

TEAM
MEETING MINUTES
7/25/2017 – Board Room

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

Members Absent: Kim Harvey

Guest: Chief Diane Scanga

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to Order	Ray Cummiskey called the meeting to order at 9:07 a.m.		
Approval of Minutes	Approval of the 6/20/17 and 7/18/17 Meeting Minutes was postponed until the next meeting.		
Review of Action Items / Closing the Loop			
Hot Topics: Eclipse – Team/Chief Scanga	<p>Dr. Shirley Davenport presented a document listing the plans for Eclipse Day.</p> <ul style="list-style-type: none"> • Parking: Workers will sell parking passes at the gate (\$5 per pass) – employees and students park free. Campus Police will direct traffic. The softball field will be designated for employee parking – shuttle will be provided. Orange fencing will be placed around soccer field; will need workers (possibly soccer players) to stand around fence parameters. Vehicular traffic will not be allowed in track area. • Experiments will take place on baseball and softball fields. • Valle Ambulance will be present as well as Paramedic students and Nursing Faculty to work first aid stations; Mercy Clinic will be available as well. • Announcement system will only be used for emergencies. • Water stands and food stands will be available. Coolers allowed (no alcohol). Coolers are subject to random checks by Campus Police. • Buildings and Grounds will be checking trash cans throughout the day. 		

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<p>Retreat Topics for Aug. 1st - Team</p> <p>Contract Database – Daryl Gehbauer</p>	<ul style="list-style-type: none"> • Library staff will be giving out eclipse glasses; currently there are about 350 available – setting some aside for faculty. Library also has Galileo telescopes to give out. PR & Marketing has about 4,000 commemorative eclipse glasses which will be sold for \$1 per pair. Some will be held back to give to employees. • Offices may be closed during the eclipse. • Activities: Presentation by Bob Brazzle; poetry reading; jazz performances from Jazz students; pottery sale; petting zoo, and human sun dials. • Campus Police will keep track of people coming on to campus; the plan is to cut off at 50 under max campus capacity. • Imperial will be closed. Only parts of Arnold will be open. • Evaluation data review • Budget • Follow-up from first retreat • Enrollment • Opening Day presentation • Master Plan • Database will be set-up in a separate shared drive (read-only) for supervisors to access. • Suggestion was presented to put denotation on location of BAT-FAT agreements (posted on MyJeffco and on separate shared drive for current BAT-FAT members) so as not to cause confusion. • Daryl Gehbauer and Kristen Sides can be available at Division Chair meetings to discuss database as needed. • Administrative Team will provide list of supervisors who need access to database. 		
Budget			
Planning – Institutional Action Plans			

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<p>Division/Departmental Updates</p>	<p>Dr. Cummiskey shared the following:</p> <ul style="list-style-type: none"> • Reminder to inform departments of upcoming accreditation - asked Roger Barrentine to post information in President's News & Views Newsletter to build awareness. • Upcoming Events: <ul style="list-style-type: none"> ○ De Soto Farmers Market Dinner on September 8, 2017, at LaChance Vineyard in De Soto. ○ St. Louis Regional Chamber's Game Changers event on August 17, 2017, at Chaifetz Arena. ○ A Special Board Meeting is scheduled for July 27, 2017, at Jefferson College Imperial. ○ A Team Retreat is scheduled for August 1, 2017, at 7:30 a.m., in the Board Room. • During the week of July 31st, Dr. Cummiskey will only be in the office on August 1st. <p>Dr. McCaffrey shared the following regarding Career & Technical Education:</p> <ul style="list-style-type: none"> • CTE building construction is going well; the Automotive Ribbon Cutting is scheduled for Friday, August 18th, at 9 a.m. Flyers/ announcement will be sent out for the event. • She is still working on new hires. The ATS Applied Math and Nursing positions have been filled. The OTA Academic Fieldwork Coordinator and temporary Automotive Technology Faculty positions should be filled by the end of the day. <p>Daryl Gehbauer sent out a Campus Announcement regarding the new Order for Payment approval process. Questions arose if Travel Expense Vouchers should have the same new approval process. Team would like to keep the Travel Expense Voucher approval process the same as it has been in the past. Daryl also stated that Christy Stanley asked for the hours for the Arnold campus the weekend before the Eclipse (August 18-19). Team confirmed the Arnold campus will be open Friday (August 18) from 8 a.m. to 4 p.m. and Saturday (August 19) from 9 a.m. to 2 p.m.</p>		

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	<p>Patti Christen shared the following regarding the Foundation:</p> <ul style="list-style-type: none"> • Jefferson College Foundation grants are due August 8. • The Capital Campaign is going well; a meeting was held week of July 17. Currently at 20%, raised over \$300,000 – right on track. • Patti stated she currently has a student worker pulling alumni names/files which has been a big help. <p>Roger Barrentine gave reminder to review employee memberships on civic and organizational groups. He also thanked Chris DeGeare for organizing College involvement at the Jefferson County Fair.</p> <p>Tasha Welsh shared she is currently focusing on the Faculty Compensation Study - going through personnel files to review faculty salary worksheets, experience, etc. to report to the College consultant. A meeting is scheduled for Thursday, July 27th, at noon, with the consultant. Tasha will send out an announcement after Thursday's meeting to let employees know where the process stands.</p>		
Next Meeting Date	August 8, 2017		