

TEAM
MEETING MINUTES
March 27, 2018 – BOARD ROOM

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

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:05 a.m. Dr. Cummiskey joined the meeting at 9:10 a.m.	Ray Cummiskey	
Approval of Minutes	Dena motioned to approve the minutes of the March 6, 2018 meeting. Roger seconded the motion and the minutes were approved unanimously. The March 13, 2018 meeting minutes were deferred. They will be presented for approval at the April 3 meeting.	Team	
Review of Action Items/ Closing the Loop		Team	
Hot Topics Leadership Academy	At the suggestion of Mineral Area College, the Leadership Academy will be deferred for one year.	Tasha Welsh	
FAST Reporting System Training	Daryl indicated that the preference would be to train a small number of people who could then train others. Trish Aumann, Brandon Whittington, Miriam Rougly, and Caron will be included on the list. A potential timeline was discussed, with April and June considered the best months to schedule the training.	Daryl Gehbauer	
SEM/R Committee Data Task Force	Information from the group's meetings will be shared with Team and at PLC.	Dena McCaffrey	
Budget	Discussion was held on the information that Daryl and Tasha prepared for the March 29 Board Work Session. The part-time temporary Fine Arts Theatre employee has been providing sound and lighting assistance to external groups. We may need to look at charging these groups for services provided. Daryl shared a budget analysis and tuition/fees analysis and discussion followed. The Board will enter Executive Session at the start of Thursday's Work Session to discuss a personnel matter. The budget presentation will be made when the group returns for the open Work Session.	Team	
Planning		Team	
Division/Departmental Updates President	Brian Millner asked Dr. Cummiskey about a College representative for the MCCA Board of Directors. Caron and Kim share that role. Dena will confirm that the ATS dinner for the Board is on schedule.	Team	
Instruction	Caron presented a Permission to Fill form for a 19-hour Testing Supervisor position.		

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A&S CTE Finance & Administration Student Services PR/Marketing Human Resources	Caron reviewed the PowerPoint presentation that will be shared with the Board on Thursday regarding the science lab instructor positions. Daryl will respond to the information that was presented during the Public Communication portion of the last Board meeting. No report. No report. No report. No report. No report. No report.		
Adjournment	The next meeting date is April 3, 2018. Miriam Rouggy will take minutes. Team will not meet on April 10 due to the HLC Conference. The meeting concluded at 12:13 p.m.		

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