

**TEAM
MEETING MINUTES**

September 10, 2019 – 9:00 a.m.

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

Members Absent: Karen Wicks

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline / Deadline
Call to Order	The meeting began at 9:11 a.m.	Ray	
Approval of Minutes	Approval of the September 3, 2019 minutes were deferred.	Team	
Review of Action Items/Closing the Loop Classification and Compensation Study	<p>A number of appeals are coming through the Classification and Compensation Study process.</p> <ul style="list-style-type: none"> • Some appeals include additions to job descriptions only, without a classification change request. Tasha emphasized the importance of employees appealing if their job description does not accurately reflect their job. • Positions in the same classification group should have descriptions that are broad enough to cover the general responsibilities of those positions. Language can be added to ensure the descriptions cover the responsibilities of all positions in the classification group. • Data will be important as the process goes forward: number of appeals, number approved, number declined, number of job descriptions updated. • Supervisor agreement is not necessary for the appeal to move forward. <p>A discussion regarding contractor work followed. A tracking system for vendors hired by the College was suggested to track those that are recommended for rehire and those that are not recommended due to performance.</p>	Tasha	
Hot Topics PLC Agenda Items	<p>Team considered the following PLC topics to engage brainstorming and discussion rather than report-out format: upcoming careers for students that the College can support through programming in credit and non-credit; retention of new students; emergency communications; Student Center first floor plan; online education and offerings; wayfinding; food services; ID badges for employees and students; professional development fund for staff.</p> <ul style="list-style-type: none"> • Ray emphasized a need to revisit degree completion and the number of low-income students served by the College. • Professional development: staff are seeking a process for obtaining professional development funds, which could reduce 	Dena	

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<p>DESE On-Site Civil Rights Review</p>	<p>turnover. There are certifications and trainings that would fit with different positions and could be encouraged or even required, depending on the position. Google Pursuit courses were mentioned as an opportunity; if the College is a “Google” school, more training is needed.</p> <ul style="list-style-type: none"> • Wayfinding: this discussion would include building names and numbering and involves many stakeholders. • Retaining new students: this topic was deemed most immediate for PLC brainstorming and discussion. What the College should be doing this fall to retain students into the spring semester was discussed. Phone calls to new students, CircleIn program, etc. were mentioned as components. Student focus groups would be helpful if there are staff trained to run them properly. • Pathways: a quick overview of where the College has been and where it is currently would be helpful, followed by brainstorming where to go in the future. Online courses will be part of this conversation as well. Volunteers from the Guided Pathways Task Force could help facilitate. <p>As a recipient of Perkins funding, DESE is conducting an on-site Civil Rights Compliance review for buildings wherein technical programs are taught (CTE, TC and ATS). The Student Center will be included as part of the review, since the Title IX Coordinator is housed there.</p> <ul style="list-style-type: none"> • Initial paperwork is due September 20. There is no current indication of the timeline for the on-site review. • Clarification is also needed regarding the possible impact of the review on the College’s DESE funding. 	<p>Dena</p>	
<p>CIS Cybersecurity Teach Out</p>	<p>The current CIS-CRJ Cybersecurity Degree was developed by the request of the Criminal Justice Advisory Committee.</p> <ul style="list-style-type: none"> • It is not a true Cybersecurity degree, and is confusing to students. The degree is tailored for those who want to work in a Law Enforcement Office doing IT work. Those looking for a career in Law Enforcement IT would be better served by completing POST plus a CIS certificate, since Law Enforcement offices only hire employees who are licensed POST officers • There have been five graduates in the last few years, and five currently declaring CIS-CRJ as a major. No graduates have been hired by Law Enforcement agencies. • The Advisory committee should be notified of the low enrollment and the employment challenges before a decision is made. Chris will discuss with faculty and have a discussion at the upcoming advisory committee meeting. 	<p>Chris</p>	

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President-Elect	<ul style="list-style-type: none"> MCCA is ramping up for the legislative session. Ray and Dena will be going to Jefferson City to talk to legislators on September 11 to share the College’s legislative priorities. Ray mentioned the UMSL Founders Dinner on October 10. He would like to send some Student Services representatives from the College. 		
Chief Academic Officer	<p>Dena</p> <ul style="list-style-type: none"> The American Graduate Group from Channel 9 will be sending someone to the Manufacturing Day event to take some footage for the show. The Jefferson County Sherriff’s department is offering to pay for students to attend the Law Enforcement Academy; they linked to Jefferson College from their Twitter account. Dena and Tasha are attending an Enterprise University session on Courageous Leadership on September 17. They will not attend Team that day due to the training. Dena shared materials from the University of South Carolina Resource Center for first year experience. <p>Allan</p> <ul style="list-style-type: none"> The Online Student Success Subcommittee has been discussing a switch from Blackboard to another Learning Management System (LMS). Two products – Canvas and D2L – are being reviewed; these products offer a mobile-friendly platform, and other additional features. The subcommittee would like to present some demos to faculty, possibly during the October 15 Faculty Work Day. Anastasia may present to Team in the near future if an alternate LMS is recommended. 		
Dean of Instruction	<p>Chris - No report.</p>		
Finance & Administration	<p>Daryl</p> <ul style="list-style-type: none"> Daryl distributed an updated Emergency Preparedness building contacts list. He asked for any changes to be emailed to him. Quite a few people do not know they are on this list. It was recommended that Don Riffe be included in the conversation to determine what the expectations are for Emergency Preparedness contacts, so that training can be given. 		
Student Services	<p>Kim</p> <ul style="list-style-type: none"> 1,100 hearts are on the Central Lawn this week, representing the number of college students lost to suicide each year. 		

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<p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<ul style="list-style-type: none"> • Holly is developing more connections in Arnold on behalf of JCA. Fox Superintendent Nisha Patel will be touring the JCA campus on October 8 at 3:00 p.m. Allan will attend as well. • FastTrack Workforce Incentive Grant: looking at a January start date. In the meantime, a website and marketing materials are being developed. Sarah Bright will present on the grant at the CTE advisory committee meetings in September. • Minority Student listening session is scheduled for the evening of September 10. Richard Stephenson and Ashley McGee will be facilitating the conversation. • Student suggestions from the Welcome Week suggestion box have been reviewed recommendations have been made. Students requested board games in the CTE and ASI lounges; faculty and staff will be asked to donate games. Arcade games, a fish tank, and plants were also requested for the lounges. Some artificial greenery will be added to brighten the space, though the other requests will take more consideration. A “You Asked, We Listened” poster for the lounges would be a good idea once the changes are in place. <p>Karen – No Report.</p> <p>Roger</p> <ul style="list-style-type: none"> • Roger will be bringing an updated Crisis Communication and Acute Stress Response (ASR) plan to Team for review in the near future. • Roger’s team is exploring the cost of a chat bot: start-up costs are \$5,000, then \$8,000 per year for maintenance. • The JCTV crew revamped the Jefferson College Today show, which has been condensed to a 5 minute show of news, interviews, and a broad spectrum of student topics. <p>Tasha</p> <ul style="list-style-type: none"> • The College received preliminary projections from J.W. Terrill for health insurance; Tasha and Ray will meet with them on Thursday, September 12. 		
<p>Adjournment</p>	<p>The next Team meeting will be at 9:30 a.m. on Tuesday, September 17. Miriam Rouggly will take minutes. With no further business to discuss, the meeting adjourned at 11:44 a.m.</p>		

Respectfully submitted,
 Miriam Rouggly
 Administrative Assistant to the President-Elect and Instruction