

TEAM
MEETING MINUTES
July 24, 2018 – BOARD ROOM

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

Members Absent: Dena McCaffrey

Guests: N/A

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 10:02 a.m.	Ray Cummiskey	
Approval of Minutes	Daryl Gehbauer made a motion to approve the minutes from 6/19/18 and 6/26/18. Tasha requested the following rewording in the 6/26/18 minutes regarding the faculty compensation study: "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." Tasha seconded the motion. All approved.	Team	
Review of Action Items/ Closing the Loop Opening Week Schedule	<ul style="list-style-type: none"> • Caron and Kim presented the draft Opening Week Schedule for review by Team members. The layout this year will include tables, and will utilize the whole gym. This set up will allow more time for the HLC Accreditation information review and activities. • Team discussed the proposed timeline for the Opening Meeting on Monday, August 13. Announcements were shortened to allow more time for the HLC portion of the meeting. Two HLC Q & A Sessions will be held during the week to facilitate more conversation. A separate State of the College session will be offered on Monday afternoon to allow time for updates as well as questions from faculty and staff. Ray asked for time to wrap-up the HLC activities so that the key components could be reinforced. Ray will give the wrap-up summary, with talking points from the HLC Criterion Chairs. • This year, David Wren from Network Technology Partners will attend the Opening Meeting and facilitate several afternoon sessions to bring awareness to cyber security on campus. He has been working with Tracy James and the IT department to run several phishing schemes to assess campus security awareness. • Faculty have requested a New Faculty Social hour for new faculty and their mentors to meet administrators. It was requested that new staff be included in the after-hours, off-campus social. Caron will work with Kim, Tasha, and Cindy Rossi (new faculty cohort coordinator) to confirm details. If approved, Caron will invite faculty and staff hired as of July 1 to the event. 	Caron Daugherty & Kim Harvey	
Hot Topics Clery Audit	<ul style="list-style-type: none"> • Kim gave an update regarding preparation for the upcoming Clery audit. On July 12, Kim, Daryl, and Caron had a conference call with Dolores Stafford to detail what to expect during the audit on October 17, 18, and 19 and November 5 and 6. Kim, Daryl, Caron, Don Riffe, and Kristine Bogue had a conference call with Dolores on July 24 to review a list of 40 items the College needs to prepare prior to the site visits. Additional conference calls will be 	Kim Harvey	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
	<p>held regarding the review of student conduct and police records. Kim is confident the audit company will be thorough, giving the College good direction for staying in Clery compliance.</p> <ul style="list-style-type: none"> • The Clery Compliance Task Force will be reviewing the Annual Security and Fire Safety Report, and will need to provide a draft to Kim by August 15. The draft will then be reviewed by D. Stafford & Associates to ensure all 114 policies are addressed. The ASR is due October 1. Kristine Bogue and Don Riffe are working on coordination and implementation of online training for Campus Security Authorities. • Ray asked what the next step after the audit will be. Kim stated the College will need to designate a Clery compliance officer, which will have budget impact. Increasing Clery awareness and the seriousness of compliance are also goals. Being out of compliance could mean fines for the College. Doing an audit now keeps the College from facing fines as it did with the Title IV audit. • The Clery Task Force realizes how many areas the College needs to work on, but there is not wide-range awareness and support yet. Ray noted after the audit, he will want to make the Board aware of what the College learns. If it is discovered that the College is out of compliance, that information needs to be communicated to campus along with the ways the College plans to address those deficiencies. 		
Viking Vault Ribbon Cutting	<p>Kim addressed timing for a Viking Vault Ribbon Cutting Ceremony. A formal opening would help promote the pantry to students, faculty, and staff, as well as the community. Team agreed September would be a good time to hold the event. Kim would like to invite food pantry coordinators from around the county, as well as a MOHELA representatives. The College could ask attendees to bring some canned goods to the ribbon cutting to help stock the pantry. Ray asked if there was a way to incentivize student attendance at the event with a small giveaway. Roger offered to promote the ribbon cutting during his KJFF slot prior to the event. He noted Holly joined him earlier in the summer to talk about the food pantry on the radio, and one community member already sent in a donation.</p>	Kim Harvey	
Permission to Fill Forms	<ul style="list-style-type: none"> • Daryl brought permission to fill forms for FT Campus Police Officers. Several officers have accepted positions with the city and/or county. With police wages rising county-wide, it is difficult to compete with those salaries. • Caron presented a Permission to Fill for a PT Testing Supervisor at Hillsboro. This position is needed to maintain adequate Testing Center staffing. 	Daryl Gehbauer Caron Daugherty	
Customer Service Training	<p>Phone etiquette and the idea for across-the-board customer service training were discussed. Caron stated incoming employees could be trained on phone etiquette as part of new employee orientation. Topics such as immediate forwarding to voicemail when out of the office and away messages on email and phone were mentioned. In lieu of face-to-face training, an email could be sent to help with consistency in this area.</p>	Caron Daugherty & Tasha Welsh	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Office Moves due to Structure Changes and Retirements	<ul style="list-style-type: none"> • Caron shared proposed office moves and location changes. She and Miriam walked campus in July to confirm current faculty office locations and vacant offices. Interim Associate Deans were notified of vacant spaces and asked to contact faculty who may want to move. • “The maze” area in ASI needs updating; it may be possible to move some faculty out of that area and into private offices. There is still office space available in TC 315, which should be offered to faculty before any plans to change it into staff offices. • Other spaces to consider are TC203 (former A&S Dean’s suite) and CTE 142. The vibrations in TC203 need to be corrected before anyone moves into the space. CTE 142 has been in-process for a year. Ideas for the space include an active learning classroom (capital project request from Cindy Rossi) or a Health Services Lab. Caron will work with the Interim Associate Deans to finalize a plan. • Ray emphasized the importance of ensuring spaces remain multi-functional to allow flexibility for changes in enrollment and usage. • Caron mentioned the possibility of her office moving to the TC203 space. Opening Week will give Caron a chance to explain to the Division her reasoning for moving: it would allow her to be closer to instruction and academic spaces. She would be more accessible to faculty, as well as her other direct reports. Team will revisit the potential office space changes at subsequent meetings until moves are finalized. 	Caron Daugherty	
<p>Budget Budget Workgroups Follow-Up</p>	<p>Kim asked about implementation of the workgroup recommendation to employ Work Study eligible student workers. She also asked whether someone is overseeing enforcement of the practice. Sarah Bright presented the reasoning behind the recommendation to the task force, but there has not been wider campus communication. Team agreed supervisors have authority to administer this recommendation, and to monitor their budgets to ensure students are working no more than Work Study can fund.</p>	Team	
<p>Planning HLC Updates</p> <p>SPOL Implementation Updates</p> <p>FAST Reporting Updates</p>	<p>Caron reported she and Kim would give short HLC presentations at each upcoming Board meeting. They will provide some Board-specific preparation information, as well an overview of the site visit and criteria. If more time is needed, they can present at the Board work sessions scheduled in the fall. Ray reminded Team members to add the work sessions to their calendars.</p> <p>Caron mentioned the great work Kristin Sherman has been doing with SPOL data entry. Allan is very appreciative of her aptitude for the work and impressed with how quickly she has taken to it. The data entry is heavy on the front-end, but once it is in SPOL, it will help with planning, budgeting, and credentialing records. Training is ongoing and includes at least two sessions for each module. Accreditation module training is upcoming in July.</p> <p>Daryl reported all training sessions for FAST are now complete, and departments are beginning to utilize the reports.</p>	Team	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
<p>Division/Departmental Updates President</p> <p>Instruction A&S CTE</p> <p>Finance & Administration</p> <p>Student Services</p>	<ul style="list-style-type: none"> • Ray announced the Board work session on July 25 to discuss candidates for the vacant position, with the intent that the new member would be sworn in at the July 26 meeting. • Ray asked Daryl for an update on the previously discussed entrance security system for the ATS building. Daryl reported the estimate came back at \$35,000. He suggested presenting it to the CSI subcommittee, since it is a safety issue for the ATS students. Ray mentioned his work with Daryl on a Jefferson Community Foundation grant to address the lack of accessibility around the Field House. Plans were drawn up last year and it is the best project ready at this point. If received, the grant would add handicapped parking spaces at the top of the Field House and build a ramp to the entrance. It would be a \$400,000 project, and the foundation would fund half if approved. • Due to the CBHE President’s Advisory Council retreat on July 31, Ray cancelled team for that day. He will be out on vacation on August 7, and August 14 is Opening Week. The next Team meeting will be August 21. <p>Caron – No report.</p> <p>Dena – No report.</p> <ul style="list-style-type: none"> • Daryl reported some issues with the fire alarm system and false alarms. According to Simplex, the system is state-of-the-art, but the cabling is not up to par and will need updating. In the meantime, the company thinks it will be possible to segregate the call system so Ray and Daryl only get phone calls when there is a true alarm. • Sheree and Daryl met with Highland Insurance Company regarding potential savings for the College to switch from MUSIC (Missouri United School Insurance Council) insurance. The finance office will ask for bids from Highland and MUSIC and Daryl is looking into a statewide consortium for savings. If a consortium is possible, the policy could be written in such a way as to keep claims from each school separate, but provide the benefits of having a large group. • Kim announced she is looking for an interim solution for the Athletic Director; two candidates withdrew their applications, and one declined the offer extended. • She reported enrollment (credit hours) were down 6.3%, reminding Team that the first drop for non-payment was last Thursday, July 19. Enrollment Services has been very busy with registering students, so enrollment numbers will most likely increase. • Kim updated team on the plan to develop a Transfer Center, which would include a computer area and transfer representatives (e.g., MoBap, UMSL, possibly other institutions). She recently met with Roger, Dale, and Daryl regarding location options. Part of the plan includes moving Patti Peery and Meghan Lucas to the Student Center to be with Student Services. It is early 	<p>Team</p>	

