

**ADMINISTRATIVE TEAM
MEETING MINUTES
SEPTEMBER 24, 2019
ADM Board Room**

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 type="checkbox"/> Kim Harvey	<input checked="" type="checkbox"/> Chris DeGeare	<input checked="" type="checkbox"/> Karen Wicks

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:02 a.m.
Approval of Minutes	The minutes of the September 3, 2019 meeting were presented. Dena had one minor change to the minutes. Motion: Tasha Seconded: Dena Vote: All Approved
Closing the Loop Staff Classification and Compensation Study	Tasha provided the following updates: <ul style="list-style-type: none"> The Task Force reviewed appeals last Friday and will meet again next week to complete this step. Approximately 75 appeals were submitted, but many were requests for title changes or changes to the descriptions themselves. Tasha will email employees to let them know if their appeals will be moving forward. <p>FURTHER DISCUSSION NEEDED.</p>
DESE Civil Rights Site Visit	Dena received information from DESE via email. The timeline for a visit can be any time during the school year and will only include the main campus. DESE will send an informational email to provide the date of the visit and identify what information will be needed. FURTHER DISCUSSION NEEDED.
Dual Credit Tuition Rates	Team reviewed a list of dual credit tuition rates for area universities and discussed the following: <ul style="list-style-type: none"> Jefferson is the only college to pay their dual credit adjuncts. The College also pays counselors \$6 per unique enrollment, identified through consortium agreements. It was suggested that MAC, East Central, and STLCC rates be added to the list. Data shows that the College receives a larger percentage of students from schools with cohort agreements. Daryl asked if an analysis should be done to see how much is spent on dual credit adjunct pay, and how much dual credit tuition could be reduced if adjuncts were not paid. It was noted that high school enrollments are lower, which reflects on our enrollment.

	<ul style="list-style-type: none"> • Should the College consider offering discounted tuition rates to the free and reduced lunch student population? • Could the Foundation or local companies assist with providing scholarships (career program courses, ATS, etc.) to reduce costs to students. • Fifteen percent of total credit hours generated in fall 2019 were from Residency 5 students (Early College, not ATS). <p>ACTION:</p> <ol style="list-style-type: none"> 1. Allan will include area community colleges in the list of dual credit tuition rates. 2. Allan will get together with people involved in Early College to bring a recommendation back to Team.
<p>MCCA Advisory Board Call for Nominations</p>	<p>Ray would like the College to be represented on the Advisory Board. Meetings are held throughout the year, and the group helps with planning the Convention and professional development opportunities. Some positions are appointed and others are elected.</p> <p>FURTHER DISCUSSION NEEDED.</p>
<p>MCCA Convention</p>	<p>The MCCA Allied Health Conference will be held in Kansas City on October 4.</p> <p>Team discussed who from the College plans to attend. For the Annual MCCA Convention in November, Dena asked if constituent group chairs should be invited to attend and if a separate budget for expenses should be set up.</p> <p>FURTHER DISCUSSION NEEDED.</p>
<p>Medical Insurance</p>	<p>J.W. Terrill requested bids and determined that continuing with Cigna would be the best option. A 10% increase in the College's contribution was figured into the budget for next year. J.W. Terrill noted that the spread between OAP and Qualifying High Deductible plans is larger than it should be. They would like the College to increase health insurance reserve by at least 10%. Team reviewed multiple scenarios Tasha had prepared which included potential changes and their impacts to employees. Discussion followed. Daryl noted that the bid results need to be shared.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 3. Tasha will update the information based on feedback from the meeting.
<p>Board Work Session</p>	<p>Dena indicated that she would email Team the presentation plan regarding current issues involving community colleges. National, State, County, and Jefferson College data will be presented. Workforce data will also be presented and Gen Z information will be touched upon, and Board will be able to ask questions. The Work Session begins at 4:30 on September 26.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 4. Dena will email information to Team.
<p>Perkins V Comprehensive Local Needs Assessment</p>	<p>Allan and Chris participated in a teleconference with deans from other community colleges to discuss Perkins V requirements. The assessment will be due in the spring and will equate to eligibility for post-secondary Perkins funds, and for enhancement grants and state funds. With no IR Director on board at this time, it was suggested that data consultants may need to be</p>

	<p>utilized. We need to do a comprehensive assessment of our community's needs plus show data that our programs are in-demand.</p> <p>FURTHER DISCUSSION NEEDED.</p>
Budget	<p>Discussion took place regarding spring 2020 enrollment projections and fall-to-spring credit hour percentage losses presented at the September SEM/R meeting.</p> <p>A FAST Budget Module training session may be held for Team the next time Tracy James is scheduled to attend a Team meeting.</p> <p>FURTHER DISCUSSION NEEDED.</p>
Planning	No discussion was held.
Division/Departmental Updates	
President	<ul style="list-style-type: none"> • PLC meeting is today. First Year Experience is the main topic. • The Board Work Session will be held this Thursday night. • Topics are due in today for the Board Meeting agenda. • Presidents and Chancellors Council will meet next week with Mizzou and will discuss taxing districts issue. Ray will be out of the office Thursday and Friday. • Budget proposals go to the Governor next month, and he will build his budget recommendations based on that information.
President-Elect	<ul style="list-style-type: none"> • Dena received word that the College did not get the MoExcels grant for Vet Tech expansion, but MDHE is asking additional questions so we may still have a chance of receiving the grant funding. • Dena, Karen, and Ray presented to Enterprise Bank last week. • The Leadership in Higher Ed Conference will be held in St. Louis next week. Dena, Tasha, Richard Stephenson, Sarah Bright, and John Linhorst plan to attend.
Instruction: Interim Dean of Academic Services/CAO	<ul style="list-style-type: none"> • Allan reported good attendance at Early College Night. Student Services coordinated with the Instructional side.
Dean of Instruction	<ul style="list-style-type: none"> • Chris presented a Permission to Fill for the Associate Dean position. • Chris will check with Lisa Vinyard to see if the College could contribute some prizes for Manufacturing Day, as was done last year. • Enrollment in computer support courses at JCA has been declining, with seven students currently enrolled in a Networking course. The equipment is dated and will need replacement if the courses are to continue.
Finance and Administration	<ul style="list-style-type: none"> • An adjustment was made to the phone system to help resolve the issue of callers being transferred to the wrong extensions. Cell phone users seem to have more issues. Tracy James is checking to see if the system will allow for a confirmation of the name prior to the transfer. • Don Riffe reports on the number of doors that are left open during off hours. When leaving a building, employees should double check that exterior doors are closed and locked.
Student Services	
Foundation	<ul style="list-style-type: none"> • Kim was not present to report.

<p>PR/Marketing</p> <p>Human Resources</p>	<ul style="list-style-type: none"> • Last week’s site visit with Holcim regarding their possible contribution of concrete for the observatory went well. Holcim has previously provided product for other projects. The plant manager was excited about the community outreach that could be done. • The bill from Fox Run for the Golf Tournament was \$11,000. • The Foundation is waiting to hear from Ameren. • Manufacturing Day is on October 4 and is being promoted now. • Tasha had nothing to report.
<p>Adjournment</p>	<p>There being no further business, the meeting was adjourned at 11:33 a.m. The next Team meeting will be held at 9:00 a.m. on Tuesday, October 1.</p>
<p>Additional Documents</p>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. SP20Projections.pdf 2. SEM.918.pptx 3. Manufacturing Day Flyer.pdf

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