

**TEAM**  
**MEETING MINUTES**  
**March 13, 2018 – BOARD ROOM**

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

**Guests:** Ron Scaggs joined at 9:26 a.m.

<b>EXPECTED OUTCOMES OF MEETING:</b>			
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item/ Person(s) Responsible (If Applicable)</b>	<b>Timeline/ Deadline</b>
<b>Call to Order</b>	The meeting began at 9:00 a.m.	Ray Cummiskey	
<b>Approval of Minutes</b>	The minutes of the March 6, 2018 meeting were deferred and will be presented for approval at the next meeting.	Team	
<b>Review of Action Items/ Closing the Loop</b>	Daryl shared a map of the NEST in the CTE Building. Most of the building is on energy management, so only one additional area would have to be cooled if the building was kept open on Fridays for the Nursing program.  Daryl talked about the plan for when Diane Scanga leaves the Chief of Police position in July. She will remain LEA Director. Expectations for the new chief will be outlined on the front end. Campus safety will be the main priority.	Team	
<b>Hot Topics</b> Updating Criteria for Board of Trustees Scholarships	Kim reported that Rob Brieler and Math faculty requested that the math competition component be removed from the Math scholarship criteria. Shirley noted that the criteria indicates that a student must be a senior and has to identify that he/she will be attending Jefferson College. There is not a process in place to update scholarships, so Lisa will be asked to make the update, effective fall 2018. Rob or a Math faculty member can share the update at PLC.  Kim noted that at Council of Chairs, discussion took place about institutional committees updating their charges. The changes would also need to be updated in Administrative Procedures. The updates would need to be shared at PLC and go through constituent groups.	Kim Harvey	
Top 10 Accomplishments for HLC 2019	The HLC Promotional Taskforce, part of the Accreditation Committee, is compiling a list of the College's accomplishments since the last HLC visit in 2009. The goal is to assemble a list and have it voted on by the campus community to identify the Top 10 accomplishments, which will be tied to the Strategic Plan. The development of a campus police department, the addition of cameras, and other safety initiatives have been identified as accomplishments. Other suggestions include the move from Nursing to Health Occupations division, committee realignment, expansion of grant initiatives, wellness initiatives, expansion of community engagement (service learning/civic engagement/ volunteer projects), and Pathways to Graduation (early college programs, etc.).	Kim Harvey	
Posting College Budget and Audit	Daryl noted that the budget and audit are currently stored in the Library, and asked if the information should be posted online. A link can be added online that will direct people to the information in BoardDocs.	Daryl Gehbauer	
<b>Budget</b>	The Board approved a maximum \$10 per credit hour tuition increase and a maximum \$5 per credit hour technology fees increase. Dr. Cummiskey reported that the Speaker of the House has unveiled a		

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	<p>plan to restore higher education funding with a tuition freeze, but did not talk fees. Fall registration opens on March 26, which is before budget assumptions go to the Board. If students were given schedule/bills with their charges not listed, then each student's charges would have to be assessed manually at a later time. It was determined that a \$5 technology fee increase per credit hour will be implemented, with no change in tuition at this point. A statement will be added to the schedule/bill indicating that the bill does not include potential tuition increases.</p> <p>Caron asked if the materials presented by people who addressed the Board about the lab instructors at the last meeting will be included in the meeting minutes. The meeting was not recorded, but printed materials provided to the Board are on file. At the March 29 work session, Caron will present information to the Board on the declining enrollment numbers for science labs that justify the position cuts.</p> <p>The focus of the March 27 Team meeting will be preparing for the March 29 work session.</p>		
<b>Planning</b>		Team	
<p><b>Division/Departmental Updates</b> President</p> <p>Instruction</p> <p>A&amp;S</p> <p>CTE</p>	<p>Dr. Cummiskey noted that the Mastodon Fair will be shorter this year. Jill Malcolm remains the Volunteer Director and Samantha DeClue has been hired to help.</p> <p>JRCERT sent the College a thank you letter for the College's support of their program.</p> <p>The Jefferson County Growth Association is having a banquet on April 26.</p> <p>MDHE is starting their facilities review process, and Jeff Barlow will be on-campus next Friday. Dr. Cummiskey will give Jeff a walking/driving tour of campus. Team was asked to let Dr. Cummiskey know if they have an item of interest to point out during the tour.</p> <p>Caron reported that they are looking at the final courses for CORE 42. Information is due to MDHE by the end of the month. They are reviewing appointments/assignments, including the administrative assistant and secretary positions, in the event that budget assumptions go through.</p> <p>They are pulling schedules together with the CORE 42 changes before registration starts.</p> <p>Betty Linneman asked to take forward a Permission to Fill for a 19-hour Testing Supervisor position.</p> <p>Dena presented a Permission to Fill for a Nursing faculty position to replace Louise Jadwisiak.</p> <p>ATS had some students and parents from two local middle schools visit campus yesterday.</p> <p>Dena and Christine Platter met with the Jefferson County Disability Resource Board last week about offering training for home healthcare individuals. The College will take care of registrations and room set-up, and we will split the fees that are collected.</p>	Team	

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Finance & Administration	<p>Daryl presented a Permission to Fill for the Student Account Specialist position, due to Emily Solomon’s promotion to Accounts Payable Specialist.</p> <p>Daryl has revised his administrative assistant’s position description. His assistant will serve as the EMS system administrator and will handle external reservations, billings, and cancellation reports. The Secretary to the Director of Buildings &amp; Grounds will take care of internal reservations when hired.</p>		
Student Services	<p>Kim reported that the Transfer College Fair went well.</p> <p>Title IX Training was held on March 8 and 34 supervisors attended, as well as other staff. A video will be available for supervisors who were not present.</p> <p>A registration event will take place on the Hillsboro campus on May 3, from 8:00 a.m.-7:00 p.m.</p>		
PR/Marketing	<p>Roger shared the results of the Student Media Preferences Survey, and noted that 540 individuals answered at least one question. This survey drives much of the PR/Marketing efforts.</p> <p>PR/Marketing &amp; Enrollment Services developed a Viking Helmet promotional item on glossy paper with fun facts listed on the back. The goal is to start a social media campaign and encourage new students to post “I’m a Viking” photos with their helmets.</p>		
Human Resources	<p>Tasha is working on document imaging to prepare for the transition of paper files to electronic files. To view their HR files, employees will be able to visit HR, log in, and view the files electronically.</p> <p>Tasha and Carrie Greer are working with the consultant on the Classification and Compensation Study. They hope to have a draft ready for supervisors to review by next week.</p> <p>A meeting was held with the Faculty Compensation Task Force yesterday. A work group was formed and includes Patty McDaniel, Kathy Johnson, Tasha, and Dena.</p>		
<b>Adjournment</b>	<p>The next meeting date is March 27, 2018. Miriam Rouggy will take minutes. Team will not meet on March 20 due to Spring Break. The meeting concluded at 11:45 a.m.</p>		

Respectfully submitted,  
 Shannon Schoenky  
 Administrative Assistant to the Vice President of Student Services