

TEAM
MEETING MINUTES
July 23, 2019 – Board Room

Members Present: Ray Cummiskey, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Allan Wamsley, Chris DeGeare, Roger Barrentine, Tasha Welsh, Karen Wicks.

Members Absent:

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	The minutes of the April 30, 2019, and June 25, 2019 meetings were presented. Dena motioned to approve the April minutes and Tasha motioned to approve the June minutes. Daryl seconded both motions. Dena abstained from the June minutes vote and Tasha abstained from the April minutes vote. All others present voted aye and the minutes were approved.	Team	
Review of Action Items/Closing the Loop Call-A-Thon Update	Kim reported that 1,134 students were called and since then, 19% of the students have registered. There were 510 messages left for students, and 81 of those students have since enrolled.	Team	
Staff Classification and Compensation Study	Tasha reported that Shirley Davenport hopes to be done editing grammar and ensuring consistency in the language on the job descriptions, and that she has done an outstanding job. A meeting is scheduled with the consultants next week. Employees and supervisors will be sent the job descriptions via email and the appeal process should be wrapped up by October 31. Supervisors will be expected to review job descriptions prior to meeting with their staff. Kim noted that many staff members' job descriptions have changed significantly since the PDQs were completed. Ray emphasized that supervisors and employees need to understand that this is an open process, and employees will have the ability to submit an appeal. A meeting for supervisors will be held prior to the employee meetings, which are tentatively scheduled for 8:15 a.m. and 3:30 p.m. on Thursday, August 29. Supervisors will also be encouraged to attend an employee session to ensure that everyone hears the same information. Job descriptions will be sent out shortly after the employee meetings. Tasha plans to send an announcement out to employees about the increases that will appear on July paychecks due to the salary adjustments.	Team	

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<p>Hot Topics AACC Presidents Academy Summer Institute Highlights</p>	<p>Dena reported that approximately 45-50 presidents attended the institute. She will share her notes with Team in a shared file. The following topics were discussed:</p> <ul style="list-style-type: none"> • Apprenticeship – AACC President Dr. Bumphus is becoming a contact for the Department of Labor. • Marketing Automation – The tools used to capture data on people searching for information are useful. • Artificial Chat Bots – Georgia State compiled answers to 2,000 normally asked questions and the tool was used over 20,000 times. • Use of Technology – There is a need for a technology use plan. • Cyber Security – Cuyahoga Community College used to purchase \$2 million of insurance annually for cyber attacks, but their state now has \$20 million for coverage and the school pays \$100,000 to be included with that protection. It may be beneficial for Daryl and other CFOs to discuss that. • Financial Aid and Academic Fraud • Managing Personnel in Hard Times • Use of Overload for Non-Academic Things • Alignment of Processes – In Texas, high schools, community colleges, and four-year schools use the same system for transcripts. <p>The President of West Point served as the keynote speaker. He spoke about leadership and crisis management and noted that social media plans need to be part of schools’ emergency management plans. He suggested working with a crisis management firm before there is a crisis and having that relationship established. There needs to be assigned roles on who to go to in an emergency. It is important to be strategic.</p>	<p>Dena</p>	
<p>Early College and Online Data</p>	<p>Allan presented a PowerPoint on Early College Cohort Programs at Jefferson College. Discussion was held. Allan noted that there is room to market the online degree option.</p> <p>Ray suggested that Allan share his presentation with the Board. Dena added that data regarding ATS numbers should be included, so there is a complete picture of high school enrollments. It would also be a good PLC discussion.</p>	<p>Allan</p>	
<p>Leadership Academy and Professional Development</p>	<p>Tasha will email Leadership Academy information to Team members. Employees will be invited to apply. A better effort will be made to tie topics to AACC Competencies for Community College Leaders. Tasha talked about topics of discussion. Dena suggested presenting on the move to Guided Pathways and restructuring of the Instructional division. Allan said that StrengthsFinder would be beneficial. Diversity will be built in. Tasha would like to get applications out next week and have them back by the week of August 12 (Opening Week). The orientation will take place in August. Tasha would like to have a luncheon and have Ray and Dena speak at that session. In the past, group projects were done by Leadership Academy participants and a list of possible topics was shared with them. Tasha will share those topics for Team feedback.</p>	<p>Tasha</p>	

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Administrative Liaisons for Institutional Committees	<p>Suggestions from Team included: implementing artificial chat bots, Generation Z, disaster preparedness, diversity, and civility.</p> <p>Tasha noted that the Management Development Series will move to the Professional Development Series, to allow for both employees and supervisors to participate, and will also be built around the AACC Competencies. Potential topics suggested included:</p> <ul style="list-style-type: none"> • Training opportunities for what people specifically need to do in FAST. Dena noted that FAST training completed by employees isn't currently tracked, but could be. • The new administrative support structure, to identify what is needed for people to move up into other positions. • Tracking training completed by employees to show that competency for each skill or topic has been met; digital badging could be utilized. <p>Kim and Daryl met with committee chairs last month. Kim said they wanted to bring up the possibility of assigning Team members to serve as liaisons to some committees, such as Roger for Community Engagement & Outreach. There are currently ten institutional committees with three Vice Presidents serving as liaisons on multiple committees. Dena plans to continue attending Strategic Planning Council of Institutional Committee Chairs' reports need to go to Team and to the Board. Administrative Liaison committee reports should be shared at Team. Chris noted that he thought committees were tasked with looking at their charges and suggested asking the committees to discuss who should be the liaison. The name will be changed to Team Liaison.</p> <p>Dena said it is important for Vice Presidents to attend the Council of Chairs meetings.</p>	Kim	
Budget	No discussion was held.		
Planning	No discussion was held.		
Division/Departmental Updates President President-Elect Instruction: Chief Academic Officer	<p>Ray</p> <ul style="list-style-type: none"> • Nothing additional to report. <p>Dena</p> <ul style="list-style-type: none"> • Nothing additional to report. <p>Allan</p> <ul style="list-style-type: none"> • The Pathways retreat had good representation from the different constituent groups. There were four breakout sessions, and feedback is being compiled. Technology was one of the themes that came up. There was a good discussion held about proactive advising. Each group had a facilitator and note-taker, and a main document is being compiled. There was discussion about a possible task force. 	Team	

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Dean of Instruction	<ul style="list-style-type: none"> Kim noted that the Accreditation Retreat looked at the HLC Report and went through each Criterion to identify strengths and opportunities for improvement. Kenny Wilson and Sarah Bright were announced as the new co-chairs. Twenty-two people attended. Allan presented a Permission to Fill for PIN 833, Testing Supervisor at Jefferson College Hillsboro. <p>Chris</p> <ul style="list-style-type: none"> Chris was just notified of the Part-time Office Assistant's resignation. He will prepare a Permission to Fill form. To have instructional leadership in each academic building, Associate Deans are being relocated across campus. Chris would like to move Thomas Bess-King from a 19-hour/week position to a 29-hour/week position, beginning in January. CTE142 is currently empty. Chris and Kenny are proposing that ATS Project Lead the Way be moved into that room. A Jefferson Foundation Grant application is due tomorrow and architectural input will be required. Based on recent renovations of other rooms, it is estimated that the demolition of plumbing and walls, HVAC and electrical work, painting, and carpet could be done for \$200,000. An Enhancement grant could help with building costs. Chris hopes to apply for Foundation Grant, complete an architectural study, then complete a capital project request. Grant award notifications will be received in December. Chris noted that strategically, this would move Project Lead the Way from the ATS building closer to the Health Occupation programs, and hopefully lead the ATS students into those programs. Ray noted that with the Community Foundation grant, if approved it wouldn't be tied specifically to CTE142. Since many proposals for that room have been made, Ray indicated that he wanted to make sure the process is not rushed. 		
Finance & Administration	<p>Daryl</p> <ul style="list-style-type: none"> The new Controller, Mark Janiesch, started yesterday. There is a meeting today with Millennium about a FAST Budgeting and Forecasting model. 		
Student Services	<p>Kim</p> <ul style="list-style-type: none"> The most recent drop for nonpayment included 95 students and 735 credit hours dropped. Open registration for spring 2020 will start October 21. Sandy Davis is implementing a "Let's Talk" program in fall. She will visit various buildings across campus to be available to students. The Viking Woods Welcome BBQ for residents is scheduled for 5 p.m. on Sunday, August 18, and is open to all faculty and staff. 		
Foundation	<p>Karen</p> <ul style="list-style-type: none"> They are working to get Jefferson Foundation grants out tomorrow. 		
PR/Marketing	<p>Roger</p>		

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HR	<ul style="list-style-type: none"> • Roger reported on the most recent fall enrollment marketing strategies from his team: <ul style="list-style-type: none"> ○ Digital advertising focusing on online classes using targeted display ads, YouTube pre-roll ads, and 2019 Jefferson County high school junior/senior IP address targeting. ○ Radio ads on KSHE (John Ulett endorsement), KPNT, WIL (Mason and Remy endorsement), KSLZ, KSD, KLOU, and KTJJ/KJFF, as well as streaming ads on Spotify. There were three ad versions being aired – technical programs/affordability, transfer programs/transferability, and the JC Online degree option. ○ Cable TV ads will begin airing in our region the week of July 29. • Roger also distributed an ad that will run in the Leader newspaper promoting the final Walk-In Wednesday in July. <p>Tasha</p> <ul style="list-style-type: none"> • Nothing additional to report. 		
Adjournment	The meeting adjourned at 12:06 PM. The next Team meeting will be held at 9:30 a.m., on July 30. Miriam will take the minutes.		

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