

TEAM
MEETING MINUTES
February 20, 2018 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, Kim Harvey, Shirley Davenport, Dena McCaffrey, Roger Barrentine

Members Absent: Tasha Welsh

Guest: Trish Aumann

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:13 a.m.	Ray Cummiskey	
Approval of Minutes	The minutes of the February 6, 2018 meeting were approved as written. Dena motioned to approve; Daryl seconded the motion. All approved.	Team	
Review of Action Items/ Closing the Loop 2/6/18 PLC Meeting Recap	Ray commented on the excellent reports given at the PLC meeting by each of the Budget subcommittees. He would like to see employees stay engaged in the process. PLC may be the best way to keep moving on the strategies that can be implemented currently.	Team	
Hot Topics IPEDS Report Update	<p>Trish Aumann presented the 2017 IPEDS Data Feedback Report (attached) which will also be shared with the SEM committee. The report shows Jefferson College compared to our cohort group of 11 institutions including Crowder, ECC, MAC, Moberly, St. Charles, etc. Trish said she would be able to pull a report with just one or two other institutions to see how the College compares on a smaller scale. By consistently reviewing the same data (IPEDS), the College can plan more strategically in the long-range.</p> <p>During discussion of the full report, the following points were highlighted:</p> <ul style="list-style-type: none"> • The tuition comparisons (Fig.4 on page 4) show there is room for the College to grow in that area. The charts are based on three years of data and show that other schools in the cohort have increased tuition more and more often than Jefferson College. • Figures 10 and 11 on page 5 deal with retention and graduation rates, which are tracking higher than the cohort group as a whole. Transfer-out rate is slightly lower by comparison, but the College is now tracking this information more reliably and may see better numbers in the next IPEDS report. • Team discussed developing clear goals in regard to IPEDS and Performance Measures, for example, increasing transfer-out rate by 2% in the next 3 years. Once those benchmarks are set, planning the “how” in collaboration with faculty and SEM will be the next step. • Core expenses, on page 8, are out of alignment with the College’s peers. However, expenses in Institutional Support in the last three years include Title IV fines and the retirement incentive from 2016, so these figures should level out in the future. 	Trish Aumann	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
	<ul style="list-style-type: none"> • Questions were raised about Figure 20, which shows Instructor salaries lower than what it is believed current Instructors are being paid. Trish is investigating the way the figures are calculated in order to discover where the number came from. <p>Due to the time-sensitive nature of the subsequent budget discussion, the following agenda items were moved to the February 27th meeting:</p> <ul style="list-style-type: none"> • Campus Email Distribution to Contracted Employees • Spring Break Hours at JCA • New Mission Statement – Current Stock Letterhead and Business Cards 		
Budget	<p>The team discussed the Board of Trustees Budget Subcommittee meeting scheduled for Tuesday, February 20 at 3:30 p.m. The main purpose of the meeting is mainly for discussion and to gain directional guidance from the Board for the March work session; no decisions are being made at this time.</p> <p>Daryl shared a summary spreadsheet outlining the “headwinds” and savings potential for FY19. The spreadsheet will be shared with the Board subcommittee and attendees at the upcoming subcommittee meeting.</p> <p>Team discussed the items included on the spreadsheet, including the following points:</p> <ul style="list-style-type: none"> • Currently, Daryl has identified \$773,000 in potential budget savings for next year; this figure is up against a \$3,141,000 headwind. • Two guiding factors from the Board, the approval of the reappointment list and whether to raise tuition and fees, will determine the direction Team needs to take in budget discussions. • Team discussed the currently approved Capital Projects for FY19 and whether the recommendation to reduce or eliminate capital funds would apply to these projects. The approved requests totaled \$385,500 out of the original \$650,000 allotted. If “reduced” for FY19, it would not affect the approved projects, but would mean reserving the remaining \$264,500 for that year. 		
Planning		Team	
<p>Division/Departmental Updates President</p> <p>Instruction CTE</p>	<p>Updates regarding last month’s PLC meeting were stated earlier in the meeting.</p> <p>Dena presented an opportunity for a Missouri Department of Transportation grant, proposed by Diane Scanga. The application is due March 1st and would fund the development of a Breath Alcohol Training site at the Imperial campus. Classroom space for the program is available at JCI where CNA courses were previously held. It is a one-year, renewable grant. Currently, the only other training</p>	Team	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
<p>A&S</p> <p>Finance & Administration</p> <p>Student Services</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>site is at the University of Central Missouri, and the state would like to develop one on the east side of the state. The grant covers a full-time salary for the trainer as well as a vehicle for off-site trainings and reimburses the College 10% of the personnel cost for providing the space at JCI. It will also save on PT Temporary positions currently hired for in-service trainers. Ray will forward Dena's proposal to the Board to notify them of the opportunity.</p> <p>No report.</p> <p>No report.</p> <p>Kim distributed a Permission to Fill for a PT Lead Teacher at the Child Development Center. The position is required to maintain licensing.</p> <p>No Report.</p> <p>No report.</p>		
<p>Adjournment</p>	<p>The next meeting date is February 27, 2018. Shannon Schoenky will serve as minute-taker.</p> <p>The meeting concluded at 10:55 a.m.</p>		

Respectfully submitted,

Miriam Rougely

Administrative Assistant to the Vice President of Instruction