

TEAM
MEETING MINUTES
March 6, 2018 – BOARD ROOM

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

Members Absent: Shirley Davenport, Tasha Welsh

Guest: N/A

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:09 a.m.	Ray Cummiskey	
Approval of Minutes	The minutes of the February 27, 2018 meeting were approved as written. Dena motioned to approve; Daryl seconded the motion. All approved.	Team	
Review of Action Items/ Closing the Loop	Roger presented samples of letterhead and business cards containing the revised mission statement. Going forward, COS will be ordering fewer reams of letterhead at a time to cut down on overstocking. The final version will be available in electronic format to allow direct printing. However, it was noted that mailings would still require pre-printed letterhead. Old letterhead and business cards will be turned in to COS for recycling, and business cards will be ordered in bulk to obtain better pricing. Timeline is mid-to-late April. Team members discussed the drafts and the possibility of removing the fax number and the 797-3000 phone number to reduce crowding on the business cards.	Team	
Hot Topics FOCUS St. Louis Leadership Nominations	Caron is a current participant in FOCUS St. Louis, a regional leadership program. Membership offers a unique opportunity for the College to represent Jefferson County and to forge connections with higher education and business leaders in the region. Team members discussed the possibility of nominating an employee to participate in next year's program. In light of current budget limitations, the Team decided to consider FOCUS membership every other year. Dr. Cummiskey recommended the OTC Leadership program as an alternative due to its cost effectiveness and direct application to higher education leadership issues.	Caron Daugherty	
Open Educational Resources (OER)	Dena asked for clarification on faculty development of OERs in light of the bookstore contract. Discussion involved faculty compensation for OER development; colleges who have successfully implemented OER by renegotiating their contracts; and the eFollet OER product, Lumen, which does not currently meet the faculty's needs. Solutions included charging students an OER fee with a percentage being paid to Follet; piloting OER in courses to discern whether it is a long-term pattern; and assessing curriculum impact and quality assurance through the CTL and departmental faculty groups. A full revenue/budget analysis and faculty input are needed before more steps are taken.	Dena McCaffrey	

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Budget	<p>Dr. Cummiskey will bring a proposal to the Board to raise tuition no more than \$10 and fees no more than \$5. In the past, the state has reinstated funding with the stipulation of inhibiting tuition increases. If the legislature goes that direction, it will affect student billing, since registration begins before the legislative budget is set. The team discussed ways to keep fees in line with college needs in the future, particularly the technology fee, which is low in comparison to other institutions. Using the Consumer Price Index (CPI) to inform percentage increases on course fees is an option, since course fees are tied to the price of instructional supplies. FY19 budget assumptions include a 5% increase for individual course fees.</p>		
Planning	<p>Team discussed long-range planning, which will help with future budget assumptions. New program development, not just cuts, will be key. The proposed models for next year will need to be assessed to make sure they remain effective for the long-term.</p>	Team	
<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>CTE</p>	<p>Ray summarized the faculty visit in the ATS on March 5th, which was very productive. Questions were raised regarding security on campus in the wake of current events in the nation. More police presence in the hallways and a buzzer entry on the ATS were proposed. Daryl cited the \$200,000 set aside for security updates, which will remain in the budget and could be utilized for projects like door buzzers or ID scanners.</p> <p>Caron will facilitate an Instructional forum on Wednesday, March 7th at 2:45 p.m. in ASI 117 to answer questions regarding the budget proposals. Faculty In-Service is planned for March 8th. There were some planning hiccups with the day regarding faculty recruitment visits at area high schools. Due to scheduling, the high schools could not accommodate instructors who wanted to recruit on their campuses on this date. However, the superintendents have indicated if the in-service and faculty work dates are identified in advance, they can easily accommodate our requests.</p> <p>Dena announced a show called American Graduate on Channel 9 is highlighting the St. Louis area, focusing on increasing high school graduation and post-secondary options for students. Representatives from the show were on campus recently and asked the ATS to be a partner. There is no cost associated with this collaboration. Dena will be attending a March 15th Partners Meeting in St. Louis; other members include community groups and workforce development boards, among others.</p> <p>Dena also attended an Enterprise Bank Luncheon intended for business partners to make connections. She spoke with some attendees in the auto collision field, who expressed a need for qualified employees. This need could possibly be filled by the College on the non-credit side.</p>	Team	

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A&S	<p>Dena brought a request for the nursing department to hold clinicals in the NEST on Fridays this summer. Daryl will look into zoned air conditioning to avoid cooling the whole building. Dena will review the class schedule to determine alternate times for clinicals if needed.</p>		
Finance & Administration	<p>Dena gave Shirley's report on her behalf: two Jefferson College students played in the McKendree University Community College Honor Band and Choir Festival on March 5th. Caron added March 31st is the last day to submit additional courses for consideration by MDHE for the General Education Core 42. MDHE will make decisions by April 15th. Approved requests after this date will be implemented the following academic year (2019-2020). She also mentioned the incredible amount of high-quality work Leslie Buck has committed to this initiative.</p>		
Student Services	<p>Daryl announced a prospective buyer for the Advanced Residential Carpentry house. The proposed bid is \$225,000 with \$5,000 toward closing costs and a projected closing date of March 29th.</p>		
PR/Marketing	<p>Kim is sending Kristine Bogue to CLERY Act training the week of March 12th. Officer Darrell Hulvey will be attending as well. Kate Nash will be on campus March 8th to facilitate Title IX Training for supervisors and Title IX investigators. Those who cannot attend the supervisor training due to faculty in-service meetings can watch the recording at a later date. Completers will also receive a certificate through HR. The Office on Violence Against Women (OVW) grant application is due March 7th and will go to Board for approval on the 8th. If it is not approved by the Board, Kim will withdraw the application. There were some initial questions regarding the grant's required non-discrimination clause, but those have been vetted through the College's legal counsel and no issues were found.</p>		
Human Resources	<p>Roger's department is planning a refresh of the College's website homepage. The change applies to the home page only and his team is reviewing best practices for simplicity and accessibility. The new page will be unveiled in late July or early August. The update was expected and budgeted. A proposal will go forward to the Board in April for review and approval.</p> <p>No Report.</p>		
Adjournment	<p>The next meeting date is March 13, 2018. Shannon Schoenky will serve as minute-taker. Team will not meet on the 20th due to Spring Break. The meeting concluded at 11:33 a.m.</p>		

Respectfully submitted,

Miriam Rougely

Administrative Assistant to the Vice President of Instruction