to the Field House, being aware there may be some additional charges. ○ Daryl checked with Christy Stanley, and she expressed no issues. He will follow up with Michele Largent. • Miriam shared the activity summary from Keith Fuller, who is facilitating a “Diversi-Tea” session during the Opening Meeting. <ul style="list-style-type: none"> ○ Tasha attended his session at MCCA and found it valuable. She highlighted the need for civility as part of the diversity discussions in order to promote healthy and respectful conversations. She will talk to Richard about Keith touching on civility. ○ If lunch is in the Field House, it may be possible to add tea stations for this session. • Theme/PowerPoint Slides – “Better Together” was suggested. Allan will coordinate PowerPoint slides and theme and give deadlines for updates. 	<p>Team</p> <p>Daryl</p> <p>Allan</p>	

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Daily Enrollment Reports	<p>Organizational Overview: Tasha requested time during the Opening Meeting to review the organizational changes that have taken place.</p> <ul style="list-style-type: none"> The Instruction Division meeting will also cover the changes and give more in-depth information. Chris is working on the new organizational chart with HR. A handout with basic information on the structural changes will be provided at the Opening Meeting. Trish Aumann and Dale Richardson can work together on Capital Projects updates so information is not repeated. Team discussed ways to keep the campus updated on changes. Chris and Allan were asked to give regular updates to campus from the CAO and Instruction. Allan will also present at the State of the College session. <p>An issue with the daily enrollment report emails was fixed last week. The reports can also be accessed online through FAST – Student Reporting – Dashboard, though it was discovered that not everyone has access.</p> <p>Kim gave updates on the enrollment Call-a-Thon: enrollment activity increased the following week. If additional calls are needed, instruction staff can assist with those as well. Team discussed other strategies:</p> <ul style="list-style-type: none"> Serving Generation “Z”: this generation educates themselves on consumer services and is likely to weigh the cost/benefits of one college over another. The College could be losing students to online courses at other schools. Other courses could be offered online that are currently only offered face-to-face. Allan will give a presentation at the next team meeting regarding Dual Credit. He pulled IPEDS data to show the percentage of students taking only online courses in relationship to those taking both online and face-to-face. Offering more online-only courses could fill some gaps in enrollment. 	Tasha	
Viking Vault	<p>The Viking Vault budget looks like it is in the negative. Some charges to the account may not be in the right place, and the grants from the Foundation and from Mike Kumpf do not seem to be showing in the budget. Missouri Scholarship and Loan also donated \$500 for shelving. Daryl would like to reallocate some of the charges so the budget shows only supplies and food purchases.</p>	Daryl/Kim	
Budget	<p>The 19-20 budget was set with an enrollment decline of 4% in mind. If enrollment is below that, Team will work on strategies to address it. Ray encouraged Team members to keep both the FY20 and FY21 budgets in mind: it would be detrimental to make hires this year that could not be sustained next year.</p>	Daryl	
Planning	<p>No items discussed.</p>		

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<p>Division/Departmental Updates President</p> <p>President-Elect</p> <p>Instruction: Chief Academic Officer</p> <p>Dean of Instruction</p> <p>Finance & Administration</p>	<p>Ray</p> <ul style="list-style-type: none"> • The call for proposals for next April’s HLC Conference have gone out. Amy and Suzie would like to present on Civic Engagement, and Kim will present on preparing for an HLC visit. Ray would like to participate in the HLC presentation as well. • The UMSL Founder’s Dinner is Thursday, October 10. Ray would like to send a Student Services representative from the College. • There will no Team meeting next week. The Board meeting is July 25; Ray asked for Board items to be submitted as soon as possible. <p>Dena</p> <ul style="list-style-type: none"> • Dena will be attending AACCC’s Presidents Academy Summer Institute in Atlanta, GA, July 13-16. <p>Allan</p> <ul style="list-style-type: none"> • Allan and Kim are planning the Guided Pathways retreat on Thursday, July 11. There will be a presentation on the Complete College America initiatives and breakout/brainstorming sessions. • Allan’s area is also planning Adjunct Professional Development Day on Saturday, August 10. <p>Chris</p> <ul style="list-style-type: none"> • Chris met with Zach Mengelsdorf regarding his business plan to develop a medical marijuana dispensary in the county. He is asking for support from the College as a training provider for short-term, non-credit training that will be focused on regulations, compliance, types of cannabinoids and their uses, etc. Chris will give a presentation during President’s report at the June 25 Board meeting. • The Instruction Division is planning to have instructional leadership in every building. As part of this plan, Chris, Sue Lerch, and Shannon Crow have moved to the TC203 suite. Chris and Sue are there temporarily. The new Associate Dean and his assistant (Shannon) will remain in the office. <ul style="list-style-type: none"> ○ The next phase is moving Michael Booker to Fine Arts. Team discussed office location options in the building, including using current art storage areas as offices, moving the Honor’s room to the newly updated “greenhouse” area, and making the current Honor’s room the art gallery. ○ Ray emphasize that the art gallery in the Admin building is important to retain as well. • The Jefferson County Fair is July 18-21. Chris is coordinating the Jefferson College booth at the fair with Roger and soliciting volunteers to staff it. <p>Daryl</p> <ul style="list-style-type: none"> • The BAT-FAT agreement is in the final stages. It has been sent to the FAT team for review. 	<p>Team</p>	

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Student Services	<ul style="list-style-type: none"> • There is some interest from the city of Byrnes Mill in the property owned by the College on Hwy 30. It may work as storage space for them. • Daryl will be meeting with Carrie Edwards regarding the capital request to the state for a new Vet Tech facility. August 1 is the deadline to submit for state capital funding. MoExcels grants are submitted around the same time. <p>Kim</p> <ul style="list-style-type: none"> • Gainful Employment: The Department of Education has gone back and forth on the GE regulations, and there is a current legal dispute regarding the gainful employment rules. <ul style="list-style-type: none"> ○ On June 28, the Department of Education announced it was revoking all Gainful Employment Requirements beginning July 2020. ○ It is up to the College to decide if they will adopt early rescission of GE by not reporting GE data this fall or posting GE disclosures online. Some colleges have already stopped doing it in anticipation of this decision. ○ Dena noted there was no reason to have staff working on GE when it is not required. Team discussed and decided to adopt early rescission of GE. 		
Foundation	<p>Karen</p> <ul style="list-style-type: none"> • Karen is working on prospects for the Library, Vet Tech renovation/expansion, and the Observatory. Golf sponsorships have been coming in as well. • She will be meeting with Mercer soon to go over financial information, and is following up with Ameren regarding their donation. 		
PR/Marketing	<p>Roger</p> <ul style="list-style-type: none"> • Roger and his team are working on advertising for the fall. The Billboard on I-55 is being revamped, and new radio media will hit soon. He is also looking at TV and cable advertising. • The Vet Tech “photo booth” painting is now complete in the CTE Vet Tech hallway. 		
HR	<p>Tasha – No report.</p>		
Adjournment	<p>The next Team meeting will take place at 9:30 a.m. on Tuesday, July 23. Shannon Schoenky will take minutes. With no further business to discuss, the meeting adjourned at 10:20 a.m.</p>		

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