ADMINISTRATIVE TEAM MEETING MINUTES February 4, 2020 ADM Board Room

MEMBERS (presence denoted by check):			
Ray Cummiskey	Dena McCaffrey	Roger Barrentine	
□ Daryl Gehbauer	Allan Wamsley	Tasha Welsh	
	Chris DeGeare	Karen Wicks	

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES	
Call to Order	Time: 9:07 a.m.	
Approval of Minutes	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.	
	MOTION TO APPROVE: Allan	
	SECOND: Kim	
	VOTE: All present voted aye.	
Review of Action Items/Closing		
the Loop		
Two-Factor Authentication	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.	
	 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. 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. A group of faculty and staff members will be asked to pilot multifactor authentication this spring. 	
Deactivating Student Email	Kim wanted to clarify whether or not accounts will be deactivated for	
Accounts	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.	
	ACTION: 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.	

	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.
DESE Civil Rights Compliance Site Visit	This discussion was tabled until February 18.
Hot Topics Committee Updates	Kim reported that Council of Chairs has been discussing committee responsibilities and determined the following: Count for quorum for each committee should be determined at the beginning of the academic year. An administrative liaison for each committee would be expected to attend every meeting, but ex officio members would not be required to attend monthly. Membership will be limited to 12-15 members. At-large members will not be added, since each committee has the ability to determine its structure. 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. An IR representative would be ex officio, with the exception of the Assessment Committee and the SEM/R Data Task Force. 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.
Discretionary Days	ACTION: 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. Team reviewed the list of proposed discretionary days prepared by Tasha.
, ,	ACTION: 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.
In-Service Day Agenda	The agenda was reviewed for Team input. Faculty will be encouraged to attend the 9:00-10:00 a.m. session. ACTION: 8. Tracy's presentation about two-factor authentication will be moved into David Wren's sessions on Cyber Security. Start times for later

	sessions will be adjusted due to the additional time needed for the first sessions.
Diversity Statement	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.
	ACTION: 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.
Budget	
Activity Fee	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.
	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.
	Chris will look at Biology and Chemistry fees.
	ACTION: 10. Team will review information and provide feedback regarding changes to course/program fees.
	A Team Budget Retreat will be scheduled for the morning of Friday, February 21 at Hillsboro. Dena will send a meeting request to Team.
EMT/Paramedic Program Medical Director	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.
	ACTION:
	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.
Civic Engagement	,
Civic Engagement Plan	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.
	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.

	Discussion took place about Tasha using service hours on time reporting to determine an amount of hours provided to organizations. Perhaps a FAST report could be developed to pull that information. ACTION:
	12. Allan will talk with CEOC Chair Connie Nash about getting the plan on their agenda to discuss revisions and add responsibilities for goals. It will be determined where the plan will be housed.
Planning	Trish sent out the revised Key Deliverables document and asked for feedback.
	ACTION: 13. Team is asked to provide feedback so they can move forward with sending out the document.
Division/Departmental Updates	
President	 Ray: Dena and Ray will be in Washington DC next week, so Admin Team and Team will not meet. Admin Team will also not meet on February 17, as the College is closed for Presidents' Day. The State of the County meeting will be held on Monday, February 17.
President-Elect	 At the DESE CTE Advisory Council meeting on January 27, many items were discussed: DESE Civil Rights Review - the emphasis is really focused on access to career education regardless of race, gender, or disability. The Governor's budget includes WorkKeys testing for high school students. This complements what we are doing with our college students. DESE still has money in its computer science fund grant if we want to look into eligibility for those funds. In partnership with DESE, the Kauffman Foundation (KC) is regionally vetting IRCs that employers are using to see how they align with the DESE approved IRCs. DESE is starting a marketing/advertising campaign specific to CTE. Dena has forwarded the name and contact information for one of Chuck's students who is the senior foreman for T J Wiess at the Ballpark Village project. Hopefully, we will see him in future promo materials for DESE.
Interim Dean of Academic Services/CAO	Allan: No report.
Dean of Instruction	Chris: No report.
Finance and Administration	 Daryl: Ameren has asked to use a portion of the yellow parking lot as a staging area while they are cutting limbs in the area. The approval process in FAST is only set up for one approval and it then goes to the Business Office approval. There was talk about having Deans/VPs added as another level.

Student Services	Kim:
	 Denim Day has been held annually to raise funds for the Mary Daniels Scholarship. This year, Denim Day will be held each Wednesday in April. Kim will share other updates via email. The College is having a Federal VA Audit on Tuesday, February 25. Stacey Wilson is preparing for the visit. The College is participating with the Missouri Department of Higher Education and Workforce Development and many other colleges in the state to prepare for the Census 2020. Brandi Gallaway is leading a work group this spring to plan and coordinate the College's efforts to encourage student participation in the census. Summer registration begins Monday, February 10. Anastasia Luettecke has generously donated two tickets to the St. Louis Blues vs. Chicago Blackhawks game on February 25. All students who register for a summer course by Friday, February 21, will be entered into a drawing to win these tickets. The Hillsboro Civic Center held a fall festival for the first time last year. Brandi Gallaway is having a discussion with the Civic Center to see if they are interested in partnering with the College for a fall event (combined fall festival/Shocktober). Student Senate President Joe Bradley and Enrollment Services Student Leader Sequan Williams will be participating in the Governor's Student Leader Sequan Williams will be participating in the Governor's Student Leadership Forum this month in Jefferson City. The College will be participating in the Missouri Assessment of College Health Behaviors through Partners in Prevention again this year. Surveys will be administered to all students (except minors) beginning Monday, February 10. This is a voluntary, confidential survey that will assist the College in developing and administering effective wellness and prevention programs. For the call-a-thon to students who had completed an application but had not yet enrolled, 23% of those students enrolled in spring classes.
Foundation	Karen: No report.
PR/Marketing	Roger: No report.
Human Resources	Tasha: • No report.
Adjournment	Adjournment: 12:27 p.m. The next Team meeting will be held on February 11, 2020.
Additional Documents	Attached documents reviewed during this meeting: 1. DRAFT 2020-03-05_Schedule_Faculty In-Service.docx

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