

Team
MEETING MINUTES
January 7, 2020
Administration Board Room

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 checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" 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 |

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
Approval of Minutes	The minutes of the October 29, 2019, November 12, 2019, and December 3, 2019 meetings were presented. MOTION: Dena motioned to approve the minutes of the October 29, 2019, November 12, 2019, and December 3, 2019 meetings. SECOND: Kim seconded. All approved.
Future Workforce Employee Needs and Training	Dena will bring this topic back as a new item after the Provost and Director of Business and Workforce searches are complete. NO FURTHER ACTION NEEDED
Early College Update	No updates. NO FURTHER ACTION NEEDED
Missouri State University Customer Experience Program Advisory Board	Dena received an invitation to consider joining the Advisory Board for the Missouri State University Customer Experience Program to discuss the curriculum for this certificate program and find mentorships for class participants. It may be something to consider once the program is up and running, even for a committee or as part of professional development. NO FURTHER ACTION NEEDED
Safety Discussion	Team discussed sending a campus reminder regarding some of the safety precautions currently in place, such as the Alertus Desktop Activator and the magnetic strips on classroom doors. Chris has covered safety information with faculty through the monthly school meetings. ACTION: 1. Send campus email regarding safety features in place on campus.
Letter to Employers	Kim presented a draft letter to area employers offering a discount to their employees who would want to attend Jefferson College. <ul style="list-style-type: none">• Chris is already planning to reach out to survey employers as part of the Perkins assessment; he and Kim will work together.

	<ul style="list-style-type: none"> • Team discussed the sales pitch to employers: what could they gain from encouraging their employees to continue their education either through Workforce Development or for-credit programs? These businesses support the College’s mission through tax dollars, and the College can support their workforce needs in return. • Personal follow-up on the letters and sales training for those who do the follow-up phone calls were also discussed. The Workforce Development office should be involved with any outreach as well; Constant Contact maybe helpful for follow up. • Offering a scholarship to employees who work in Jefferson County but live out-of-district was considered. <p>ACTION</p> <p>2. Chris and Kim will meet to coordinate the outreach to employers.</p>
MU Honors Program	<p>Chris gave information regarding an agreement with MU that would allow Jefferson College Honor’s students who earn an Associate’s Degree with at least a 3.7 GPA to gain direct admission to MU’s Honors program. This model could be offered to other transfer institutions as well. Making transfer as smooth as possible for Jefferson College students is desirable, including A.A.S. students when possible.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Chris – move forward with MU agreement. Look into similar agreements with other transfer institutions in the future.
Budget	<p>Daryl is preparing information for the budget retreat on Tuesday, January 14, 8:00-12:00 p.m.</p> <ul style="list-style-type: none"> • At the retreat, Team will discuss the current starting point for the budget, any variances, and the effects of a 2% raise. Strategies to ensure compensation study costs will be covered will also be discussed. Bookstore revenues will probably be down as well. • Daryl will present three scenarios for possible tuition/fee increases. • The Board Budget Subcommittee will meet on February 3 at 3:00 p.m. <p>The FAST Budget Module will be implemented this month.</p> <ul style="list-style-type: none"> • Initial trainings this for Tasha, Mark Janiesch, and Kathy Kuhlmann will begin on January 22. After they are trained, those who will be using the module and have approval abilities will receive training. Sue Lerch and Shelley Mueller would also benefit from the initial training since they work so closely with FAST. Chris could provide valuable insight with a technical perspective on the development and deployment of the module before it rolls out. <p>ACTION:</p> <p>3. Daryl – invite Sue and Shelly to January 22 training.</p>
Planning Updates on Strategic Enrollment Management	<p>Mark Smreker coordinated a meeting with Millennium (FAST reporting) to assist with access to Strategic Enrollment data. The College is working with Millennium to review data needs, reporting, and dashboards. Mark, Pat Shoff, Kathy Johnston, and Kim Harvey are scheduled for a call on January 17.</p>

Finance & Administration	<p>Daryl</p> <ul style="list-style-type: none"> Allan and Daryl briefly discussed SPOL. Allan has a meeting with John Reynold on January 15.
Student Services	<p>Kim</p> <ul style="list-style-type: none"> The Trio SSS grant is due January 27; SSS staff is hoping to get the draft completed and out for review by January 17. Kim will follow-up with Team at the January 21 meeting about the grant in general.
Foundation	<p>Karen</p> <ul style="list-style-type: none"> The Foundation has secured a \$50,000 commitment from Ameren for the library. Half has already been received. The request to Holcim for concrete for the Observatory was submitted by the deadline of December 1, but the Foundation will not hear whether it is approved until April. Five sponsors have committed for Jazz & Jeans; Karen is working to schedule the next planning meeting.
Marketing	<p>Roger</p> <ul style="list-style-type: none"> Roger’s team is completing the Legislative materials for the week of January 20. He will send out when complete. Ray will also use the materials when he visits D.C.
Human Resources	<p>Tasha</p> <ul style="list-style-type: none"> Tasha is working to finalize language in the job descriptions and will notify those it affects. She is also completing the classification study structure changes. Tasha will begin preparing for the Great Colleges to Work for survey this spring.
Adjournment	<p>The Admin meeting for January 13 is cancelled due to a schedule conflict. The next Team meeting will be Tuesday, January 21, due to the Team Budget retreat on Tuesday, January 14.</p> <p>Time: 10:37 a.m.</p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> Employer Letter Draft 1.6.20.docx

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

Dear:

Thank you for being a partner of Jefferson College. Our mission is to serve our community by delivering quality learning opportunities that empower individuals to achieve their goals. Your input provides us the ability to fulfill this mission. You are helping to develop and revise programs that are valuable for our community.

As a partner to Jefferson College, we would like to extend to you an opportunity to develop an agreement that allows you and your employees to enroll in classes at a reduced rate. We hope that you will consider promoting the College to employees who may be interested in obtaining or furthering their education, and want to do our part to help.

We have enclosed information regarding certificate and degree options available. Also enclosed is information regarding our Pre-Admission Student Session (PASS) that was created to provide an easy, no intrusive, manner for community members to learn more about college programs, degrees, financial aid, and steps needed to complete the admissions process.

Jaclyn Birks is an Admissions Specialist who is available to meet with any staff who would like to individually discuss this information and their situation. Her contact information is jbirks@jeffco.edu or 636.481.3216. She can also help coordinate any tours of the campus, for groups and for individuals. This can include the opportunity to meet directly with faculty in specific areas who can provide detailed information regarding their program, future options, career advice, or transfer assistance.

Our goal is to provide you and your employees the opportunity to learn and grow. If you are interested in discussing a reduced rate agreement, or have any questions, please contact me. I'm happy to help in any way possible.

Sincerely,