

TEAM
MEETING MINUTES
July 30, 2019 – JCI 100

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

Members Absent: Kim Harvey, Dena McCaffrey.

Guests: Tracy James

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:35 a.m.	Ray	
Approval of Minutes	The minutes from the July 9 meeting were presented. Tasha motioned to approve the minutes. Roger seconded the motion. All approved.	Team	
Review of Action Items/Closing the Loop Opening Week Schedule	<p>Team discussed the Opening Week Schedule:</p> <ul style="list-style-type: none"> • Steve Meinberg will be attending to give the Board welcome at 8:30 a.m. Ray will leave mid-morning for an event with the Governor, but will be back by lunch. Dena will fill in while he is gone, including presentation of the B. Ray Henry Award. • Meeting with Keith Fuller: Tasha will reach out to Richard Stephenson about the Opening Day speaker, Keith Fuller. She will ask if Keith would be available for a meeting/phone call with Allan, Chris, Tasha, and Miriam to discuss Opening Day details. <ul style="list-style-type: none"> ○ Team decided to have tablecloths on the tables for the Opening Meeting. Miriam will look into using decorations from the Employee Support Committee as well. • Opening Meeting PowerPoint: Lauren is designing the slides. Deadline to have content to Allan is August 5. The plan is to keep the opening short, following up with more details at the State of the College. <ul style="list-style-type: none"> ○ Ray asked Team members to send him any short topics they want addressed in the opening presentation. ○ Chris will give an organizational changes overview. An accompanying flyer will be distributed, which lists the new schools. ○ Dena will give a President-Elect welcome and announce the opportunity for faculty and staff to schedule one-on-one meetings with her this year. • State of the College: ice cream will be provided during the meeting. The PowerPoint will include more details, and each person will have time to share more in depth about their division. Miriam will look into using Sli.do for questions at the meeting. • New Faculty/Staff Social: Tuesday, August 13 at the Russell House. Appetizers provided by Team, drinks purchased by individuals. Tasha will pull the list of new summer hires for attendance. 	<p>Allan</p> <p>Tasha contact Richard S.</p> <p>Team: slides to Allan for Opening Week</p> <p>Send topics to Ray for Opening Meeting</p> <p>Miriam set up Sli.do</p> <p>Tasha pull list of new hires</p>	August 5

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<p>Hot Topics Technology Update</p>	<p>Tracy James gave the following technology updates:</p> <ul style="list-style-type: none"> Cellular amplification at the Field House is underway and is being coordinated with the roofers. The final three buildings to receive amplification are Fine Arts, Child Development Center, and Administration. Fine Arts is the next in line and will be done in cooperation with Buildings & Grounds. Equipment from the annual computer bid was not delivered until April due to processor shortage. Installation is 85% complete. All campus computers are also being upgraded to Windows 10. Oracle completed a database update the weekend of July 4. At Kim’s request, Tracy and his team set up Alertus to display an “Enroll Now” banner on campus computers. Daryl said they are looking to use Alertus for collection notices as well. Cybersecurity Training: Awareness is the College’s best defensive tool. This summer, the campus phishing campaigns had less than 3% response, compared to the National average of 17%. Tracy is talking to David Wren about offering cybersecurity training on Faculty Work Day, October 15. Tracy also speak to the New Faculty Cohort regarding cybersecurity this year. He will have a table at the “Safety Speed Dating” Event during Opening Week. Fiber replacement: Tracy has a bid document for upgrading the existing fiber backbone. The current fiber is 25 years old, multi-mode, and maxed out at 1GB capacity. He is looking at 10GB, single-mode fiber to prepare the College for the future. IT techs are also evaluating the current data switches for security reasons. FAST Millennium User Conference: Pat Shoff was asked to present at the conference regarding a form he built for Student Services. The form creates an admissions letter that dynamically selects and merges the items a student needs to complete in order to enroll. Millennium has waived his conference fee for presenting. FLAC module: Chris asked about the bids from Ellucian and other companies to roll out the FLAC module. The bids are in process. 	<p>Tracy</p>	
<p>Academic Calendars</p>	<p>Ray mentioned the new Missouri law for K-12 schools, prohibiting them from starting classes earlier than two Mondays before Labor Day. The law goes into effect August 1 and will affect ATS. Allan will reach out to the school districts to see how it is affecting their calendars. There may be repercussions for the College Academic Calendar.</p> <ul style="list-style-type: none"> Academic Calendars for 2021-2024 will be going to Faculty Senate, PLC, and final Curriculum Committee approval in August and September. Changes would push the process back a few months. With the campus now closing on Thursday and Friday of Spring Break week, Tasha asked if 4:30 should be listed as the campus closing time on the Academic Calendar for those days, or if “Close of Business” would be more accurate. Daryl said in the past, Building Services works that evening as their last shift before break. 	<p>Allan reach out to school districts</p>	

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Alcohol on Campus for Events	<p>Team discussed the policy regarding alcohol on campus for events:</p> <ul style="list-style-type: none"> • The Holiday Party Subcommittee could not reserve Friday, December 6 at the Civic Center, and has been searching for an alternate location. Thursday nights are available, but not preferred due to smaller attendance. Many of the local venues are more expensive than the Civic Center. The subcommittee asked if an on-campus party would be possible, and if alcohol could be allowed. • Board policy permits the President to allow alcohol for events that support the Foundation. Team discussed boundaries for events on campus to keep the focus on supporting the Foundation. • Team discussed ways the party could support the Foundation in a strong enough way to allow alcohol to be served. For Jazz & Jeans, Food Services caters and runs the bar to keep from overserving. • The Holiday Party subcommittee was asked to look for alternate locations, since that is the simplest solution. Alternate dates were also proposed. The subcommittee will follow up with these requests. • A broader conversation was introduced regarding guidelines for other events that may request to serve alcohol in the future. 	Miriam & subcommittee search for alternate party locations	
Budget	<p>The latest enrollment report showed a 5% decrease in enrollment compared to last year at this time. Enrollment is continuing to increase.</p> <ul style="list-style-type: none"> • An additional Call-a-Thon is in process to contact students who have applied but not registered, which is about 90 students. Holly Lincoln has been marketing “late-start” 14-week courses at JCA. • Funding priorities in Instruction include the IR Director position and an Associate Dean for Math, Physics & Tech. The current model of Allan as CAO with support from Shirley can be sustained longer if needed. • Ray reminded Team that just because there are budget concerns, it does not mean the College cannot purchase what it needs to run classes (e.g., science lab supplies). 	Daryl	
Planning	No discussion.	Team	
Division/Departmental Updates President	<p>Ray</p> <ul style="list-style-type: none"> • Ray gave the following notes on the July 25 Board Meeting: <ul style="list-style-type: none"> ○ Joe Candela’s Welding presentation with his students was very engaging. ○ The solar panels presentation was the upshot of a budget committee recommendation and was meant to build excitement around this opportunity for the College. ○ The medical cannabis presentation went smoothly; if the College adopts a training plan for this business, the plan could be applied to other training areas as well. ○ Team discussed handbook updates and noted any changes that affect students directly need Board approval. These changes should be sent to Board early enough to be approved prior to the start of classes so students are aware of the guidelines pertaining to their program. Non-student handbooks (i.e., Adjunct Handbook) do not need Board approval for small changes. These should come to the Board 	Team	

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Finance & Administration	<p>\$5 increase to Level I overload pay to keep a disparity between the two. Daryl agreed the increased amounts were needed and would not have significant budget impact. Chris will be attending a webinar on August 16 regarding a new grant opportunity.</p> <p>Daryl</p> <ul style="list-style-type: none"> The Field House roof project is slated to be complete by August 5. Work was delayed due to 13 rain days. Daryl was made aware of a new potential grant from the state that pays 50% of past due allowances for students. Mandy McKay will be attending an informational session in Jefferson City. His office is in the process of submitting the Vet Tech expansion capital project, with a budget of \$2.4 million. The MoExcels portion is a separate \$200,000 request. If MoExcels is approved, the College could do a Tier 1 expansion, with the hope that the state funds will come through for a Tier 2/full expansion of the program. 		
Student Services	<p>Kim – Not present to report.</p>		
Foundation	<p>Karen</p> <ul style="list-style-type: none"> She and Dale are planning to meet with Holcim by mid-August regarding a possible donation of concrete for the Observatory. The Observatory building was recently sold to the St. Louis Astronomical Society by the family that previously owned it. Karen and Roger are working on a website for the Observatory project that will enable the Foundation to take donations toward it as well. 		
PR/Marketing	<p>Roger</p> <ul style="list-style-type: none"> Many thanks to Chris for coordinating the Jefferson College booth at the Jefferson County Fair Booth. He also thanked Marie Self, Bryan Herrick, and all of the volunteers who braved the heat to staff the booth and coordinate the “Tyke Land”. Attendance at the fair reached 20,000, and several visitors to the booth filled out inquiry cards for the College. Roger’s team is wrapping up the 2019-2020 PACE brochure. Chris and Allan will proof the final copy on behalf of Instruction. PR and Marketing is collaborating with First Year Experience Committee for welcome week activities. 		
HR	<p>Tasha</p> <ul style="list-style-type: none"> Carrie Greer, Kathy Johnson, and Tasha will present at MCCA on lessons learned through the classification and compensation study. An email announcement went out to staff on July 30 detailing the 2% step increase that began July 1. Tasha asked Team members to encourage their employees to meet with her if they have questions. PeopleAdmin demoed a module that would allow HR to store job descriptions for each position and integrate with Banner. It would allow supervisors to pull job postings straight from the job description. Another module for onboarding was demonstrated, which allows HR to create checklists and workflows directly in PeopleAdmin for the 		

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	<p>onboarding process. Workflows could also be developed for worker's comp, FMLA, and exit interviews.</p> <ul style="list-style-type: none"> Tasha is in the midst of planning the next Leadership Academy to run this year. She and Kristen are also work together on the Professional Development Series. 		
Adjournment	<p>The next Team meeting will take place at 9:30 a.m. on Tuesday, August 6. Shannon Schoenky will take minutes.</p> <p>With no further business to discuss, the meeting adjourned at 11:37 a.m.</p>		

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