

**ADMINISTRATIVE TEAM  
MEETING MINUTES  
SEPTEMBER 3, 2019  
ADM Board Room**

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**MEMBERS (presence denoted by check):**

<input checked="" type="checkbox"/> Ray Cummiskey	<input checked="" type="checkbox"/> Dena McCaffrey	<input checked="" type="checkbox"/> Roger Barrentine
<input checked="" type="checkbox"/> Daryl Gehbauer	<input checked="" type="checkbox"/> Allan Wamsley	<input checked="" type="checkbox"/> Tasha Welsh
<input checked="" type="checkbox"/> Kim Harvey	<input checked="" type="checkbox"/> Chris DeGeare	<input checked="" type="checkbox"/> Karen Wicks

**GUESTS:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:03 a.m.
<b>Approval of Minutes</b>	The minutes of the August 27, 2019 meeting were presented. <b>Motion:</b> Tasha <b>Seconded:</b> Roger <b>Vote:</b> All approved.
<b>Review of Action Items/ Closing the Loop</b> Staff Classification and Compensation Study	The Task Force met to discuss feedback from the employee meetings, and a follow-up email was sent out to campus.
<b>Hot Topics</b> CircleIn – National Science Foundation Grant Partnership	Kim, Chris, and Allen participated in a conference call regarding a grant opportunity through the National Science Foundation for an app that is designed to help with student success. A follow-up demo call is scheduled for next week. The cost to the College would be \$4,000 for 800 students, or \$5 per student, per course, compared to \$50 per student, per course without the grant. Team agreed to move forward. Kim will include information in her October Board report.
Opening Week Survey Results	Comments from the survey indicated that employees appreciated having lunch served in the Field House. The set-up may be turned to face the big screen next year. Discussion was held about possibly delaying the State of the College address for a few weeks into the fall semester, perhaps after census. There was positive feedback received about moving mandatory meetings from three days to two.
Tuition-Fee Dual Credit	Ray shared information about a four-year university offering dual credit courses for free to students who qualify. There was discussion at the last CAO meeting about making free tuition to students who qualify based on need a state-wide initiative. One university is offering \$1,000 scholarships to students who complete nine-credit hours of dual credit courses through their school. Allen will share with Team the dual credit tuition rates of all area colleges. It was agreed that there must be a strategic plan for dual credit, with the understanding that there will be a financial impact if the dual credit program is overhauled. The discussion regarding online course offerings needs to be an increasingly important conversation. Ray would like to see a fully-engaged program in place by summer, and suggested that

December Retirees/Open Positions	<p>a small group start by analyzing data. Conversations could start with Trish Aumann and faculty liaisons.</p> <p>Tasha distributed a list that included vacant positions and those that will be vacant after the December retirements. Discussion took place about which positions were top priority and which could possibly be delayed. It was determined that Permission to Fill forms would be brought forward for the Director of Institutional Research/Federal Compliance (January 1 start), the Director of Student Compliance/Title IX Coordinator (January 1 start), and the Account Clerk (mid-November start). Options for other positions were discussed.</p>
<b>Budget</b>	
<b>Planning</b>	A Strategic Plan Development Task Force meeting was held last week.
<b>Division/Departmental Updates</b>	
President	<ul style="list-style-type: none"> <li>• Board agenda items are due today.</li> <li>• A Board Work Session will be planned in the next few weeks.</li> <li>• The PLC discussion was good last week. PLC Agenda Items will be added to next week's Team Meeting agenda.</li> </ul>
President-Elect	<ul style="list-style-type: none"> <li>• The Missouri Chamber Workforce2030 Conference will be held October 15-16 in St. Louis.</li> <li>• Last Friday, we submitted the MOU for Degrees When Due, an MDHE statewide initiative geared towards improving completion. Data reporting will be impacted the most.</li> </ul>
Instruction: Chief Academic Officer	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>
Dean of Instruction	<ul style="list-style-type: none"> <li>• Legal advice from the College's attorney will be sought before a final response can be provided regarding a faculty member's request for military leave time to count toward tenure.</li> </ul>
Finance and Administration	<ul style="list-style-type: none"> <li>• The auditors will be back in two weeks. The Foundation books are also being reviewed.</li> </ul>
Student Services	<ul style="list-style-type: none"> <li>• The Child Development Center will apply for a \$20,000 grant, as they have done in the past. Team had no concerns.</li> </ul>
Foundation	<ul style="list-style-type: none"> <li>• Karen had to excuse herself early and was not present to report.</li> </ul>
PR/Marketing	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Tasha will attend a PSRS conference on Thursday.</li> </ul>
<b>Adjournment</b>	There being no further business, the meeting was adjourned at 11:02 a.m. The next Team meeting will be held at 9:00 a.m. on Tuesday, September 10.

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