

TEAM
MEETING MINUTES
10/3/2017 – 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 9:30 a.m.		
Approval of Minutes	Dena McCaffrey made a motion to approve the 9/26/2017 minutes with corrections and Roger Barrentine seconded the motion.		
Review of Action Items / Closing the Loop	<p>Dr. Cummiskey distributed the PLC responses resulting from discussion on how to facilitate hot seat questions at PLC meetings. He instructed the Team to review and identify any gaps or additions and provide feedback to him by the end of next week to allow time to send out information to members of the committee prior the next PLC meeting.</p> <p>Ray followed up on discussion regarding the use of space heaters and fire extinguisher training. Daryl reported that fire extinguisher training is scheduled next week. He is working to obtain the requirements for use on space heaters from the Hillsboro and Rock Community Fire District. Further discussion to implement a plan for use of space heaters will take place after receipt of the requirements.</p>		
Hot Topics: COMTREA - Kim Harvey	<p>Kim reported that COMTREA was unable to find a replacement for Sandy Davis who submitted her resignation effective 10/6. At this time, Sandy has agreed to work part-time until a replacement can be found.</p> <p>Caron asked the Team to consider funding out of</p>		

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<p>SPOL Training - Caron Daugherty</p> <p>Fine Arts Theatre -Shirley Davenport</p>	<p>state travel for Trish and Allan to attend the SPOL User Conference scheduled the week of 10/22-25 in Ft. Lauderdale, FL. She provided an itemization of the conference cost including hotel and travel expenses and gave a summary of the topics that will be covered at the conference.</p> <p>Shirley Davenport brought forth the issue of renovating/updating the Fine Arts Theatre after discussing the matter with Fine Arts faculty members. Shirley recommended that serious consideration be given to preparing a plan to develop the space and include a rendering of the project to present as a capital project request for next year.</p>		
Budget			
Planning – Institutional Action Plans			
Division/Departmental Updates	<p>Dr. Cummiskey discussed the following:</p> <ul style="list-style-type: none"> • He plans to meet with Jeff Pittman, Chancellor of St. Louis Community College (STLCC), to discuss STLCC’s visit to Seckman High School and territorial boundary protocols. • He asked Kim to check on any concerns with student athletes regarding the national anthem protest to get ahead of any issues that may surface. • He discussed the two events scheduled at JCH on 10/6 and suggested that the Campus Police coordinate parking. <p>Caron Daugherty reported that responses from the Opening Week 2017 survey would be going out to the campus today.</p> <p>Daryl Gehbauer informed members that the Holiday Party at the Civic Center is scheduled 12/8. He suggested that a day in December be selected by May 2018 for next year’s event. He also advised that the handicap ramp at the Fine Arts Theatre is operational and available for use.</p>		

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	<p>Kim Harvey stated that Michelle is working with members of the community to promote use of the pool and advised that memberships to use the pool and fitness center have increased to 228. She also reported that the C-CAMPIS grant was not funded.</p> <p>Shirley Davenport informed the Team of the following:</p> <ul style="list-style-type: none"> • The General Education Assessment Task Force is reviewing assessment options to replace the CAAP, the current general education exit exam which is being phased out by the publisher and will no longer be available in January. The group has narrowed the choices to the CLA Professional exam and the ETS Proficiency Profile (EPP), which with the latter being the preferred instrument. Vetting to stakeholders will begin soon. • The Placement Task Force met on Friday, 9/29, and began the process of selecting a placement method to replace the current Accuplacer test, which will sunset in January 2019. The group has narrowed the focus to a primary placement method of GPA combined with other measures or the Accuplacer Next Generation test. Several task force members have volunteered to take the Accuplacer Next Generation test to review its features and accuracy. <p>Dena McCaffrey advised that the majority of advisor committees are meeting tomorrow night. She also reported that 20 faculty members will participate in UMSL's Gateway Writing Project.</p> <p>Patti Christen reported that she has meetings scheduled this week regarding the Annual Appeal. She is working with Meghan to retrieve addresses in Banner and will mail out pledge cards by 11/1. This year's card will have an additional field for donors who wish to make a long-term contribution to the Library. Patti also advised that she is tying up loose ends on the golf tournament and the</p>		

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	<p>Gannon event. Finally, the Capital Campaign is on target at 26% and has good prospects going forward.</p> <p>Roger Barrentine reported that he and his team have been working on several promotional initiatives involving Manufacturing Day and the JCA 10-Year celebration event. He informed the Team that he is also working with Holly to market Wintersession registration and 2018 spring enrollment. He encouraged members to submit ideas to him in terms of marketing enrollment and that he is open to any suggestions. He also gave a reminder to remain vigilant regarding campus security in light of the recent Las Vegas shootings.</p> <p>Tasha Welsh discussed pay issues involving voluntary and involuntary demotions.</p>		
Next Meeting Date:	<p>The meeting adjourned at 11:30 a.m.</p> <p>October 16, 2017</p>		

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