

**ADMINISTRATIVE TEAM  
MEETING MINUTES  
February 4, 2020  
ADM Board Room**

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

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| <input checked="" type="checkbox"/> Ray Cumiskey   | <input checked="" type="checkbox"/> Dena McCaffrey | <input type="checkbox"/> Roger Barrentine       |
| <input checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Allan Wamsley  | <input checked="" type="checkbox"/> Tasha Welsh |
| <input checked="" 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> 9:07 a.m.
<b>Approval of Minutes</b>	<p>The minutes of the December 19, 2019, and January 28, 2020 Team meetings were presented for approval. Allan had one minor change to the December 19 minutes.</p> <p><b>MOTION TO APPROVE:</b> Allan  <b>SECOND:</b> Kim  <b>VOTE:</b> All present voted aye.</p>
<b>Review of Action Items/Closing the Loop</b> Two-Factor Authentication	<p>Tracy James will speak about implementation during Faculty In-Service Day on March 5. Allan would like to ask some faculty and staff to pilot it this semester before full implementation. Dan Smith will develop the landing page to help alleviate any confusion created by being directed to a generic Google login screen.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Tracy will present during the March 5 Faculty In-Service Day. Allan will work with Matt Keeney to record the first session and get it in Blackboard for those who cannot attend in person.</li> <li>2. The upcoming implementation will be communicated to faculty, staff, and students. Tracy will be asked to speak about the implementation at the March PLC meeting.</li> <li>3. A group of faculty and staff members will be asked to pilot multi-factor authentication this spring.</li> </ol>
Deactivating Student Email Accounts	<p>Kim wanted to clarify whether or not accounts will be deactivated for students who are temporarily suspended, suspended for a semester or more, or have no-trespass orders. There was discussion about utilizing Banner to flag these students so they cannot reactivate their email accounts without first speaking with the VPSS Office. It was suggested that it be added as a policy.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>4. Kim will contact IT to find out if Banner can flag students with accounts disabled through the VPSS Office, to prevent them from being reactivated without first speaking with the VPSS.</li> </ol>

	<p>5. An email will be sent to people no longer associated with the College as students or faculty/staff members to inform them that their accounts will be disabled as we move to inactivate accounts after 12 months.</p>
DESE Civil Rights Compliance Site Visit	This discussion was tabled until February 18.
<p><b>Hot Topics</b> Committee Updates</p>	<p>Kim reported that Council of Chairs has been discussing committee responsibilities and determined the following:</p> <ul style="list-style-type: none"> <li>• Count for quorum for each committee should be determined at the beginning of the academic year.</li> <li>• An administrative liaison for each committee would be expected to attend every meeting, but ex officio members would not be required to attend monthly.</li> <li>• Membership will be limited to 12-15 members.</li> <li>• At-large members will not be added, since each committee has the ability to determine its structure.</li> <li>• There should be equal representation of all four schools. If representation from an area cannot be found, an alternate will be found by head of that area, and they will report back to that area.</li> <li>• An IR representative would be ex officio, with the exception of the Assessment Committee and the SEM/R Data Task Force.</li> </ul> <p>Discussion took place about which office should generate the paperwork to reimburse committee chairs, since the VPI Office used to do that. Kim signed off on paperwork for this semester, due to Diane Arnzen's departure. Dena indicated that the committee chair budget should probably be moved under the President's budget. Tasha noted that the Administrative Procedure for Institutional Committees needs to be updated. If the President's Office would be responsible for the Institutional Committees budget, they could also be responsible for the Administrative Procedures related to it.</p> <p><b>ACTION:</b></p> <p>6. Effective fall 2020, the \$600/semester Committee Chair pay will be split if there are co-chairs, except for Curriculum Committee. Due to the work load, Curriculum Co-Chairs will each get the full \$600/semester.</p>
Discretionary Days	<p>Team reviewed the list of proposed discretionary days prepared by Tasha.</p> <p><b>ACTION:</b></p> <p>7. For Academic Year 2021-2022, the closing date will be changed to 4:30 p.m. on Thursday, December 23, to allow time for grades to be submitted and end-of-term processing to be completed. The College will reopen on Monday, January 10.</p>
In-Service Day Agenda	<p>The agenda was reviewed for Team input. Faculty will be encouraged to attend the 9:00-10:00 a.m. session.</p> <p><b>ACTION:</b></p> <p>8. Tracy's presentation about two-factor authentication will be moved into David Wren's sessions on Cyber Security. Start times for later</p>

	<p>sessions will be adjusted due to the additional time needed for the first sessions.</p>
Diversity Statement	<p>Tasha reported that the Diversity Committee is proposing to implement a practice of airing a pre-recorded announcement of the Diversity Statement at Commencement, Athletic events, PACE events, etc. They would also like the statement listed on all programs. It was noted that perhaps a video could be played in the Field House or that a banner could be hung up.</p> <p><b>ACTION:</b></p> <p>9. Team would like to find out from the Diversity Committee what other comments would be included with the statement, such as the Mission Statement, the Non-Discrimination Statement, etc.</p>
<p><b>Budget</b> Activity Fee</p>	<p>Team reviewed budget information that was distributed at the Board Budget Subcommittee. A 5% enrollment decline was included, and \$2, \$4, and \$6 technology fee increases were also included. Daryl is gathering information on what fees are charged to students per credit hour at other schools. Dena would also like to know tuition rates of area schools. Daryl shared information that Tasha put together with several scenarios for salary adjustments. Discussion followed.</p> <p>Team will review five years of enrollment for the ATS FST program. Dena suggested checking to see how many students from the ATS FST program enter our EMT/Paramedic program, to see if it is a big feeder.</p> <p>Chris will look at Biology and Chemistry fees.</p> <p><b>ACTION:</b></p> <p>10. Team will review information and provide feedback regarding changes to course/program fees.</p> <p>A Team Budget Retreat will be scheduled for the morning of Friday, February 21 at Hillsboro. Dena will send a meeting request to Team.</p>
EMT/Paramedic Program Medical Director	<p>A new physician needs to be identified to serve as the Medical Director for the EMT/Paramedic program. They must be an emergency room doctor.</p> <p><b>ACTION:</b></p> <p>11. Chris will move forward on getting the Medical Director position filled. The compensation is \$4,000 per year, increasing to \$10,000 next year, so there will be a \$6,000 budget impact.</p>
<p><b>Civic Engagement</b> Civic Engagement Plan</p>	<p>Dena and Allan met with Amy Kausler and Suzie Welch about the Campus Compact Civic Action Plan. Some goals have been completed and need to be reported on. Some goals have not been met. Discussion followed on determining a method of tracking service learning courses on student transcripts. If there is a mandatory service learning component tied to the course, it could be reflected on the transcript.</p> <p>Discussion took place about who should be in charge of the Civic Engagement Plan, instead of the CEOC Committee. Within the plan, there needs to be a column added for who is responsible for the goals.</p>



