

**Team**  
**MEETING MINUTES**  
**October 1, 2019**  
**Administration Board Room**

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**MEMBERS (presence denoted by check):** Member names added with check box in front of their name

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

**EX-OFICIO MEMBERS:**

**GUESTS:** Trish Aumann

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:05 a.m.
<b>Approval of Minutes</b>	Approval of the minutes from September 3 and September 10 were deferred to the next meeting.
<b>Closing the Loop:</b> Classification/Compensation Study	<p><b>Classification Study:</b></p> <ul style="list-style-type: none"> <li>• The Task Force completed their reviews of appeals yesterday. Tasha is now reviewing them thoroughly. She is looking for key factors in the appeals in order to relate them to the DBM system.</li> <li>• Tasha expects to begin emailing employees to let them know if their appeal has moved forward to her office. Appeals moving to HR will be reviewed but may or may not be approved at that level.</li> <li>• The Task Force has done an incredible amount of work and have completed a thankless task. Team would like to do something for them to recognize and appreciate their work.</li> <li>• The benefits of hiring the Gallagher consultants was the market research data and the Decision Band Method (DBM) for assigning classifications. The job descriptions were not as helpful as expected. Part of the difficulty with shifting to DBM is that it does not emphasize additional qualifications or certifications, which the old classification system used to consider for grade and step placement.</li> <li>• The process as a whole was a good one; the Task Force was a strong example of shared governance. The appeals process allowed 90 employees to have a voice regarding their job descriptions and classifications. The Task Force held several interviews with supervisors and employees to ensure they were taking everything into account.</li> <li>• The process is coming to a close, and despite the emotions surrounding the study, closure is needed.</li> </ul> <p><b>FURTHER DISCUSSION NEEDED.</b></p>
<b>Capital Projects</b>	<p>Trish Aumann attended the meeting to discuss Capital Projects requests for FY21. The current requests total \$538,000 against a \$500,000 budget.</p> <ul style="list-style-type: none"> <li>• Several items listed safety as a concern; Team would like the Strategic Planning Committee to ask some questions about these items to ensure that safety concerns are addressed immediately through the</li> </ul>

	<p>maintenance budget if needed. For projects that fall into a maintenance category, long-term and recurring needs could be considered and budgeted for in advance.</p> <ul style="list-style-type: none"> <li>• Interior door replacement in Viking Woods: the doors are ordered in multiples of four. The request is \$100,000, but depending on how the other projects do with alternate funding, there could be more or less funds available for doors.</li> <li>• PLTW Classroom remodel in CTE: possibly some other sources of funding (Enhancement, Jefferson Foundation) are available. The lab tables in the current PLTW classroom are specialized; those should probably move with the classroom to the renovated space.</li> <li>• Vet Tech Expansion: An additional 12 students could generate \$77,000 in tuition dollars in their two years in the program.</li> <li>• Observatory: The College has committed \$38,000 in the project at this point. The Jefferson College Foundation is working with Holcim for a donation of the concrete needed, which would allow the \$38,000 to be spent on other parts of the project.</li> <li>• Team discussed ROI as a part of the Capital Projects considerations. It can be a tricky calculation, and requestors may be reluctant to set a number in case it is not reached. It is a conversation the committee can have, however.</li> <li>• Some projects mentioned asking for funds from the instructional furniture budget, but Team preferred those funds to be distributed by the Instructional Furniture Committee, and did not consider it as part of the proposal.</li> </ul> <p>A discussion related to Instructional Furniture began regarding ownership of items like whiteboard and chalkboards in classrooms. There are several classrooms with new furniture that still have chalkboards. Chris will survey classrooms and begin the replacement process.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Trish will follow up with the Strategic Planning Committee and report back to Team.</li> <li>2. Chris will look into classrooms that need white boards to replace chalkboards and begin the replacement process.</li> </ol>
<p><b>Carpools for MCCA</b></p>	<p>Since the MCCA Convention is in Kansas City, carpooling would be ideal. Chris will ask Ramona Mundwiller from MCCA about a list of those attending from the College. Ray is waiting to hear from constituent heads as well.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. Chris will contact Mona from MCCA.</li> <li>4. Ray will contact constituent heads.</li> </ol>
<p><b>Employee Participation in Community Events</b></p>	<p>Team discussed non-exempt employees participating in community events. If it is something they have been asked to do on behalf of the College, it should be considered part of their work day. The College cannot mandate an employee volunteer his or her time for a community event when they are attending as a representative of the College. This decision is consistent with past practice.</p> <p><b>NO FURTHER ACTION NEEDED.</b></p>

<p><b>Medical Insurance Renewal</b></p>	<p>Tasha updated team on the Benefits Subcommittee process.</p> <ul style="list-style-type: none"> <li>• JW Terrill presented the insurance bids. The subcommittee decided to stay with Cigna, and add the Wellness Plus benefit for dental coverage.</li> <li>• Last week, Tasha asked the group for input on different premium scenarios. The responses were varied, so Tasha looked back to last year's increase amounts and is recommending a 6% increase to OAP dependent premiums, 7% increase to QHDHP dependent premiums, and an 8% increase to the College. The OAP employee contribution would decrease to \$45/month and the \$160/month premium reimbursement for the high deductible would stay the same. This scenario is projected to result in a \$75,000 decrease to the insurance reserves. The FY20 budget included a 10% increase to college contributions, so budget savings could be incurred due to increasing by only 8%.</li> </ul> <p><b>NO FURTHER ACTION NEEDED.</b></p>
<p><b>Budget</b></p>	<p>Ray reminded Team to review their departmental budgets now that the third quarter is over (first quarter of the fiscal year), and start predictions for the rest of the year.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>5. Review Quarter Budgets and prepare for FY21 budgeting.</li> </ol>
<p><b>Planning</b></p>	<p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>6. Ray reminded Team to have all items into BoardDocs ASAP for the October 10 meeting.</li> <li>7. Dena asked Team members to update the Team calendar when they will be out of the office so other Team members are aware.</li> </ol>
<p><b>Reports</b></p>	<p><b>Ray</b></p> <ul style="list-style-type: none"> <li>• Ray will be out of the office on Thursday and Friday and will attend the Presidents and Chancellors meeting at MIZZOU on Friday. The College will be signing an MOU with MIZZOU to help with articulation of courses in the 300- and 400-level. They will also discuss service regions and should come to an understanding about that.</li> <li>• The ATS Board dinner will be at 4:30 p.m. before the October 10 Board meeting at 6:00.</li> <li>• The next Board work session will be October 24 at 4:30 p.m. One subject of discussion will be Guided Pathways. The Carpentry Open House will be that evening as well. Dena will work with Chuck and Ray to schedule the Open House at a time the Board can attend before the work session.</li> <li>• State Fair Community College will be offering free dual credit courses for students receiving free and reduced lunches. The free and reduced lunch population in Jefferson County depends on the district, but hovers between 15%-40%.</li> </ul> <p><b>Dena</b></p>

- Dena, Tasha, John Linhorst, Sarah Bright, and Richard Stephenson will be attending the Leadership in Higher Education conference in St. Louis on Friday and Saturday, October 4-5.

**Allan**

- Ed Callahan from Victory Christian Academy has contacted Allan to inquire about Dual Credit for their students.

**Chris**

- The Associate Dean of Math, Physics & Technology position has been posted to PeopleAdmin. Tasha commented the new reporting structure in PeopleAdmin is almost up and running.
- The Cosgrove data consultants will be meeting with Allan and Chris to contribute to the Perkins 5 data needs.
- Chris received all three tenure packets from eligible faculty this year.
- Faculty Load and Compensation (FLAC) in Banner: Mark Smreker received three bids, the lowest of which was with Ellucian. However, it is unclear whether that bid includes the faculty self-service component, which was included in the other bids. Ability for faculty to approve their assigned load is a critical piece. Payroll has been working with IT on Banner self-service for faculty and may be able to do it in-house. An ideal timeline would be to pilot FLAC for summer load since it is a smaller load list. Discussion followed regarding IT projects and prioritizing needs. Tray James may come to Team for often to give updates and receive priorities from Team.
- Team discussed office spaces for the upcoming Associate Dean. The TC conference room is a possibility for the Associate Dean office; it is underutilized for meetings and would be a good office space if the vibration issues are fixed. Team will discuss at next week's meeting.
- Publically posting Faculty Office Hours was discussed. There are some safety concerns with the level of visibility of schedule. Any current safety issues need to be addressed immediately. Students also need access to the information to know how and when they can meet with faculty.

**Daryl** – No report.

**Kim** – No report.

**Karen**

- The Golf Tournament netted \$25,500, about \$3,000 less than last year.
- Vantage Credit Union sent information on an educational contest they are running. Faculty or staff can submit a 60-second video explaining their need for funds to impact education for students, school, or professional development. Prizes are \$200, \$500, \$1,000, \$2,000. If any Jefferson College employees participate and win, the money will go through the Foundation.

	<p><b>Roger</b> – No report.</p> <p><b>Tasha</b> – No report.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>8. Chris will follow-up with the FLAC bids.</li> <li>9. Team will invite Tracy James on a rotating basis to discuss IT projects.</li> <li>10. Chris will bring recommendations for office spaces for the Associate Dean to the next Team meeting for discussion.</li> <li>11. Further discussion regarding faculty office hours needed.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 11:15 a.m.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: <ul style="list-style-type: none"> <li>1. Capital Projects</li> </ul>

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