

**TEAM**  
**MEETING MINUTES**  
**6/6/2017 – Board Room**

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

**Members Absent:**

**Guest:** Trish Aumann

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
<b>Call to Order</b>	Ray Cummiskey called the meeting to order at 9:05 a.m.		
<b>Approval of Minutes</b>	The Team reviewed the minutes. Kim Harvey noted one typographical error. Roger Barrentine made a motion to approve the minutes with correction. Daryl Gehbauer seconded the motion. All approved.		
<b>Review of Action Items / Closing the Loop</b>	<u>Pool/Fitness Center Memberships</u> Kim reported she had meetings with both IT and the Business Office. The decision was made to go with an outside product that would accommodate ID tracking, etc. for the Pool, Fitness Center and Home Sporting Events. The cost will be \$1,500 - \$2,000 and will be ready by July 31. This product could possibly be used for the Theatre as well.		
<b>Hot Topics:</b>	<ul style="list-style-type: none"> <li>• <u>CTE 142/Library Space (IR)</u> Caron Daugherty met with Dale Richardson and John Linhorst to discuss the temporary and long-term use of the CTE 142 space. The Master Plan will be reviewed before final decisions are made on use of the space.</li> <li>• <u>Red Cross Shelter</u> Daryl Gehbauer reported that review of the Contract files revealed a 2007 contract establishing the Field House as an Emergency Shelter. This contract expired in 2010. Why wasn't it renewed? Kim will check with Marie Self. Ray will check with Lisa Vinyard and/or Terry Ponzar (2009 records). Ray asked the following two questions:               <ol style="list-style-type: none"> <li>1. Do we need an agreement?</li> <li>2. Can we just offer the space in an emergency?</li> </ol> </li> <li>• <u>CCAMPIS</u> Kim discussed a DOE Grant that the Child Development Center is interested in submitting. The Child Care Access Means Parents in School Program is a 4-year grant in the amount of \$142,000 per year</li> </ul>		

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	<p>and will serve up to 16 children. This infant/toddler program will need licensure approval. Ray asked Kim to provide him with information that he could unveil at this week's Board meeting.</p> <ul style="list-style-type: none"> <li>• <u>Clery Act Report</u> Caron asked where the Clery Report was posted. The location of this information on the website was confirmed to be on the Campus Security page. It was discussed that the collection of data should be done quarterly vs. yearly.</li> <li>• <u>Friday Closings</u> Ray asked that new staff be informed that Friday closings during the summer were established to save on utilities. There should be no campus activities scheduled.</li> <li>• <u>Mini Retreats</u> In lieu of a Team Retreat this summer, Ray asked Caron and Kim to work out two of the team meeting dates to designate as mini retreats to focus on certain topics. Tentative dates/times are as follows: June 27 (9:00 – 1:30); location TBD, and August 1 (7:30 – 12:00); location TBD.</li> </ul>		
<b>Budget</b>	No discussion.		
<b>Planning – Institutional Action Plans</b>	<ul style="list-style-type: none"> <li>• <u>Strategic Planning Online</u> Trish Aumann reported that SPOL has moved through the Committees. It is a sole-source product and the cost should be less than the \$25,000 budget. It will include five components. <ol style="list-style-type: none"> <li>1. Strategic Planning/Aims</li> <li>2. Assessment</li> <li>3. Accreditation</li> <li>4. Budget</li> <li>5. Faculty Certification &amp; Qualifications</li> </ol> Ray hopes that exposure to the product can be presented at Opening Week. He also asked for a demo at an upcoming Board Meeting, and hopes for full implementation for the 2019 HLC Visit.</li> <li>• <u>Capital Projects</u> Trish reported that everything is on track for completion of the Capital Project process. In working with the group it was noted that a lot of time is spent on the Rubric's scoring process. Review of the Rubric will take place next year.</li> <li>• <u>KPI</u> Trish reported that initial recommendations of persistence and retention need to go back to the Task Force and/or STEM group. Information should be</li> </ul>		

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	<p>displayed in 2-3 buildings to inform the campus community of their contributions. Both the good and bad information should be displayed. Michael Booker is interested in requesting digital signage through the capital project process next year.</p> <ul style="list-style-type: none"> <li>• <u>M/V/V Task Force</u> Trish reported that she is pleased with the task force getting stuff done. They are moving along the timeline. Their recent survey indicated that people are worried that their feedback is not going to be used. The Task Force will have a Retreat in June.</li> </ul>		
<p><b>Division/Departmental Updates</b></p>	<p><u>President Report:</u></p> <ul style="list-style-type: none"> <li>• Ray asked Shirley to forward the Math Contest winners to report at the Board Meeting.</li> <li>• Ray reported that MCCA's Rob Dixon has been appointed by the Governor to serve as the Director of Economic Development.</li> <li>• Ray reported that Jefferson did receive a grant to fund the Library's History Center shelving.</li> </ul> <p><u>Instruction Division Report:</u></p> <ul style="list-style-type: none"> <li>• Caron reported that she had a Permission to Fill for an AEL PT position.</li> <li>• Caron wanted Team to be aware that the IRB Committee approved a study for Brandon Whittington to conduct a positive reinforcement program to put cell phones away during class. Ray asked for the information to inform the Board of Trustees about the study.</li> <li>• Shirley Davenport and Dena McCaffrey will be attending the next few Board Meetings for Caron.</li> <li>• Caron will be attending FOCUS St. Louis meetings September 2017 through May 2018.</li> <li>• The College received an AEL Grant in the amount of \$227,359.61 for FY2018.</li> <li>• Yesterday's Data Meeting included Superintendents, Principals, and Counselors for local high schools. Allan Wamsley explained the MSIP to the group. John Westerman did a great job pulling this together. Meetings of this type with this group should happen 1-2 times next year.</li> <li>• Caron promoted tickets for the Big Band Concert from the Desoto Rotary on June 23 at 7:30 p.m.</li> <li>• Shirley reported that the Biology Faculty position has been filled.</li> <li>• Dena reported that CTE was having a Fire Safety training today.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Dena also reported that the asbestos removal for the NEST is just about completed.</li> </ul> <p><u>Finance and Administration</u></p> <ul style="list-style-type: none"> <li>• Jefferson received a \$190,000 cash offer (but the buyer indicated that \$200,000 was their top price) for the ATS House. However, the appraisal came in at \$250,000. The College will list the house with a local real estate agent.</li> <li>• The MCCA Expense Reduction Task Force identified 14 areas to look at for savings.</li> </ul> <p><u>Student Services</u></p> <ul style="list-style-type: none"> <li>• Kim reported that two of Jefferson’s baseball players signed contracts with professional teams; Gateway Grizzlies and River City Rascals.</li> <li>• Kim clarified that 1,532 previously enrolled spring students and currently enrolled summer students had not enrolled for the fall semester.</li> <li>• Student Services is having a Call-A-Thon on June 12 (3-6 p.m.) to ask those students not enrolled if they need assistance. Financial Aid will be available to answer any questions. Volunteers are needed.</li> <li>• Viking Woods is losing their recently hired PT employee.</li> </ul> <p><u>Foundation</u></p> <ul style="list-style-type: none"> <li>• Patti Christen reported that the Mangelsdorf Event was great. Everyone embraced the Library concept.</li> <li>• The Foundation’s focus this fall will be on Alumni.</li> <li>• The Mercy Gala has been rescheduled to September 16. Patti will reconfirm with those who were planning to attend.</li> <li>• Patti is no longer President of the High Ridge Rotary. She will remain a Rotarian.</li> <li>• Two inquiries were made for establishing scholarships for students pursuing their LPN.</li> </ul> <p><u>PR/Marketing</u></p> <ul style="list-style-type: none"> <li>• Roger reported that the issues experienced with the Text Messaging System (delayed receipt, text being split into multiple messages, etc.) seem to have been corrected by the service provider Regroup. Additional tests will be performed in subsequent weeks to ensure that the system is fully functional.</li> <li>• The recent vehicle donation to the Jefferson College Automotive Technology program from InstaCredit Automart will be featured during an in-studio interview segment on KTVI Channel 2 tentatively scheduled for June 16 during the 9 a.m. news hour.</li> </ul>		

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	<p><u>Human Resources</u></p> <ul style="list-style-type: none"> <li>• Tasha Welsh reported that Shelley is preparing for the IRS payroll audit in August.</li> <li>• The HR staff had Document Imaging training last week. The Vendor will be in today.</li> <li>• A survey will be going out to supervisors and employees asking for feedback on the new form and process.</li> <li>• Angela Evans worked with Chris DeGeare to develop an excel worksheet to report performance evaluation ratings and how they tie to the Strategic Aims.</li> <li>• Tasha is attending a Legal Issues workshop tomorrow, and a second next week.</li> <li>• Finalizing the Instructional Designer position.</li> <li>• Setting up two Leadership Classes in the Fall</li> </ul>		
<b>Next Meeting Date</b>	June 13, 2017		