

**TEAM**  
**MEETING MINUTES**  
**April 24, 2018 – BOARD ROOM**

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

**Guests:**

<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 9:05 a.m.	Ray Cummiskey	
<b>Approval of Minutes</b>	Dena motioned to approve the minutes of the April 17, 2018 meeting. Daryl seconded the motion and the minutes were approved unanimously.	Team	
<b>Review of Action Items/ Closing the Loop</b>	Tasha agreed to send out the Spring Break Survey.	Team	
<b>Hot Topics</b> Faculty Compensation Study Work Group Report	<p>Tasha shared the Salary Analysis spreadsheet from the faculty compensation work group. The sheet includes a sampling of faculty salaries showing the level when hired and the adjustments for prior experience and education.</p> <ul style="list-style-type: none"> <li>• The work group agreed faculty should receive one step for every two years of service, as long as they are progressing through the Promotion in Academic Rank System. A 2% step increase is proposed.</li> <li>• Ray made recommendations regarding how the College can budget to catch up on salaries.</li> <li>• Tasha asked for feedback on the spreadsheet process before the work group moves forward by calculating the remaining faculty salaries. She recommended sending each faculty member their personal calculation sheet for review.</li> <li>• Policies and Procedures will need to be updated to outline the new parameters. The proposed framework moves raises to step increases instead of lump sums, which keeps the schedule predictable, clean, and accurate. The application process will also need updating to account for these changes.</li> </ul>	Tasha Welsh	
Missouri State Board of Nursing Site Visit	Dena reported the State Board of Nursing is requiring the College to fill the positions vacated by Louise Jadwisiak and Holly Boettcher. Additionally, they recommended filling the faculty position that was unfilled last year. MSBN suggested 12 credit hours of teaching load per faculty member, which will require more PT temporary clinical instructors to fill hours currently taught by full-time faculty. Dena mentioned a proposal to increase lab fees in some CTE courses (e.g., AUT, EMT/PAR). The current fees are not covering the cost of materials. The resolution will go to Bard in May.	Dena McCaffrey	
Summer Picnic	Team discussed the Summer Staff Picnic and chose Thursday, June 21 <sup>st</sup> from 11:00 a.m.-1:00 p.m. Caron and Kim will meet to begin coordinating the event.	Kim Harvey	
<b>Budget</b>	Daryl distributed a budget assumptions sheet. He highlighted several adjustments including: reduced bookstore revenues, recalculated	Team	

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Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
	<p>raises, ATS enrollment tuition increase, childcare fees increase, and student worker salaries. He also mentioned the sales broker for Viking Woods suggested a formal appraisal on the property, which would provide good figures to make a better decision. The College could concurrently appraise Viking Woods, JCI, and the Highway 30 property to gain updated values on each.</p> <p>Dena presented Permissions to Fill for an ATS Culinary Instructor, ATS Director, and OTA Program Director/Faculty. Shirley presented a Permission to Fill for a Philosophy Instructor. Permission for this position will be based on the guidance received from the Board Work Session on Thursday, April 26<sup>th</sup>.</p>		
<b>Planning</b>	No Discussion.	Team	
<p><b>Division/Departmental Updates</b> President</p> <p>Instruction</p> <p>A&amp;S</p> <p>CTE</p>	<p><b>Ray</b> gave an update on the progress of the state budget. The general bill, which reinstates higher education funding, is mostly settled.</p> <p>The EDC is hosting a small business luncheon on campus in May. FSC will cater. Ray asked several College representatives to attend.</p> <p>He also announced a Law Seminar presented by Tueth-Keeny in St. Louis at no cost on May 31<sup>st</sup>.</p> <p>Judge Rathbert asked for used of the outdoor track for a general fitness program he is organizing for courthouse employees. The program will run through the summer.</p> <p><b>Caron</b> is meeting with Vivian Aubuchon April 24<sup>th</sup> to discuss science lab instructors. Faculty have presented several alternative options for the instructors, which Caron and Vivian will present at the Board Work Session.</p> <p><b>Shirley</b> met with Mary Leuci from Campus Compact last week while she was on campus to meet with Suzie Welch and Amy Kausler. She also met with Suzanne Hull from DESE Educative Quality along with Terry Kite and Ken Boning.</p> <p>Shirley announced the success of the TEDx event and the 48-hour Film Festival.</p> <p><b>Dena</b> spoke with Representative Ann Wagner at an EDC meeting in March regarding apprenticeship grants. She will be at LMC the week of April 30<sup>th</sup>.</p> <p>Dena announced some new Business and Workforce programs, including new job training (CAMO) and young adult pre-apprenticeship programs.</p> <p>Michael Griggs from ATS Residential Carpentry received an offer from one of his carpentry contacts for \$15,000 to help support the program. Several graduates enter straight from the ATS into the carpentry union apprenticeship program.</p> <p>The LEA POST graduates attained another 100% pass rate this year.</p>	Team	

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Finance & Administration	No Report.		
Student Services	<p><b>Kim</b> announced enrollment was looking better: the summer is down 4% in credit hours, and fall is down 9.5% in credit hours and 5% in headcount.</p> <p>In its most recent meeting, the SEM committee set an institutional goal for enrollment. They utilized data to predict a 6% decrease in enrollment (a headcount of 4,200). At the next meeting, they plan to set institutional goals for persistence, completion, and retention.</p> <p>Holly Lincoln and Sarah Bright are working on \$2,000 grant from MOHELA for the food pantry. The application is a one-page narrative and will be utilized to purchase shelving. The food pantry will be located in a storage space in the cafeteria area that was cleaned out.</p>		
PR/Marketing	<p><b>Roger's</b> team will move forward with orders for new business cards after the approval of new MVV statement. There will be an online ordering form and a deadline for the bulk order has been set for Thursday, May 24<sup>th</sup>. It will be mandatory to order new business cards, which will be delivered over the summer. The new system allows for orders between 50-10,000 cards.</p> <p>His staff will be attending and working many of the upcoming events: the club awards night, athletics banquet, honors ceremony, and commencement events.</p>		
Human Resources	<p><b>Tasha</b> cannot attend the Years of Service Recognition this year, but Alicia has everything ready for the evening. Tasha will send a list of invitees to Team.</p> <p>Her team is in the process of testing new document imaging software.</p>		
<b>Adjournment</b>	The meeting was adjourned at 11:31 a.m. The next meeting date is May 1, 2018. Miriam Rouggy will take minutes.		

Respectfully submitted,  
 Miriam Rouggy,  
 Administrative Assistant to the Vice President of Instruction