

TEAM
MEETING MINUTES
June 26, 2018 – BOARD ROOM

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

Guests: Tracy James

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:37 a.m.	Ray Cummiskey	
Approval of Minutes	Approval of the minutes from 6/12/18 and 6/19/18 were deferred.	Team	
Review of Action Items/ Closing the Loop Picnic Follow-Up	<p>Dena reported on the leftover food from the Staff Appreciation Picnic. Most of the surplus went to the Buildings & Grounds evening crew, and the rest (mainly buns) went to the food pantry. She noted for next year to purchase one extra potato salad and one more package of bratwurst.</p> <p>Daryl commented everyone seemed to enjoy the games and the friendly competition. Dena gave kudos to some staff who helped to clean up the cafeteria after the event. Kim is compiling the receipts for food and supplies and will split it evenly among team members.</p> <p>Tracy gave updates from the IT Department. He announced the July 1 move to Banner 9, which is web-based. Ellucian is initiating the change, and will no longer support Banner 8. Banner 9 has been live for a year and most people are using it already.</p> <p>FAST Reporting software training will be completed by the end of July. There has been a lot of positive feedback from the training, and the software seems to be working well.</p> <p>The IT department is continuing to install cell signal amplifiers in campus buildings. The system is now live in the Student Center and the ATS building. The Maintenance building and CTE are next on the list and should be completed this summer. The remaining buildings are Administration, Fine Arts, Child Development Center, and the Field House.</p> <ul style="list-style-type: none"> • Dan Boyer has taken the lead on the project, and has been measuring the signals in each building. With this data, the consulting company can recommend the installation procedure for each building. • The Field House will pose a challenge due to the way the amplifiers are installed. Holes need to be drilled in the roof and walls, which is more difficult in the Field House. • Ray asked if the Field House could be completed more quickly, as it is the building most utilized by outside groups. <p>Tracy explained two test phishing schemes his department ran to see how employees would respond to bogus emails. The purpose was to identify areas for user training and education.</p> <ul style="list-style-type: none"> • Only 10% of those who received the first phishing email clicked on the link, compared to a 14% national average. 	<p>Caron Daugherty/Team</p> <p>Tracy James</p>	
IT Updates			

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Proposed Automated Phone Tree	<ul style="list-style-type: none"> • The second campaign included multiple emails with different kinds of links. Only 7.3% clicked on the links in the second campaign. IT received many calls about both sets of emails, and IT staff followed procedure exactly as expected. • A representative from Network Technologies Partners will be coming to the Opening Meeting in August. • Tracy added he was proud of the starting numbers; they prove College employees are active and on guard. <p>Tracy asked for input regarding a budget workgroup recommendation for printer consolidation. There are roughly 125 ink jet printers currently in use in faculty and staff offices. The ink for these printers costs more than laser printers, and totals almost \$9,000 per year. IT has been slowly replacing ink jets with laser printers where possible, resulting in a 31% decrease in spending on printing supplies. To further increase savings, the remaining ink jets could be consolidated and replaced, though it would require some employees to share a printer. Ray proposed a goal to be set, i.e. 20% reduction in ink jet printers over the next year, to show how the workgroup recommendations are being considered and implemented. The structure changes resulting from retirements and voluntary separations may also provide some obvious places to consolidate.</p>	Kim Harvey/Tracy James	
B. Ray Henry Nominations	<p>Kim distributed a printout of the proposed automated phone tree developed by a committee of representatives from across campus. Research into other College automated systems informed the draft. Team members discussed the order of options provided on the phone tree and made some recommendations to reorder several items. Team wanted to ensure the options given were in proportion to the volume of calls. Ray also emphasized the importance of the menu being accessible to those who have no knowledge of Higher Education language. Kim recorded Team's recommendations, which will go to Tracy for implementation. Target date for roll-out of the automated system is August 1.</p>	Caron Daugherty	
Budget Workgroup Recommendations & SPOL	<p>Team members reviewed their rankings and chose the winner of the B. Ray Henry Award for 2018-2019.</p>	Dena McCaffrey	
Budget Campus Announcement: Content and Timeline	<p>Dena followed up on a Hot Topic from April regarding budget workgroup recommendations and ways to develop action plans that can be entered into Strategic Planning Online (SPOL) software. Chris DeGeare worked with Culinary faculty in April to develop a SWOT analysis for a workgroup recommendation as a first step in deciding the feasibility of the plan. The same information can be entered into the SPOL Planning module, which also includes the ability to assign approval levels to any action plan. VPs will be able to see and approve any action plans that affect their areas. Dena is working with Trish Aumann to develop a proposal format that will translate easily to SPOL. Ray asked that the topic of Budget Workgroup Recommendations remain on the Team agenda as a repeating topic.</p>	Caron Daugherty	

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	<p>Team discussed sending a campus announcement detailing the changes approved through the budget assumptions. Each division could compose an overall update to be sent in July, followed by another update during Opening Week. The purpose of the announcement is to explain as quickly as possible the broad idea of who to contact for each division (e.g. Learning Center, Arts & Science Education). It was also noted that several positions, such as the Interim Associate Deans, are temporary and may change again next year.</p> <p>In a general sense, the budget discussion will continue all year as the College looks at factors that affect and help predict College income, such as property taxes.</p>		
<p>Hot Topics</p> <p>IRB Recommendation Review</p> <p>SPOL Credentialing Module</p> <p>Faculty Compensation Work Group Update</p>	<p>The IRB proposal from Richard Stephenson for his Doctorate research was approved. Team members briefly discussed the role of the IRB, and ways to keep the Board informed of any proposals going through the IRB.</p> <p>Tasha and Rhonda attended training for the SPOL Credentialing module, which appears to be a helpful system. HR will continue their current process of tracking official credentials on file in the HR office, but the information will also be entered into SPOL. An enormous amount of data entry is needed up front to enter current faculty credentials. Division Chairs will be heavily involved in the data entry, because they can choose which courses each faculty is credentialed to teach based on his or her transcript. When all the data is entered, it will be possible to search by course and find all instructors who are qualified to teach that course.</p> <p>Dena and Tasha will meet with the Faculty Workgroup one more time this summer. The task force has gone through faculty files and placed each person on the salary schedule. The market sensitive portion has not yet been completed, but Tasha is planning a task force meeting in August to put a plan in place for tackling corrections to current compensation levels.</p> <p>One of the challenges the task force discovered is that several faculty hired under the current structure came in at a higher-level salary than they should have. They are still behind in compensation, however. Tasha is looking to the task force for recommendations on how to correct these issues fairly.</p> <p>Tasha also asked about how the money set aside for the compensation study corrections will be distributed. She offered one solution: sort faculty and staff by how far away they are from their expected salary (by percentage). For example, all employees who have a disparity of 12% or more could be caught up first. The pool of money could be split between faculty and staff evenly, or perhaps by percentage. Tasha recommends addressing those who are furthest from their target salary first.</p> <p>The goal is to make adjustments over the next five years to get everyone where they need to be in compensation. After the study is</p>	<p>Caron Daugherty</p> <p>Tasha Welsh</p> <p>Tasha Welsh</p>	

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Office Spaces/TC 203	<p>complete, the College will have a better idea of the total dollar amount needed to accomplish it.</p> <p>Tasha also suggested another separation incentive for faculty that would give a lump sum to “catch up” a person’s salary, plus a percentage of salary per year of service. This type of program could provide some extra savings in the budget and help to get other employees caught up more quickly. The staff study is not yet complete, and would not be ready for such an incentive in FY19.</p> <p>Caron opened the discussion regarding office spaces:</p> <ul style="list-style-type: none"> • Curtis from TRi Architects came to campus on June 28 to investigate the shaking/vibrations in TC203A Conference Room. Once the shaking issue is resolved, the space can be utilized for other offices. Caron proposed relocating the VP Instruction office to the space to move her closer to faculty and instructional staff. • Spaces for Institutional Effectiveness/Institutional Research were discussed, including possible location on the third floor of TC, where there are some vacant office spaces. • A recurring request has been to find a place for Roger’s staff to be in proximity to each other. If VP Instruction office moves to TC, the ADM131 space could serve as Marketing/Graphics offices. • Keeping in mind the Instructional structure is temporary for the 18-19 fiscal year, locations of Dean(s)/Interim Associate Deans were discussed. If the division returns to a two-Dean model after this year, and the VP office is moved to TC203, the A&S Dean could have an office in ASI or ASII. • Locking and unlocking procedures in TC were discussed. With Shirley and Marie gone, faculty will need to call campus police to unlock their labs, which are kept secure due to the equipment stored inside. Marie placed signs on the doors directing faculty to the appropriate resources should they need assistance. 	Caron Daugherty	
Budget	The topic of Budget Workgroups Follow-Up will be added as a standing item in the Budget section of the Team agenda.	Team	
Planning	Standing items for the Team agenda under Planning will be the following: HLC Visit, SPOL Updates, and FAST Reporting Updates.	Team	
Division/Departmental Updates President	<p>Ray announced the Special Board Meeting on June 27, which will consist of a short agenda to approve a contract and several new hires. The remainder of the meeting will be interviews for the open Board seat.</p> <p>With the newly adjusted Board Meeting schedule (no August meeting), there have been a few hiccups, especially with new hire approval timelines. Next year, everyone will be more prepared. Ray also reminded Team members to submit their Board materials in</p>	Team	

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<p>Instruction</p> <p>A&S</p> <p>CTE</p> <p>Finance & Administration</p> <p>Student Services</p>	<p>time for Lisa to have the agenda out one week in advance. Board members need the time to review the action items.</p> <p>The next Team meeting will be Tuesday, July 17th, due to Ray being out of the office for the Independence day holiday and the MCCA President's and Chancellor's Council Retreat in Kansas City July 8-10.</p> <p>Caron will be meeting with the Interim Associate Deans to discuss instructional division changes and logistics now that the budget has passed. The current plan is to have three A&S Interim Associate Deans for the following divisions: Communication & Humanities, Social & Natural Sciences, and Math, Computer Science & Institutional Research.</p> <p>Caron also gave an update on the possibility of a mock site visit in preparation for HLC. Leslie Buck's mother is a site reviewer and would be willing to lead a three-person team for a mock review in October. Kim and Caron will continue to work with her on this possibility.</p> <p>Shirley submitted a Permission to Fill for the PT Office Assistant/Switchboard Operator position, vacated by Colleen Pratt.</p> <p>Additionally, in collaboration with science faculty, the new Lab Coordinator job description and posting was completed.</p> <p>Dena will be forwarding hiring recommendations for two nursing faculty for approval at the July Board Meeting. These candidates will replace the positions left vacant after Amy McDaniel's promotion to Assistant Director of Nursing and Holly Boettcher's departure as part of the voluntary separation incentive. The OTA Director position has presented a hiring challenge, as the candidate needs one year of full-time teaching experience as well as other specified qualifications.</p> <p>Bryan Herrick is planning to present at the Fenton Chamber of Commerce breakfast in July. He will be giving an overview of workforce training. Furthermore, a Workforce Development representative from Saint Louis University contacted Dena about a working with SLU to do workforce training in collaboration with the Salvation Army's work with prison populations. Since SLU reached out to the College, and not the other way around, this partnership should not cause problems being in STLCC territory.</p> <p>Dena also asked if there would be follow-up for faculty and staff regarding the Shared Governance Task Force and Jim Reeves' report. She had last heard that Jim wanted to meet with the Board, but the budget has been the priority over the last few months.</p> <p>Daryl is following up with a real estate appraiser regarding the potential sale of Viking Woods.</p> <p>Kim announced Diane Arnzen has been approved as an HLC peer reviewer and has been invited to attend training in Chicago.</p>		

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PR/Marketing Human Resources	With the European Union's new data protection law, Kim has been working with Tueth-Keeney on what it means for the College in terms of the data submitted by international students. Kim reported she did not yet have a day for the Clery audit, but the contract had been signed and mailed. Roger – No report. Tasha – No report.		
Adjournment	The meeting was adjourned 11:50 a.m. The next meeting date is July 17, 2018. Shannon Schoenky will take minutes.		

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