

TEAM
MEETING MINUTES
May 29, 2018 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty (via phone), Shirley Davenport, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Tasha Welsh **Members Absent:** Roger Barrentine
Guests: Allan Wamsley

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:40 a.m.	Ray Cummiskey	
Approval of Minutes	Approval of the May 22, 2018 minutes was delayed until the next meeting.	Team	
Review of Action Items/ Closing the Loop	Shirley asked about hiring a part-time temporary Lab Preparation assistant for the summer. Tasha approved.	Team	
Hot Topics Office Relocations	<p>Team members discussed several office relocation possibilities due to structure changes (pending Board approval of budget assumptions). Dr. Cummiskey asked the Team to consider three factors throughout the discussion: big picture view of space utilization, consistency/long-term effectiveness, and fairness.</p> <p>The following space concerns were identified:</p> <ul style="list-style-type: none"> • Consolidation of Roger’s department into one area. • Traffic patterns in the Student Center, which do not match the projections generated when the space was remodeled. • Information Analysts currently in TC building, far from Student Services. • Faculty office space needs (ASI and across campus). • Faculty requests for a (non-lecture) learning space. Team would need more direction from faculty as to what their needs are with this space. • Availability of division chairs, deans/associate deans, and other administrators to faculty and staff. Traffic flow through buildings will help determine where the highest needs are. <p>Current Dean of Arts & Science Space (TC203): With Board approval, the 2018-2019 year includes an interim structure wherein the Arts & Science Dean duties will be delegated to Associate Deans. The question of how to best utilize the current A&S Dean’s office space (TC203) was discussed at length.</p> <ul style="list-style-type: none"> • Moving Allan Wamsley and his staff TC203 would utilize the space well and allow Allan to be close to the Academic Support Center (ASC). In this case, Marie Jennewein, who would report to Allan, would remain in her current location. If Allan does not move to TC203, Marie would move to his current office suite in ASII 303. However, a need for at least one support staff in the TC building was voiced. • TC203A, formerly the Dean’s conference room, is a large space that could be partitioned into two offices. However, Shirley mentioned the room shakes intermittently, and the Team decided it would be wise to investigate the building structure before moving anyone into it. • TC203 is a large suite and could be reimagined in many different ways. In order to make the best decision about the 	Team	

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CTE Building Spaces	<p>efficiency and purpose of the space, it was decided to have an architect assess the area and investigate any structural issues. There is no rush on this particular move, and it is worth taking time to evaluate the options. Daryl will contact the architect to come look at TC203.</p> <p>Institutional Research/Institutional Effectiveness (IR/IE) Offices: If Allan and his staff move into the TC203 suite, his current office in ASII would transition to the IR/IE offices.</p> <ul style="list-style-type: none"> • The IR/IE Director, Associate Dean, Associate Dean’s Secretary, and the two Information Analysts could be relocated to ASII303 without changing the current layout. • This move would also require the Media Specialist to relocate from ASII303 to ASII306 (Control Room). However, converting ASII306 into office space may be complicated due to the way the room was built initially. <p>Transfer Center/Information Analysts Office Space: Kim mentioned the idea of a Transfer Center, wherein the UMSL and Missouri Baptist offices could relocate. If approved, the Information Analysts could move into the Student Center to be near Student Services. Daryl, Kim, and Dale Richardson will continue this discussion if UMSL and Missouri Baptist are agreeable. Renovating part of the Café to accommodate the Transfer Center was suggested.</p> <p>Future Models for Instruction/Office Spaces: After the 2018-2019 interim year, and with faculty and Board support, it was suggested to try an Instructional model that would consist of one Dean of Instruction. In this scenario, the Dean’s Office needs to be located in an area most deferential to both A&S and CTE faculty. The Technology Center (TC) is the most neutral space on campus, and there are several location options for a Dean’s office in that building.</p> <p>The following relocations were discussed and approved to take place over the summer:</p> <ul style="list-style-type: none"> • Richard Stephenson will move from CTE 166 to TC109 as part of the Academic Success Center (ASC). • The Accelerated Learning Lab (ALL) will move from TC313 to TC111, to be located near the ASC. • Due to asbestos abatement, carpet replacement, and painting, ASI110 staff will temporarily move to ASI107 (Student Lounge). <p>Dena began a discussion about space usage in the CTE Building.</p> <ul style="list-style-type: none"> • Trish Aumann is currently utilizing one office in CTE142, but the floor is unfinished in the majority of the room. The carpeting has been delayed due to uncertainty about the future function of the room. • One option for CTE142 includes moving the Associate Dean (pending Board approval) into the office next to Trish and the Secretary into CTE142A (grant office). However, it is not ideal for the Associate Dean to be far from faculty. 	Dena McCaffrey	

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<p>ATS Capital Project Proposal</p>	<ul style="list-style-type: none"> • Another option is to convert CTE142 back into an instructional space. Faculty have requested a learning space on campus that would be dedicated to instruction, but not strictly a lecture space. • CTE142 could also be part of the ATS Health Services program. It is critical for Health Services to be in the CTE building to expose those students to Health Occupations career options. In Fall of 2019, the program plans to add a second year; classroom space would be needed. <p>Other spaces and considerations:</p> <ul style="list-style-type: none"> • CTE166 (Richard Stephenson’s former office) and the HPTRL classroom will be utilized as part of the Jefferson Foundation grant as a lab/training space for CNA, CMT, and other non-credit healthcare programs. • Nursing is requesting a computer classroom with 40 computers for testing to accommodate future increased enrollment in the program (if approved by MSBN). All testing in the program is computer-based to prepare students for the NCLEX. The current CTE136 computer classroom could be increased to a 40-seat classroom. • After Betty Linneman’s retirement, her office will be open in CTE. This space could be utilized for Janet Akers’ office as well as a RAD Tech resource room. AEL does not need it. • Dena will meet with Daryl and Dale in CTE to talk through the spaces and best options. <p>Dena described a Capital Project Proposal, which would address safety concerns with the ATS building and high school students.</p> <ul style="list-style-type: none"> • The ATS is essentially a high school building during the day, but it does not have the same security as most high schools. The doors are not locked, which has caused some issues with college students/others entering the building. • The proposal would add a second set of (locked) doors on either side of the stairs in lobby, which would effectively secure the classrooms. In addition, a locked door near the culinary Garde Manger would secure the office hallways. • The shop doors downstairs would still be an issue, since they are often left open. There need to be security procedures in places for those areas. The alarm systems on the stairway doors are also recommended so that all traffic is coming and going the same direction in the building. • The front office could be equipped with a window so staff could see outside visitors and buzz them in from the office. This system would change the bus loading and unloading, but the details could be worked out easily. Jefferson R7 has a similar system that would be worth a visit to check out. Dena will contact Clint Johnston and inquire. • Ray requested the childcare center door to be moved behind the locked doors for extra security. Dena agreed. He also asked for a temporary solution to be developed in the meantime to increase security as much as possible. 	<p>Dena McCaffrey</p>	

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Clery Audit	<ul style="list-style-type: none"> Daryl suggested the proposal was more of a safety issue than a Capital Project and that it would be worth pitching to the CSI committee. <p>Kim presented bids for a Clery Audit, which would go for Board approval on June 14th. The most comprehensive audit bid was from D. Stafford & Associates. The audit will highlight any gaps in the college's Clery compliance, and help create a model reporting structure. Colleges generally have a Clery Compliance Officer on campus, usually the Chief of Police or Campus Safety Officer. Don Riffe is being considered for this role. Funding for the audit would come from the CSI task force.</p>	Kim Harvey	
Budget	No discussion.	Team	
Planning	No discussion.	Team	
Division/Departmental Updates President Instruction A&S CTE Finance & Administration Student Services PR/Marketing Human Resources	<p>Ray announced Team meetings will be moved to 9:30 a.m. on Tuesday mornings during the summer, following Admin meetings at 7:30 a.m.</p> <p>With Barbara Stocker's resignation, a Board seat is now open. Applications will be accepted between Wednesday, May 30th and Thursday, June 14th. Advertisements will run in the leader, and a press release will be sent out. A statement of interest and a few forms are required to apply.</p> <p>Ray has received some communication from several people interested in the Athletic Director position, which he forwarded to Tasha. Kim reported there are 22 applicants for the position.</p> <p>No Report.</p> <p>No Report.</p> <p>Dena reported four applicants for the Interim ATS Director position. The search committee will complete interviews this week.</p> <p>No Report.</p> <p>No Report.</p> <p>No Report.</p>	Team	
Adjournment	<p>The meeting was adjourned at 11:47 a.m.</p> <p>The June 5th meeting may be cancelled due to Kim, Tasha, and Caron attending Title IX training in Columbia. Ray will confirm via email if the meeting is cancelled.</p>		

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