

TEAM
MEETING MINUTES
8/8/2017 – Board Room

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
Call to Order	Ray Cummiskey called the meeting to order at 9:10 a.m.		
Approval of Minutes	<ul style="list-style-type: none"> • The 6/20/2017 Team Meeting minutes were approved. • Shirley Davenport made corrections to the 7/25/2017 meeting minutes, after which the 7/25/2017 minutes were approved. 		
Review of Action Items / Closing the Loop Team Discussion of the Eclipse Event:	<ul style="list-style-type: none"> • Shirley confirmed that the softball field will be the only area designated for employee parking and that offices will be closed only during the time of the eclipse. • Ray stated that the farm road will be used as an emergency egress eliminating parking on the farm road. • Roger advised the following: campus will open at 8:00 a.m. with activities beginning at 9:00 a.m.; events will take place at the Fine Arts building, the lawn area at the Student Center and the Field House; shuttle service will be available throughout the day and an event flyer will be distributed to employees during the faculty/all-staff opening week meeting. • Daryl advised that walkie-talkies will be available. • Caron reported that the Testing Center will be open throughout the day. • A list of building contacts was distributed to the Team. 		

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<p>Hot Topics: Suicide Prevention Policy – Dr. Cummiskey</p> <p>Governor’s Economic Development Conference – Dr. Cummiskey</p> <p>Workforce Project/ Skillyfully Solutions & MCCA Strategic Plan – Enrollment /Retention and Student Success – Dr. Cummiskey</p>	<ul style="list-style-type: none"> • Dr. Cummiskey advised of the new law effective 8/28 directing colleges to implement a policy advising students and staff of suicide prevention programs available to them. He questioned whether the policy needs to be a Board of Trustees policy. Kim mentioned that the Interactive Screening Program through the American Foundation of Suicide Prevention is in place. Ray suggested using the help of campus COMTREA services to formalize a policy and procedures to meet mandates of the new law. • The Governor’s Conference on Economic Development is scheduled 9/6-8 in St. Louis. Dena, Bryan and Ray plan to attend. The focal point will be on replenishing funds for workforce development programs resulting from budget cuts. • To further participate in Workforce Development Network (WDN) planning, Ray suggested a project that would involve the creation of a skills catalog. He stated that the MCCA is considering a position that will handle duties associated with workforce development. He advised of the necessity to continue discussions regarding development and implementation of strategies/plans. • He stated that more attention needs to be afforded to Enrollment/Retention and Student Success planning. He advised that the elements in our Strategic Enrollment Management plan need to be clarified and should mirror the elements listed in MCCA’s plan. 		
Budget			
Planning – Institutional Action Plans			

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Division/Departmental Updates	<p>Dr. Cumiskey reported the following:</p> <ul style="list-style-type: none"> • Brian Millner has been named the new MCCA President/CEO effective 9/1. Mr. Millner formerly served as Chief of Staff at the University of Missouri-Columbia and as Legislative Director for the Missouri Dept. of Economic Development. • The Governor is asking that each college provide an organization flow chart to include all changes, program rankings and any academic collaborations with other colleges; Tasha Welsh will handle this request, due 9/8. • The Team calendar was reviewed to determine scheduling conflicts for the remainder of August. There will be no Team meetings on 8/14 and 8/22; the RCGA Breakfast meeting with business leaders is scheduled for 8/22. He noted that 8/29 is clear. He stated the Admin and Team meetings will be split again starting in September. Dena proposed changes to the Team meeting agenda regarding scheduling guests and Ray agreed to entertain any changes. • Dr. Mun Choi, Chancellor of the University of Missouri System, and Dr. David Russell, Chief of Staff, will visit our campus to tour and discuss transfer opportunities for students. <p>Dr. Daugherty reported the following regarding the Instructional Division:</p> <ul style="list-style-type: none"> • She will attend the Presidents/Chancellors Council meeting in Jefferson City on 8/10. • The Kickoff Week agenda is in order and advised that Dr. Marcia Pfeiffer will facilitate the three Faculty Voices sessions. She expects 35-40 faculty members to participate. • Caron solicited the Team's interest in participating in the Quality Teaching survey and noted several issues that needed to be discussed prior to participating. She advised of the short deadline to complete and submit results. Because of other surveys and the 		

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	<p>timeline, it was decided to not participate this year.</p> <p>Daryl Gehbauer asked for names of people who need access to the new contract database and distributed a list of budget managers/assistants. He requested that the list be reviewed and returned to him with any corrections. He also shared information regarding the sale of the residential carpentry construction home and disseminated a brochure about the open house scheduled on Sunday, 8/13.</p> <p>Kim Harvey reported the following regarding Student Services:</p> <ul style="list-style-type: none"> • Lisa Deevers, P/T Enrollment Services Assistant at JCA has resigned; Holly Lincoln is working on reassigning the workload. • Holly is also working with Dale Richardson on possible locations for a lactation room at JCA. • Information was provided regarding partnering with Ottawa University – Kansas; she and Kathy Johnston are working with Instruction on reviewing a transfer agreement. <p>Dr. Davenport reported the following regarding the Gateway Writing Project: (1) on 8/2, a team from UMSL met with Instructional, A&S and CTE divisions to plan a professional development series for secondary teachers and college faculty; (2) Jefferson College will host the event in the Summer 2018; and, (3) the UMSL team presented a plan to offer additional reading and writing professional development opportunities for the CTE and ATS faculty and staff.</p> <p>Dr. McCaffrey reported the following regarding the Career & Technical Education division:</p> <ul style="list-style-type: none"> • Renovations continue in several areas of the CTE building • Computers and phones for the business staff at JCA will be installed today. 		

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	<ul style="list-style-type: none"> • The Automotive Shop renovation is completed and acknowledged Dale and his team for the assistance they provided. • She is working on finalizing the Fontbonne Articulation Agreement. <p>Patti Christen reported the following regarding the Foundation:</p> <ul style="list-style-type: none"> • Invitations to the annual golf tournament have mailed and reservations are being received. • Information was shared regarding a recent library room naming dedication that took place and recognized Lisa Pritchard for her assistance with the event. • The Capital Campaign continues to remain on track and another home gathering cultivation/ acknowledgement dinner is planned for the fall. • The Athletic Trivia Night is scheduled for 11/4 and the Leader Dinner is scheduled for 12/1. <p>Roger Barrentine announced the retirement of Joel Speth at the end of September 2017 and stated that he and Shirley are working on plans for Joel's retirement party.</p> <p>Tasha Welsh reported the following regarding Human Resources:</p> <ul style="list-style-type: none"> • She completed the review of all faculty files over the summer to collect additional information regarding the experience and education faculty members had upon date of hire as well as the progression of promotions through the years. The report was submitted to the compensation study consultants so they can place faculty on the salary schedule according to their experience and education. • She is working with Caron, Kristine and Kim on Title IX policy review. • She is working on the Faculty/Staff Handbook. 		
Next Meeting Date	August 29, 2017		