## Team MEETING MINUTES January 7, 2020 **Administration Board Room**

MEMBE	RS (pre	esence denoted by check	<b>k):</b> Men	nber	names addeo	d with check box in front of their name
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🖾 Roger Barrentine	🖾 Ray Cummiskey	🛛 Chris DeGeare
🛛 Daryl Gehbauer	🛛 Kim Harvey	🛛 Dena McCaffrey
🖂 Allan Wamsley	🖂 Tasha Welsh	🛛 Karen Wicks

## **GUESTS:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 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	Dena will bring this topic back as a new item after the Provost and Director of
Needs and Training	Business and Workforce searches are complete.
	NO FURTHER ACTION NEEDED
Early College Update	No updates.
	NO FURTHER ACTION NEEDED
Missouri State University	Dena received an invitation to consider joining the Advisory Board for the
Customer Experience	Missouri State University Customer Experience Program to discuss the
Program Advisory Board	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.
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	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.
	Chris is already planning to reach out to survey employers as part of the
	Perkins assessment; he and Kim will work together.

	<ul> <li>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.</li> <li>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.</li> <li>Offering a scholarship to employees who work in Jefferson County but live out-of-district was considered.</li> </ul>
	ACTION
	2. Chris and Kim will meet to coordinate the outreach to employers.
MU Honors Program	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.
	ACTION:
	Chris – move forward with MU agreement. Look into similar
	agreements with other transfer institutions in the future.
Budget	Daryl is preparing information for the budget retreat on Tuesday, January 14, 8:00-12:00 p.m.
	<ul> <li>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.</li> <li>Daryl will present three scenarios for possible tuition/fee increases.</li> <li>The Board Budget Subcommittee will meet on February 3 at 3:00 p.m.</li> </ul>
	<ul> <li>The FAST Budget Module will be implemented this month.</li> <li>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.</li> </ul>
	ACTION:
Planning	<ul> <li>3. Daryl – invite Sue and Shelly to January 22 training.</li> <li>Mark Smreker coordinated a meeting with Millennium (FAST reporting) to assist</li> </ul>
Updates on Strategic Enrollment Management	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.

	Kim is working on a Call-a-Thon list of new students, which will be complete after 16-week enrollment ends on January 17. Faculty and staff will use the list
	to call new students and see if they have any questions or concerns.
	ACTION:
	4. Kim will complete and distribute the Call-a-Thon list.
Reports	Ray
President	<ul> <li>DHEWD sent a survey requesting information regarding mental health services for students on campus. Missouri Senator Jill Schupp is seeking information on the number of services provided, how long students wait for appointments, and the maximum number of appointments/services students can receive, etc.</li> <li>Ray received and distributed the National Community College Benchmark Project (NCCBP) report.</li> <li>Wednesday, January 22 several staff and students will be visiting Jefferson City, including Kim and Dena. Ray will be there the whole week of January 20-24.</li> <li>The discussion of service districts among community colleges has had a resurgence. Though the presidents and chancellors votes on it month ago, there are some disagreements concerning how those boundaries are to be followed. Ray emphasized being respectful and letting other schools know if Jefferson College is invited to an event (i.e., educational fair) in their service district.</li> </ul>
President-Elect	<ul> <li>Dena</li> <li>Dena will send a Doodle Poll to Team members to choose a date in June for the Staff Appreciation/Professional Development day. She would like Roger's team to create a Save-the-Date and will call for proposals for training sessions.</li> <li>Ken Boning and Kim Harvey will be the chairs of the CAO/Provost screening committee. The first round will include SparkHire interviews. The process will include on-campus interviews with the screening committee, open forums with campus feedback, and Team interviews.</li> <li>Dena requested Team review Team Minutes once a month to ensure all follow-up items have been discussed and action items completed.</li> </ul>
Chief Academic Officer	<ul> <li>Allan</li> <li>Allan is working to schedule interviews for the two IR Director position</li> </ul>
	candidates.
Dean of Instruction	<ul> <li>Chris</li> <li>Maryanne Angliongto started as Associate Dean of Math, Physics, and Technology on January 6.</li> <li>Overall staffing for courses is looking good; though several faculty were given permission to teach over their credit load due to need.</li> <li>The HIT program currently has 20 students enrolled, thanks to effective and targeted marketing.</li> </ul>

Finance & Administration	Daryl
	<ul> <li>Allan and Daryl briefly discussed SPOL. Allan has a meeting with John Reynold on January 15.</li> </ul>
Student Services	<ul> <li>Kim</li> <li>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.</li> </ul>
Foundation	<ul> <li>Karen</li> <li>The Foundation has secured a \$50,000 commitment from Ameren for</li> </ul>
	<ul> <li>the library. Half has already been received.</li> <li>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.</li> <li>Five sponsors have committed for Jazz &amp; Jeans; Karen is working to schedule the next planning meeting.</li> </ul>
Marketing	Roger
	<ul> <li>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.</li> </ul>
Human Resources	Tasha
	<ul> <li>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.</li> <li>Tasha will begin preparing for the Great Colleges to Work for survey this spring.</li> </ul>
Adjournment	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.
Additional Documenta	Time: 10:37 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. Employer Letter Draft 1.6.20.docx

Respectfully submitted,

Miriam Rouggly

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 agreemen 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 <u>jbirks@jeffco.edu</u> 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,