Team MEETING MINUTES October 8, 2019 Administration Board Room

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

🛛 Tasha Welsh

\boxtimes Roger Barrentine

- 🛛 Daryl Gehbauer
- ⊠ Allan Wamsley
- **EX-OFICIO MEMBERS:**

GUESTS: Kathy Johnston

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Approval of Minutes	Tasha motioned to approve the minutes from October 1, 2019, with corrections. Dena seconded the motion. All approved.
CMU Model/Discounted Tuition Rate	 Kathy Johnston and Jaclyn Birks are developing a letter to send to College partners (advisory committees, employer partners, etc.), to thank them for their commitment to the College and encourage them to promote the college to employees. Central Methodist University is currently offering a \$30 per credit hour discount for employees of their partners, BJC and Mercy. Team discussed the possibility of this strategy for Jefferson College. Recruiting non-traditional students is imperative at this time. Piloting discount programs with some of the most engaged partners would be a good place to start. Developing individual MOUs with each partner is ideal and is a good way to engage them further. There would be an expectation of referrals to the College as part of the MOU. The letters to employers could be individualized to say the College would love to discuss discount options to fit the needs of the company.
Recruiter Resources	 A discussion followed regarding how to ensure recruiters have the resources they need to remain competitive when they recruit. Current recruiters also have many other tasks; to focus on recruiting only, some of their current load would need to be removed. Needs include a better way to track potential students, including a database for follow-ups and an iPad to gather potential student information. Implementing a chat bot on the website would free up some time for recruiters. For comparison, OTC spends \$40,000 a year for their chat bot; it would cost Jefferson College \$12,000-\$15,000 and could be up and running in 30 days. Discussion about funding sources for a chat bot began. There have been some difficulties with the digital signage project. If it does not work out, the funds could be redirected with approval from the appropriate stakeholders.

:): Member names add ⊠ Ray Cummiskey ⊠ Kim Harvey

🛛 Chris DeGeare

- ☑ Dena McCaffrey
- \boxtimes Karen Wicks

Marketing and Outreach Strategies	 A new discussion began regarding outreach and marketing strategies. Tracking technology on searches and websites was discussed as a way to reach out to potential students. Roger's team is in the final proofing stage for new marketing materials by degree and program. Allan requested JC decals for each student in Dual Credit. He will work with Lauren Murphy to have them made.
Closing the Loop: Classification/Compensation Study	 Tasha gave an update on the Classification/Compensation Study: Emails were sent on October 1 to let employees know if their appeal was moving forward to HR. Tasha is reviewing appeals and preparing a summary report. The first batch of appeals were sent to Gallagher, who is estimating it will take their team 15 minutes to review each appeal. After reviewing appeals and comparing job descriptions more in-depth, several positions now appear to have been over-graded initially. In some cases, the employee's work conditions and responsibilities have changed. In other cases, there is better understanding of the responsibilities involved in the position. Tasha has emailed supervisors of those positions to ensure she is not mistaken. She is committed to getting the study right. After supervisor review, Tasha will bring those positions to Admin Team for review. Team discussed ways to thank the committee.
	 FURTHER DISCUSSION NEEDED ACTION: Tasha will bring positions that were graded too high to Admin Team for review after supervisors weigh in. Miriam will create a Doodle Poll for getting the Task Force together to thank them for their service.
Employee Participation in Community Events Follow-Up	Daryl confirmed that employees asked to participate in a community event on behalf of the college (e.g., a golf tournament or community organization dinner) do not take vacation or personal time to attend during work hours. They will be asked to wear Jefferson College gear to the event to promote the College. If the College did not specifically request the person to attend, the employee may attend using vacation or personal time with supervisor approval. Jefferson College Foundation events are excluded; employees must use vacation/personal time to attend. Team would like to improve this process in the future. ACTION:
	 Team – improve process for finding employees to represent the College at community events.
Pool Space	 The Board asked for a plan to be developed for the pool space. Team will start the conversation in PLC and ask volunteers to join a Task Force to look at uses for the space and make recommendations. Three budget subcommittees recommended pool closure several years ago; members from those subcommittees may be asked to join the Task Force. Additionally, Daryl will solicit representatives from Athletics, IT, student senate, certified, classified, and faculty.

	• A demolition or renovation will need to be taken in stages, and the result should have strategic value and bring in revenue for the College.
	ACTION:
	 Ray will add Pool Space discussion to the next PLC agenda. Daryl will solicit representatives for the Task Force.
Office Space for Dean/Associate Dean	 Chris shared plans for renovating the current box office/faculty office space in the Fine Arts Theatre lobby. This space would be utilized for an Associate Dean's office, and include a meeting room and administrative assistant area. The plan requires some space from the lobby, which could sub-divide the space in an undesirable manner. The internal staircase would need to be removed, but it is not currently used due to lack of accessibility. Moving leadership into the building has strategic (if not instructional) value by taking on theatre-related responsibility instead of it falling to faculty to manage. A contractor is needed to determine costs. With furnishings, it could cost ~\$80,000. It could be done in stages if needed, with short-and long-term goals in mind. Space on the second floor of Fine Arts was also considered. The area around the sound booth would be fairly easy to renovate, but not accessible. Enclosing the breezeway was also discussed, though it will need a fire door due to fire code.
	FURTHER DISCUSSION NEEDED
OER Materials	This discussion was moved to the following week.
Minority Student Listening Session	 Due to time, Team agreed to discuss the Listening Session in-depth at the following meeting. Students expressed having concerns, but do not know where to take them. The College has not made concerted efforts to make minority students comfortable. The Diversity committee was given feedback from the Listening Session and work groups are forming action plans to address concerns. Team discussed practices that lead to faculty and staff at Jefferson College not being diverse. How can the recruitment and interview processes reflect a value for diversity? Tasha received some guidance at the Leadership Conference regarding search committee training. Finding ways to make students feel welcome and comfortable on campus, especially those who are from communities outside of this one were discussed. Ideas including the food served in the cafeteria and items that could be stocked in the Viking Vault were offered. Other ideas: African American History course, Diversity course, invite cultural groups to visit campus, etc.
	FURTHER DISCUSSION NEEDED
	ACTION:
	 Team - Think of ways to take baby steps toward, meaningful change. Tasha - Forward Title IX position description to Keith Fuller for candidate recommendations.

Budget	No discussion.
Planning	Kim mentioned the Call-a-Thon Feedback seemed to be positive. Faculty had a great experience, and want to do it again next semester. She and her team are still reviewing the data and monitoring the feedback from students. The Call-a-Thon was rewarding overall; even if the phone call went to voicemail, the act of calling itself is important.
	NO ACTION NEEDED.
Reports President	 Ray Dena will attend the 10-year celebration of Jeffco Express on Wednesday, October 30 at Fox. Ray will attend a Presidents and Chancellors meeting on Friday, October 11 at MIZZOU. The level to which Mizzou has developed a support system for community college transfer students is impressive. A new MOU between MCCA and MIZZOU is planned to make transferring easier for students. MCCA will be asking legislature for \$30 million in funding. They want to communicate the need strategically, emphasizing that A+ funding is not the same as having money for the College budget. The consortium also agreed to keep any service district disputes between presidents, rather than involving MCCA. Dual Credit and recruiting in High Schools is a big statewide discussion. If the community college does not meet the needs of the local community, it opens the door for others to step in. The Board Meeting is Thursday, October 10, with the Board Dinner prior to the meeting in the ATS. Additionally, the ATS Open House will
President-Elect	be before the Board Work Session on October 24.
	 Dena The MoExcels Vet Tech project is one of the top 18 projects in the state Chris will present on the project to MoExcels via phone call later in the month. The project is also on the state Capital Projects list. Team agreed employees could dress in Cardinals gear on Wednesday, October 9 for a \$2 donation to the Vikings' Vault. Roger will send out ar announcement. Cash can be given to supervisors and forwarded to the Viking Vault. Tasha asked if a Venmo account could be set up for the College, which would make transactions easier.
Chief Academic Officer	Allan
	 Chris and Allan are starting an affinity process with regarding programming for the ATS and Dual Credit. Each superintendent can present the top programs they would like to see, and Chris and Allan will do some internal research, and respond with data in terms of job projections, salaries, and growth opportunities. As a Perkins consortium, it is important for each district to have a voice, and also to see the data that will allow the College to provide the most needed resources to the most stakeholders.

	Chris
	 Community Access: Chris spoke with a community member who enjoys disc golf and regularly plays on the St. Charles Community College campus. The Jefferson College campus would be a perfect location for a Jefferson County disc golf course. Start-up costs would be relatively low and could foster community involvement. Allan mentioned the reviving of the wooded trail on campus; it could be paved or converted for use as a cross-country trail. A community access entrance, parking lots, etc. would be part of this plan.
Finance & Administration	
Student Services	 Daryl Daryl would like to fill the open Senior Network Analyst position by re- classifying it at a Network Specialist and filling it internally. Tasha asked to hold on filling the position until the appeals process was complete.
	Kim
Foundation	 The registration dates for summer 2020 and fall 2020 will be Monday, February 10 and Monday, March 23. Team asked if it would be possible to implement rolling registration, but the schedule is in draft form until it is finalized before posting. Open registration all the time would allow students to enroll when they are ready, instead of waiting for the registration date. This week, the campus is celebrating the Child Development Center with a Dairy Queen fundraiser, children's artwork on the lawn, and designated story times for employees to read to the children. The men's soccer team is nationally ranked 13th; the team won on Saturday, October 6 and may move up in ranking as a result.
	Karen
Markoting	 The Monticello society induction will be Thursday, November 14 at 5:30 p.m. at the Ault House. There will be four new inductees, and several others that will be moving up. The Leader Dinner is Friday, December 13, and tickets are on sale now. The Leader ran an article in the paper on October 3, and Marie has already received some phone calls. The event usually sells out and could grow if it was held at a bigger facility. A Permission to Fill was submitted for the Development Assistant position. Marie Jennewein applied to take the Voluntary Separation Incentive. The job description has been updated.
Marketing	incentive. The job description has been updated.
Human Resources	 Roger The Marketing team is launching the annual media student survey, incentivizing it with \$150 Amazon gift card. They anticipate around 500 responses. It will be open until mid-November. Tasha - No Report
	ACTION:
	 9. Roger will send campus announcement regarding Cardinals Spirit Day and donations to Viking Vault.

	 Daryl will look into the possibility of a Venmo account or similar payment system for the Business Office. Further discussion needed regarding Community Access (disc golf course, trails, parking lots/entrances for Observatory, etc.) Further discussion needed regarding "rolling" enrollment.
Adjournment	Time: 11:15 a.m.
Additional Documents	Attached documents reviewed during this meeting: None.

Respectfully submitted,

Miriam Rouggly

Administrative Assistant to the President-Elect and Instruction