

**ADMINISTRATIVE TEAM  
MEETING MINUTES  
November 5, 2019  
ADM Board Room**

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

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|--|---|--|
| <input checked="" type="checkbox"/> Ray Cummiskey  | <input checked="" type="checkbox"/> Dena McCaffrey (by phone) | <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
<b>Call to Order</b>	<b>Time:</b> 9:00 a.m.
<b>Approval of Minutes</b>	<p>The minutes of the September 10, 2019, September 17, 2019, and October 22, 2019 meetings were presented.</p> <p><b>MOTION:</b> Tasha motioned to approve the minutes of the September 10, 2019 and September 17, 2019 meetings. <b>SECOND:</b> Dena seconded. Tasha abstained from the vote; all others present approved.</p> <p><b>MOTION:</b> Dena motioned to approve the minutes of the October 22, 2019 meeting. <b>SECOND:</b> Chris seconded. All approved.</p>
<p><b>Closing the Loop</b> Staff Classification and Compensation Study</p> <p>DESE Civil Rights Site Visit</p>	<p>An email was sent out last week that the final results of the appeals have been postponed by a few weeks and the target date is now November 15. There was a meeting with Administration last week to get some clarification, and things are moving along. A follow-up meeting is scheduled for next Tuesday.</p> <p><b>FURTHER DISCUSSION NEEDED.</b></p> <p>Dena emailed the following report to Team on 10/31/19:</p> <p>Dena has confirmed with DESE that the College's compliance site visit will be held on Tuesday, March 3, 2020, and will focus on Hillsboro campus only. Dale completed the Building Information Form and that was sent to DESE (attn: Gavin Allan) on September 18, 2019.</p> <p>The onsite review will consist of three things:</p> <ol style="list-style-type: none"> <li>1. Review documentation, policies, non-discrimination statements, etc.</li> <li>2. Conduct interviews of some CTE students, CTE teachers, and staff/administrators. Most of these interviews can be done in groups if that helps.</li> </ol>

3. Conduct walkthrough looking for ADA type accessibility issues. The scope is limited to policies, procedure, practices, and facilities that a CTE student would use during the course of study to complete a certificate or degree.

VIOLATIONS: Any violations that might be found during the review will need to be remedied. There will be a brief exit interview at the end of the day, but the formal report will be sent a week or two following the review. The district/college will have a chance to respond to each violation with a plan and date that the violation will be remedied. Once an agreement is reached with the district/college about fixing the violations, the college would go into a "monitoring mode" until the items are fixed. Refusal to remedy the violations could result in the withholding of all federal funding to the district/college. Dena doesn't see that as a problem for us.

Dena noted that the College is the first cohort to go through this new process. Exact questions have not yet been provided to us. Dena feels confident that the visit will go fine.

**NO FURTHER DISCUSSION NEEDED.**

Future Workforce and Employee Needs & Training

Dena had nothing additional to report at this time. The item could remain on the agenda until next week.

**FURTHER DISCUSSION NEEDED.**

LMS Showcase

Allan reported that the LMS Showcase was held last week. Three vendors, Blackboard Ultra, Canvas Instructure, and D2L Brightspace, presented on their products. A survey was done after the demos, and feedback was received from more than 300 students. The subcommittee had good participation with much faculty representation. A majority of schools in the state are using Canvas or moving to it. Allan is working with Sherri on a proposal for the new LMS, with a plan to pilot in the summer and implement a broader pilot in fall 2020.

Daryl asked if there would be any way to do a multi-school package with Canvas to try to save money. Allan indicated he could bring that up at the CAO meeting.

**ACTION:**

1. Allan will discuss the possibility of developing a multi-school package for the LMS at the CAO meeting.
2. Allan will work on a proposal for the new LMS, with plans to pilot it in summer 2020.

Dobbs Racecar

Chris clarified that the intended use of the race car being donated to the College by Dobbs would be visibility at events, such as parades or community service events (i.e., oil changes for veterans at Meineke). The car would also allow Automotive Technology students access to a high performance engine. Automotive Technology faculty members Brad Berry and Gerard Uhls would be the only drivers, and the vehicle would be

	<p>trailed to and from events. They would like to store the car in a covered area, preferably inside. It would be covered as a promotional vehicle under the College’s existing insurance policy. The car could be painted or wrapped with the College logo, etc. One of the Automotive students works at a shop that wraps vehicles. Dena suggested that the student be asked about wrapping the College’s golf carts and delivery truck. Ray noted that he would like a commitment from Gerard and Brad that each time the car is taken out, they will ensure that the vehicle is ready and in good condition.</p> <p>Karen has been working with Dobbs to get an estimate, to then seek Foundation Board approval. They are reaching out to the gentleman who built the car for an appraisal.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. Chris will reach out regarding a contact for the wrap shop.</li> <li>4. Karen will get the value of the vehicle for Foundation Board approval.</li> </ol>
<p><b>Items for Discussion from Prior Meetings</b></p> <p>Tracking System for Contractors Eligible for Rehire (9/10) - Team Discussion</p> <p>CIS-CRJ Cybersecurity Teach Out Follow-up (9/10) – Chris</p> <p>Color Printing Addition to Printing Contract (9/10) – Daryl</p> <p>Chat Bot (9/10) - Dena/Roger</p> <p>Dual Credit Model and Competition (from 9/17) – Allan</p>	<p>Per Miriam’s email dated 10/30/19.</p> <p>A discussion was previously held about developing a system to track contractor experiences. Ray noted this would be public record, so factual details would need to be included, with documentation if possible.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>5. Daryl will follow up with Dale and Sherry about developing a process to solicit and track feedback on contractor experiences.</li> </ol> <p>Chris asked if the Board needed to approve the end of the program. It was noted that once termination of a program has been submitted through the Curriculum Committee report, the Board would be notified.</p> <p><b>NO FURTHER DISCUSSION NEEDED.</b></p> <p>As a pilot, some inkjet printers have been removed and centralized printers have been set up in the ASI and Fine Arts buildings. Implementing this campus-wide will lead to increased outsourcing of color printing. For budgetary reasons, the move to centralized printers will continue.</p> <p><b>NO FURTHER DISCUSSION NEEDED.</b></p> <p>Roger reported that there is an ad hoc committee meeting scheduled for next Thursday to discuss chat bot options.</p> <p><b>ACTION</b></p> <ol style="list-style-type: none"> <li>6. The ad hoc committee will meet to discuss chat bots.</li> </ol> <p>Allan shared information on the numbers of students on the free and reduced lunch programs in area school districts. De Soto has the highest percentage. Allan will research how many of the students who took dual credit/dual enrollment classes last year were on the free and reduced lunch program. He suggested that perhaps the one-third split with school</p>

<p>Automated System for Tracking Student Web Requests (9/17) – Kim</p> <p>MCCA Advisory Board Call for Nominations (9/24) – Team Discussion</p> <p>Community Access (disc golf, parking, trails, etc.) (10/8) - Allan/Team Discussion</p> <p>"Rolling"/Year-Round Enrollment (10/8) – Kim</p>	<p>districts could be implemented. Ray noted that Team would need to see how the whole model would look and how the budget would be affected before changes are made. Allan mentioned that SEMO has begun promoting their Will to Do Award, which is a need-based, renewable \$0 tuition and general fees scholarship for incoming freshman who are Pell-eligible, have a minimum 2.75 high school GPA, and will be full-time.</p> <p><b>FURTHER DISCUSSION NEEDED.</b></p> <p>This item was postponed until the next meeting since Kim was not present.</p> <p><b>FURTHER DISCUSSION NEEDED.</b></p> <p>This item was already resolved.</p> <p><b>NO DISCUSSION NEEDED.</b></p> <p>Allan reported that the non-profit organization, Gateway Off-Road Cyclists (GORC), develops trail systems on properties. They could build around seven miles of mountain bike trails on College-owned property. Dena noted there are a few groups on campus discussing building a pergola and trails on campus.</p> <p><b>ACTION:</b></p> <p>7. Allan will share a link to GORC with Team.</p> <p>This item was postponed until the next meeting since Kim was not present.</p> <p><b>FURTHER DISCUSSION NEEDED.</b></p>
<p><b>Hot Topics</b> BAT Negotiations</p>	<p>Team discussed items to be considered for BAT negotiations.</p> <p><b>ACTION</b></p> <p>8. Daryl will revise the list for the upcoming BAT Team meeting.</p>
<p><b>Budget</b></p>	
<p><b>Planning</b></p>	
<p><b>Division/Departmental Updates</b> President</p>	<ul style="list-style-type: none"> <li>• Ray presented Kim’s Permission to Fill form for a part-time Teacher’s Assistant position.</li> <li>• Team was reminded to emphasize in their areas that if someone sees something, they need to say something. We must investigate any situations that arise and document how they were handled.</li> <li>• Team members need to work with Kim to get information to MDHE for FAST Track Grant postcards.</li> <li>• Ray has reached out to Dwyane Smith from Harris-Stowe to meet with Team on several topics, including diversity and STEM. A visit to their campus will be planned for Ray and others. Chris suggested that he and Kenny Wilson participate, as well as Lisa Pavia-Higel, Richard Stephenson, and Stacey Wilson. He will identify others to attend and</li> </ul>

<p>President-Elect</p> <p>Instruction: Interim Dean of Academic Services/CAO</p>	<p>Lisa Vinyard will be asked to check calendars for a time that works for those interested in going.</p> <ul style="list-style-type: none"> <li>• JCPD sent out an email to remind everyone to check that exterior doors are locked when they leave after hours.</li> <li>• Dena had nothing to report.</li> <li>• Allan attended a community resource fair at Windsor High School.</li> <li>• There are a number of former students who earned credits a long time ago and aren't sure what they can do with those credits if they return. Allan noted that it would be helpful to provide some assistance to former students to guide them.</li> </ul>
<p>Dean of Instruction</p>	<ul style="list-style-type: none"> <li>• The Associate Dean search has closed. There were ten candidates, but only five submitted complete packages. A new system called Spark Hire will be used to conduct interviews.</li> <li>• The new Fine Arts space is coming along.</li> <li>• The Technology Center Conference Room is still experiencing vibrations, so Fred Hill may be asked to look into it.</li> <li>• Chris has been responding to a concern from the NEA that the Personal Leave policy is being misapplied. Faculty are required to take a full-day or half-day of leave. Chris is putting together a guidance document on how the policy is applied that he will send to Team to look over. Dena suggested that Chris also show Shirley the document, since she was involved back when this issue was a negotiated item.</li> </ul>
<p>Finance and Administration</p>	<ul style="list-style-type: none"> <li>• A section of sewer line has collapsed and is causing back-ups. They are determining the best time to plan for the repair work to be done. The restrooms nearest to the ALL may need to be closed temporarily to avoid more back-ups.</li> <li>• A follow-up discussion with Ameren and Enel X will take place regarding them assisting the College in creating energy reduction plans that can result in some savings. The deadline to submit an application for the Demand Response Program is approaching.</li> </ul>
<p>Student Services</p>	<p>Kim was not present, but had emailed Team the following updates:</p> <ul style="list-style-type: none"> <li>• Kim provided Team with a Permission to Fill form for a Teacher's Assistant, as one of our new assistants resigned. This is a part-time regular position, working 25 hours per week. In order to maintain appropriate teacher-child ratios, she would like to advertise for this position as soon as possible.</li> <li>• Plans are underway for another call-a-thon aimed at individuals who have applied for spring but have not yet enrolled. We plan to text all currently enrolled students reminding them to enroll for spring. In the past, this has been fairly successful in getting students to enroll. Kim has also talked with Chris about asking faculty to remind students in their classes to enroll. Depending on the response we receive, we may have a call-a-thon for currently enrolled students.</li> <li>• The SEM/R Data Task Force met with Mark Smreker to discuss a variety of needs, including retention, persistence, and completion data for all</li> </ul>

<p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>students (not just first-time, full-time, degree/certificate-seeking students as is reported for IPEDS). Mark reached out to Millennium (FAST reporting) to see if they could provide any assistance to which they responded favorably. We are in the process of scheduling a conference call with them. We also discussed with Mark the need for reasons why students drop or withdraw from classes. He believes IT should be able to help us capture this information in Banner 9 self-service. Additionally, we talked with Mark about automating prospective student information. For example, when we attend College fairs, we can have prospective students complete their information electronically. This information can then be automatically loaded into Banner (or another system), instead of having to be manually entered. Finally, we discussed the option to have students confirm their program of study/major when they enroll each semester. It appears that Banner 9 self-service will also allow IT to provide us with that capability.</p> <ul style="list-style-type: none"> <li>• Karen sent out an email notification that LaFargeHolcim will partner with us on concrete for Phase I of the Observatory project, including the dome, patio, and the wall.</li> <li>• Two grants were received from the Jefferson Foundation: <ul style="list-style-type: none"> <li>○ \$54,000 for the Health Occupations grant</li> <li>○ \$10,000 for the Vikings' Vault</li> </ul> The grant for Project Lead the Way was not approved.</li> </ul> <p>• Roger had nothing to report.</p> <p>• Tasha had nothing to report.</p>
<p><b>Adjournment</b></p>	<p>There being no further business, the meeting was adjourned at 11:12 a.m. The next Team meeting will be held on Tuesday, November 12. Team will review Classification Study appeals beginning at 8:00 a.m., so the Team Meeting is scheduled to begin at 10:00 a.m. Miriam will take minutes.</p>
<p><b>Additional Documents</b></p>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. N/A</li> </ol>

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