## **TEAM**

## **MEETING MINUTES**

## August 6, 2019 – Board Room

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

Members Absent: Dena McCaffrey, Karen Wicks.

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 July 23 and July 30, 2019 meetings were presented. Tasha motioned to approve both sets of minutes and Chris seconded the motion. Kim abstained from the vote on the July 30 minutes. All others present voted aye, and the July 23 and July 30 minutes were approved.	Team			
Review of Action Items/Closing the Loop Staff Classification and Compensation Study	Tasha reported that the Task Force met to finalize the appeals process and timeline. An announcement will be sent out to employees soon. The Task Force will review appeals and forward those that meet the criteria to Human Resources. Tasha will review the appeals and then send them to Gallagher. Job descriptions will be posted August 19. Supervisor meetings are scheduled for this week and employee meetings will be held the week of August 26.	Team			
Academic Calendar/ President's Discretionary Days	Tasha shared the President's Discretionary Days information with the changes made since the last meeting highlighted. She will include the four-day summer work week schedule with the discretionary days announcement.				
Holiday Party Venue and Date (moved from Hot Topics)	Chris reported that there is an event center in Pevely that can accommodate up to 200 people and could serve as an alternate site for the Holiday Party. The options are the smaller venue on a Friday night, or the Civics Center on a Thursday night. Last year, 180 people attended the Holiday Party. Team identified Friday, December 6 as the best date available since there is a Board meeting on Thursday, December 5.				
CTE142 Update	Chris asked Kenny to reach out to Daryl and Dale to get some architectural feedback. It seems reasonable to move forward with the project.				
Hot Topics ModernThink Survey	Tasha presented on the 2019 information and noted that there were only two areas in red that showed areas of concern. Team looked at 2019 data compared to 2016 data. The overall rating improved from 56% to 65%, or from a "fair/mediocre" to "good" rating.	Tasha			
Marketing Programs to High School Students	Niki Vogelsang has requested that the HIT program be marketed, such as fliers being sent to high school students. Kim asked if all Health Occupation programs should be included. Discussion followed about the extremely low HIT program enrollment, as there are only five new students enrolled for fall. Team expressed much concern about the low enrollment and the ability to sustain the program. It was determined that the first year HIT classes scheduled for fall will be delayed to a January start date, to see if enrollment can be increased.	Kim			

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Opening Day Presentation and State of the College	Allan reviewed the PowerPoint presentation and discussion followed. The Volleyball team is scheduled to practice in the Field House the Friday before Opening Week, which would delay event set-up until Monday morning. Kim will contact the coach about alternatives for the team that would allow for set-up to take place on Thursday. Allan will send the PowerPoint presentation out to Team for review. Roger asked that employees be reminded to bring their devices to the afternoon session, so that they can submit questions for the speaker using sli.do.		
Budget	Fall enrollment is improving and is being watched closely.		
Planning	No discussion was held.		
<b>Division/Departmental Updates</b> President	<ul> <li>Ray</li> <li>Due to Opening Week meetings, Team will not meet next week.</li> <li>Ray will attend the Governor's visit in Herculaneum on Monday.</li> <li>The regular Team meeting schedule will resume the week of August 19.</li> </ul>	Team	
President-Elect	Dena  • Not present to report.		
Instruction: Chief Academic Officer	The recent Strategic Planning Task Force retreat went well. They reviewed the Noel Levitz Survey and the Accreditation document, and what was done with Pathways. They discussed what would be key action items under the primary goals. Broader input is needed, so information will be shared and brainstorming will continue. A draft will be developed and there should be a fairly solid document in place by fall.		
Dean of Instruction	<ul> <li>Chris</li> <li>Chris wants to ensure that there is a consistent practice with load assignments. There is not currently a policy in place to address this issue.</li> </ul>		
Finance & Administration	Daryl  Nothing to report.		
Student Services	Kim  • An open house for the Child Development Center will be planned.		
Foundation	<ul><li>Karen</li><li>Not present to report.</li></ul>		
PR/Marketing	<ul> <li>Roger</li> <li>Roger shared fliers for Walk-In Week and Welcome Week activities.</li> </ul>		
HR	<ul> <li>Tasha</li> <li>Tasha asked Team to review the Leadership Academy presenter information that she sent out. The Leadership Academy will be</li> </ul>		

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	mentioned at the Opening Meeting and people will be encouraged to apply.				
Adjournment	Team will not meet the week of August 12. The next Team meeting will be held at 9:00 a.m., on August 20. Miriam will take the minutes. There being no further business, the meeting adjourned at 11:38 AM.				

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