

**TEAM**  
**MEETING MINUTES**  
**6/13/2017 – BOARD ROOM**

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

**Members Absent:**

**Guest:**

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 9:10 a.m.		
<b>Approval of Minutes</b>	With corrections made, the 6/6/2017 Team Meeting Minutes were approved for posting.		
<b>Review of Action Items / Closing the Loop</b>			
<p><b>Hot Topics:</b>            B. Ray Henry Nominations – Caron Daugherty</p> <p>Opening Week “Week at a Glance” Draft Schedule – Caron Daugherty</p>	<p>Dr. Daugherty distributed packets containing the names of six candidates nominated to receive the B. Ray Henry Award. She instructed the Team to review the documentation for each of the candidates and to use the rubrics and scoring guides provided. A deadline to discuss and to select a final nominee was set for the Team Meeting on 6/20.</p> <p>Caron shared the tentative “Week at a Glance” planned for Opening Week. The Team discussed the issue involving the College closing part of the morning to allow all employees to attend the opening meeting. The Team also provided input regarding the topics to be presented on Monday morning. Caron stated the schedule for Thursday’s program includes a tract involving faculty participation in discussions which will center on student success and college completion; sessions will be moderated by a representative from Complete College America. She stated that four, two-hour sessions are planned. Dr. Cummiskey suggested that a regional guest speaker from Complete College America be identified to provide a brief presentation and video about their program. He added that this year’s program should focus on direct and</p>		



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	<p>fair and balanced process. He encouraged Team members to identify the names of qualified candidates to fill Rob's position and provided the link to the website where names can be submitted for consideration.</p> <ul style="list-style-type: none"> <li>• He will be unable to attend a meeting originally scheduled on 7/7 with a small group of businessmen. Alternative dates are being discussed and once a date is identified, Chris DeGeare or someone in his place will need to be available to attend the meeting.</li> <li>• Discussion of Mini-Retreats needs to be included under Hot Topics for the Team Meeting Agenda on 6/20.</li> </ul> <p>Dr. Harvey reported the following regarding Student Services:</p> <ul style="list-style-type: none"> <li>• A total of 729 calls were placed to students offering help with enrolling for fall classes during the call-a-thon on 6/12. Team members voiced concern over enrollment being down by 10% and discussed factors that could be contributing to the static figures. Team members identified avenues to explore that could possibly increase enrollment.</li> <li>• A Permission to Fill for the part-time housing office assistant was presented for approval.</li> <li>• She is working with Tamela and Terry to incorporate mandatory student training into College 101 classes, including Title IX, alcohol and other drugs, and suicide prevention.</li> </ul> <p>Dr. McCaffrey advised that the previously identified construction projects continue and that the NEST project is scheduled to begin the weekend of 6/24.</p> <p>Daryl Gehbauer reported the following:</p> <ul style="list-style-type: none"> <li>• He has asked Kathy to provide a report on the usage of kilowatt hours of the A/C system to determine operating efficiency since the upgrade.</li> <li>• He inquired about the needed availability of the Help Desk during weekend hours. Dr. Daugherty</li> </ul>		

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	<p>stated that students need to be able to connect to Blackboard and advised that she would obtain additional information and report back to him.</p> <p>Patti Christen advised that day and evening tours of the Library are being scheduled. She also reported that follow-up is being conducted following the Mangelsdorf event.</p> <p>Tasha Welsh advised that she and Kimberly Pitts have a meeting scheduled on 6/14 with Kathryn Neff at Mineral Area College regarding Leadership Academy Phase II.</p>		
<b>Next Meeting Date</b>	June 20, 2017		