

**TEAM**  
**MEETING MINUTES**  
**March 21, 2017 – BOARD ROOM**

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**Members Present:** Ray Cummiskey, Daryl Gehbauer, Kim Harvey, Shirley Davenport, Dena McCaffrey, Patti Christen, Roger Barrentine, Tasha Welsh

**Members Absent:** Caron Daugherty

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	Raymond Cummiskey called the meeting to order at 9:05 a.m.		
Approval of Minutes	March 7, 2017 minutes will be approved at the March 28, 2017 meeting.		
Review of action items / closing the loop	<ul style="list-style-type: none"> <li>• Dr. Cummiskey advised the main focus is the budget, specifically the objection by some board members at the 3/9 Board Meeting to the decision to close the pool. He stated the decision to close the pool has to be reviewed again and presented to the Board. If a final decision is made at that time to keep the pool operational, discussion will need to take place to address the documented repair issues or the possibility of rebuilding the pool, and long term operational costs. The process to identify cost cutting measures to keep the pool open in the meantime will continue.</li> <li>• Dr. McCaffrey stated the meeting with the YMCA is scheduled this week. She will discuss the pool closing and the possibility of the YMCA partnering with Jeffco to rent the pool allowing them to extend their services.</li> <li>• Dr. McCaffrey advised that the meeting with the Arnold Rec Center has been delayed for two weeks.</li> <li>• Dr. Cummiskey advised Patti Christen to work on developing a plan for transitioning Alumni and Friends as a result of the restructuring of Field House services. Patti stated she is already in discussion with Trish Aumann and looking into designing a program to draw in alumni to support the College's efforts.</li> </ul>		

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<p><b>Hot topics:</b></p> <p><b>Budget Cuts – Dr. Cummiskey</b></p>	<ul style="list-style-type: none"> <li>• Dr. Cummiskey advised that the House is maneuvering to possibly put more money back into the budget. Any money released after budget approval will need to be placed back into the Reserves Fund.</li> <li>• Dr. Cummiskey advised the Team to identify activities previously funded out of the Contingency Fund and ensure those activities are placed somewhere else in the budget for funding.</li> <li>• Dr. Cummiskey advised of the possibility of insurance rates increasing next year and that a watchful eye needs to be kept on this issue. He stated that the Federal budget is not looking favorable at this time and that cuts to other programs could possibly have an indirect impact on Jeffco’s budget.</li> <li>• Roger Barrentine advised that he expects to see two articles in this week’s <u>Leader</u> detailing Jeffco’s budget cuts.</li> <li>• Dr. Cummiskey advised that Governor Greitens has requested that the cost for higher education and a reduction process be identified. During a conference call the week of 3/17, presidents and chancellors across the state decided to form a community college committee to address these issues. The deadline to identify the names of individuals selected to serve on the committee is 3/24. Working group meetings are scheduled throughout the summer.</li> <li>• Dr. Cummiskey advised there will be no Team meeting on 4/4 due to Board elections. He stated newly elected Board members will need to attend an orientation session prior to the Board Meeting scheduled on 4/13.</li> <li>• Dr. Cummiskey reminded the Team of the following scheduled events: 5/4 - National Day of Prayer; 5/18 - JCGA Legislative Forum; 6/16- JCGA Golf Classic.</li> </ul>		
<p><b>Budget</b></p>			
<p><b>Planning</b></p> <p><b>Institutional action plans</b></p>			

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<b>Division/departmental updates</b>	<ul style="list-style-type: none"> <li>• Dr. McCaffrey is requesting approval from the Foundation to fund a new award to recognize an outstanding Adjunct Faculty member. The request will be made at the 3/23 Foundation Board Meeting.</li> <li>• Daryl Gehbauer advised that the first attempt to use the credit card at a PACE event was successful. Suggestions were made to place the credit card machine in the box office when using the credit card at future events and then return the machine to the cashier's office for secure storing.</li> <li>• Daryl Gehbauer reported that a sprinkler head in one of the apartments at Viking Woods malfunctioned the evening of 3/20 causing minor water damage. Cleanup was performed and witness reports are being taken regarding cause of the damage.</li> <li>• Daryl Gehbauer reported on a few housekeeping changes involving moving personnel to different campus locations.</li> <li>• Dr. Harvey shared the Showcase &amp; Registration postcard with Team members. The Arnold Showcase will be on 4/6, and the Hillsboro Showcase will be on 4/20. Postcards will be mailed to all high school juniors and seniors.</li> <li>• Dr. Harvey stated the Honors Recognition Ceremony is scheduled for 4/25 at 7:00 p.m. in the Field House.</li> <li>• Dr. Harvey advised the PTK Awards, Excellence in Teaching Awards, and Student Leadership Awards Ceremony will take place in Columbia, MO on 4/12. She is looking to rent vans for the travel.</li> <li>• Dr. Harvey stated she, Caron Daugherty, Tasha Welsh, and Kristine Bogue met with Kate Nash to begin reviewing various policies and procedures related to non-discrimination, harassment, and Title IX. The goal is to have a draft available by September.</li> <li>• Dr. Harvey advised that Sarah Bright is working on a Loan Default Prevention Grant.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Dr. Harvey advised the Team of Shanna Meyer’s resignation and requested a full time posting to fill her position.</li> <li>• The Team inquired if a Board Retreat was scheduled this year. Dr. Cumiskey advised a retreat was scheduled and that he also would like to schedule professional development training for board members.</li> <li>• Patti Christen advised the Foundation Board Meeting is scheduled for Thursday and that the library renovation project will be discussed.</li> <li>• Patti Christen shared the Case Statement and brochure for the Library Reimagined Campaign with the Team. She stated that Roger and the Marketing Department in collaboration with Lisa Pritchard and the Library staff have a quality piece to share with potential donors.</li> <li>• Patti Christen updated the Team on changes to the Jazz and Jeans Dinner Music Auction. She stated that the room setup will be configured differently, the new digital screen in the Field House will be utilized to run information continuously throughout the event and a dessert bar are being planned. Two students are being selected to make presentations. She advised the goal is to sell 30 tables with 13 tables already sold.</li> <li>• Roger Barrentine clarified that the JCTV is not going off the air and will continue to operate.</li> <li>• Tasha Welsh and Caron Daugherty plan to attend the Title IX Investigator Workshop scheduled 6/7 at Drury University. Tasha, Caron and Kristine Bogue will become Title IX Deputy Coordinators.</li> <li>• Tasha Welsh advised that Employee Service Awards are due.</li> </ul>		
<b>Next meeting date</b>	Next meeting date: March 28, 2017		