

TEAM
MEETING MINUTES
August 21, 2018 – BOARD ROOM

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

Guests: Chris DeGeare

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting was called to order at 8:05 a.m.	Ray Cummiskey	
Approval of Minutes	Tasha made a motion to approve the minutes of the July 24, 2018 Team meeting. Roger seconded, and the minutes were approved.	Team	
Review of Action Items/ Closing the Loop Grant Writing Services – Lakeview Consulting Group	Dena shared information on Lakeview Consulting for grant-writing services. Ray suggested that Dena do some vetting through the CTE division and solicit ideas to identify a potential project. Dena will bring ideas from faculty back to Team for discussion. Team reviewed Lakeview’s services offered and rates. Ray would also like to find out how Lakewood could possibly help with the Foundation.	Team Dena	
Mission/Vision/Values Banners	Kim passed around drawings of the M/V/V light pole banners and samples of materials. Ray suggested placing banners near stop signs so people would have time to read them and not be distracted while driving. A suggestion was made to also place them along walkways. Kim will move forward with the project.	Kim	
Hot Topics			
Notaries	It was determined that the College has been paying for notary bonds for employees, but already has this service through Missouri United School Insurance Council (MUSIC). Daryl asked for the names of employees who serve as notaries on campus. Historically, the President’s assistant has served as a notary for the election, and the Business Office, Nursing, and Human Resources departments utilize notaries.	Daryl	
SB892	Tasha asked about property insurance. Next week, two or three insurance companies are coming to campus. If a new company is selected, it would need to be presented at the December Board meeting.		
	Discussion took place about Senate Bill 892, which will change conditions for retirees who work after retirement. Colleges would have to pay money into PEERS for faculty retirees. Changes are supposed to go into effect August 28 but there are some concerns about determining certified positions for community colleges.	Tasha	
Voluntary Separation Incentive Program	Tasha talked about potentially offering a VSIP in conjunction with the Faculty Compensation Study. Tasha reviewed the document and the updates that have been made. A cap may have to be set with regard to how many can take the incentive based on how much money will be paid out. The deadline to apply would be the date the College reopens in January, as the Board meeting will take place on	Tasha	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Faculty Compensation Study	<p>January 10. Discussion followed on possibly setting retirement deadlines for faculty as June 30, 2018, Classified staff as December 31, 2018, and Certified staff as June 30, 2019. Ray advised Team that a succession plan would need to be developed regarding replacement of staff who retire. Daryl suggested that both enrollment and the cost of VSIPs from previous years be considered when determining the cap amount.</p>	Tasha	
Missouri Scorecard (MoSCORES)	<p>Tasha reviewed the spreadsheet she shared with Team, which included details of adjustments needed to faculty salaries. Additional information will be provided at the next Team meeting, following the Task Force meeting. The Faculty Compensation Study needs to be fully vetted, and then go to the Board in September. The VSIP will go to the Board in October.</p> <p>Chris DeGeare explained that MoSTEMWINS went after additional grant money for data projects. MoSCORES was designed to be a useful tool for state reporting and a promotional tool for all colleges. It launched August 1 and is now live, but has not been marketed yet. There is concern that various program data is combined into the same CIP code (i.e., programs such as PTA, OTA, and Vet Tech all combined), which creates incorrect data. There is also no credential information listed, which looks bad to the general public. Any student who goes through the Missouri Job Center would use this webpage when searching on careers. The College can work to update data labels and provide accurate program information to job centers, etc. Dena asked Kim and Chris about changing CIP codes for pre-program students. Chris indicated that it might be best for them to have their own CIP codes, even though there will not be any completion shown for them.</p>	Chris DeGeare	
Leave Reporting	<p>Tasha indicated there is concern with the new language recommended regarding certification required from BAT-FAT for leave. There is already an issue with employees submitting their certification for leave on time, and there is concern that the new wording may make it worse.</p>	Tasha	
Vikings' Vault Ribbon-Cutting Ceremony	<p>The Vikings' Vault Food Pantry Ribbon-Cutting Ceremony will take place from 11:00 a.m. – 1:00 p.m. on Wednesday, September 19. An invitation will go out soon.</p>	Roger	
Instructional Spaces	<p>Caron reviewed the spreadsheet developed with Classroom and Office Space temporary and permanent moves. The Instructional Division offices may not move this year, but Caron would like to see Trish Aumann get some office space, perhaps TC203. Kim would eventually like to get Student Services staff back to the Student Center. Caron went through recommendations on program and space utilization, faculty offices, vacant office spaces, and maintenance requests.</p>	Caron	
PLC Meeting	<p>The PLC meeting will take place next Tuesday. Ray put out a call for agenda items and recommendations for members.</p>	Ray	

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Congressman Luetkemeyer on Campus	Congressman Blaine Luetkemeyer will be on campus this Friday, beginning at 8:30 a.m., along with state representatives, county officials, etc., for a roundtable meeting. Workforce Development will be discussed, so Ray asked Dena to assist.	Ray	
Former Governor Nixon Visit	Former Governor Jay Nixon will be on campus on September 10 for a tour of the Library and to view the arrowhead collection that his father donated. A plan and practice for handling donated artifacts is being developed.	Ray	
Institutional Assessments	Ray and Daryl talked about getting the Business Office back on track with institutional assessments. Many activities have been done to add to the assessment file. Allan Wamsley has a new five-year schedule for institutional assessments. Ray noted that for HLC, the College needs to be prepared with some documentation to show assessment has been done with the plan, even if it has not been documented formally.	Ray	
Follett Discover	Daryl met with Christy Stanley and her supervisor. They are bringing back Follett Discover, which previously did not go well due to the approval process. The idea is to replace the paper adoptions faculty currently complete. There is an employee side and a student side. Students in Blackboard will have a listing of courses they are taking with a link to Follett's website to see if the book is available new, used, or rental. They can order books at that time either online through the Follett website, or in person at the bookstore. Daryl spoke with Kim and Caron about moving forward with the student side for the spring 2019 semester. Daryl indicated that there are issues with the faculty side.	Daryl	
Strategic Planning Committee Capital Projects	Since the College did not use the entire capital projects budget this year, the Strategic Planning Committee has recommended that the budgeted amount be split over two years and limited to projects between \$15,000 and \$50,000.	Daryl	
Permission to Fill Forms	Daryl presented three Permission to Fill forms for police officers positions.	Daryl	
Budget		Team	
Planning <ul style="list-style-type: none"> <li data-bbox="115 1625 399 1656">• SPOL Implementation FAST Reporting	Caron presented Daryl and Ray with information on SPOL and how things will come to them. Budget numbers will be replaced by codes. SPOL Information Budget Session #1 is scheduled for 2:00 p.m. on Thursday. Caron indicated it should be an overview of the module. Postponed due to time constraints.	Team	
Division/Departmental Updates President	Ray – No additional information to report.	Team	
Instruction A&S	Caron – No additional information to report.		

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
CTE	Dena – No additional information to report.		
Finance & Administration	Daryl – No additional information to report.		
Student Services	Kim – There will be an article on the Pool in this week's edition of The Leader.		
PR/Marketing	Roger – No additional information to report.		
Human Resources	Tasha – No additional information to report.		
Adjournment	The meeting was adjourned. The next meeting date is August 28, 2018. Miriam Rouggy will take the minutes.		

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