

TEAM
MEETING MINUTES
November 13, 2018 – BOARD ROOM

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

Members Absent:

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 9:05 a.m.	Ray Cummiskey	
Approval of Minutes	Dena made a motion to approve the October 30, 2018 minutes with minor wording changes from Roger and herself. Caron seconded the motion. All approved.	Team	
IE and Strategic Planning Updates	<p>The Strategic Planning Committee is meeting on November 13 to discuss the Capital Project presentations. Presenters were invited to the meeting to answer further questions from committee members.</p> <ul style="list-style-type: none"> • \$265,000 was allocated for Projects this year; the totals of all requests would cost \$296,084. • After committee approval, the Capital Projects summary will be submitted to the Board in January. • The 2020-2025 Strategic Plan Subcommittee will begin working on the upcoming plan to ensure it is ready for 2020. Trish is clarifying language in the Criterion 5 Assurance Argument to show the current plan is still in place, the College is simply preparing for the future. <p>Trish and Dena gave updates on discussions with the grant consultant Micki Vandelloo. Trish distributed a list of projects previously submitted by committees, Capital Projects, and other campus groups.</p> <ul style="list-style-type: none"> • The consultant pinpointed several projects with the most potential for grant assistance/outside funding: Vet Tech expansion, Astronomical Observatory, Workforce Development Training facility in NW Jefferson County, and a Health and Rehab Clinic. Ray would like to make the Board aware of the proposals with highest potential. • The consultant would be working on the research-end, not soliciting for a specific grant on the College's behalf. • Trish would like to develop a central location for grants, letters of support, research, studies, etc. that would be accessible to anyone on campus working on a grant. <p>Ray shared the National Community College Benchmark Project (NCCBP) Summary. The report captures what the College is doing well and the areas for improvement.</p> <ul style="list-style-type: none"> • Rob Brieler is updating the transfer data with NCCBP. After looking at how other schools are defining transfer, the College report does not include everything that counts toward transfer. • Financial benchmarks (viability ratio, composite financial indicator, etc.) are areas for improvement. • Trish emphasized the use of NCCBP and IPEDS to inform the strategic planning process. 	Trish Aumann	

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Review of Action Items/ Closing the Loop	None.		
Hot Topics Record Retention	Daryl presented the Jefferson College Record Retention Schedule, which follows state guidelines. Tasha noted there are different schedules for different types of records. Daryl plans to update the document and post where it can be accessed online.	Daryl Gehbauer	
January Board Meeting	The January Board meeting is on the 10 th , immediately following Winter Break. As a result, tentative agenda items are due December 11 and final agenda items are due December 17. <ul style="list-style-type: none"> Final Spring Faculty Load will be an exception, as it cannot be finalized before break. The Voluntary Separation Incentive applications are due January 7. Tasha will prepare everything before break and enter the applicant details after the due date. Ray asked members to review the 2019 draft Board Meeting Agenda to look for any due date challenges. 	Ray Cummiskey	
Impact of Minimum Wage Increase	Michael asked how the recently passed proposition to increase Missouri minimum wage would affect the College. Tasha has been hearing from other HR Directors across the state and will report back at the next meeting.	Michael Booker	
Procedures Concerning Student, Faculty and Staff Deaths	The College handled the recent student loss appropriately; Michael asked if there were established procedures for situations of this type. Each situation is handled differently based on the will of the family, the student's involvement with the College, etc. In the recent situation, the student was international, well-known, part of the Viking Woods community, and other students were involved in the tragedy. The campus response was driven by those factors.	Michael Booker	
Budget	Daryl asked what information Team would like to review at the December 11 budget meeting in Arnold. Members asked for general projections given the compensation study and the positions/items that were postponed FY 2019 that could reappear in FY 2020 (e.g., Dean of Arts & Science).	Daryl Gehbauer	
Budget Workgroups Follow-Up	Daryl will reach out to last year's Budget Workgroups this week to plan a general discussion on next year's budget ideas.		
Planning HLC Updates	Caron and Kim are planning for the next Board presentation. They have been meeting with the co-chairs from each Criterion workgroup and revising the Assurance Argument. Caron, Kim, Miriam, and Sue are meeting on November 16 to discuss the Evidence File uploads.	Caron Daugherty & Kim Harvey	
Division/Departmental Updates President	Ray <ul style="list-style-type: none"> After the November 6 elections, the College has two new state representatives in the service district. Jefferson County Superintendents organized an educational legislative breakfast on December 12. Caron is attending; other Team members are welcome to come. 	Team	

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<p>Instruction</p> <p>A&S</p> <p>CTE</p> <p>Finance & Administration</p>	<ul style="list-style-type: none"> • Ray asked for several of the employees who attended MCCA to present to Board in December. Suzie Welch and Amy Kausler are presenting in January. • Karen Hester has completed all five levels of the Five Star Advisor Plan, an excellent accomplishment. • Team agreed to cancel the November 20 meeting due to the upcoming Thanksgiving Holiday. However, Admin team will still meet on Monday, November 19. • The YMCA is holding a fundraiser/Holiday party on November 17. The College has a table; Ray invited Team members to join or recommend others to attend. • The Monticello Society event to recognize donors is November 13 in the Administration Lobby. • The JCGA Christmas Banquet is December 4 at the Oak Valley Golf Course course in Pevely. • The State of the County is February 18 (President’s Day). <p>Caron – No report.</p> <p>Michael</p> <ul style="list-style-type: none"> • The Children’s Play, <i>Not Even a Mouse</i>, written by Chris Otto, will run November 17-18. It was featured in <i>The Leader</i> on November 8. • The first PACE International Film Festival was well attended. The St. Louis International Film Festival has asked the College to be a screening site next year. Ray suggested involving Culinary Arts to cater a dinner and movie event. • Michael is talking with Stacey Wilson about changing Board Policy relating to double degrees. It would be beneficial for students to be able to attain both an A.A. and an A.F.A. <p>Dena</p> <ul style="list-style-type: none"> • Kenny is working with the Nursing Program and a contact in Haiti to run an international option in the Nursing Capstone Course in 2020. • The MCCA Workforce Development group has been working statewide on Manufacturing Technician and CPT Technician programs. They are based on programs Bryan Herrick developed. • Ten students are enrolled in the non-credit Medical Assisting program, not including students from Mercy, which will be added. • The Bi-annual Veterinary Technician program to AVMA came back with zero deficiencies. • HVAC Excellence will be on campus for a site review on November 14. <p>Daryl</p> <ul style="list-style-type: none"> • Claudia Stuppy was elected Ste. Genevieve County Collector on November 6. Her new position begins in March. • The annual audit is proceeding well; the College is in good shape. 		

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<p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<ul style="list-style-type: none"> • Daryl spoke with a company at MCCA that did a presentation on solar power. Dale has already met with another company about the same topic. It is early in the discussions, but solar power would be a good tie-in to some of the CTE programs. • Daryl is going to meet with AT&T about the possibility of a cell tower on College land, which could generate some income. The College would get competitive bids as part of the process. Public opinion would need to be polled. <p>Kim</p> <ul style="list-style-type: none"> • The Police Clery audit was completed on November 6. Some crimes, such as stalking, were found to be underreported. Daryl shared MOUs and clinical site agreements with the auditors to see which areas should be included in the Clery geography. Institutional communication after a Clery crime is reported was mentioned as well. Kim anticipated the final report to be returned in December. • Other area food pantries have been donating items to the Vikings Vault when they receive large donations. <p>The search committee for the Foundation Director has met and will narrow the pool of applicants to two finalists, who Team will interview. Ray hopes to send the new hire for approval at the January Board meeting.</p> <p>Roger</p> <ul style="list-style-type: none"> • 25,000 mailers promoting the Spring and winter sessions have been mailed. • Roger is completing a style guide for use of the College logo. He will email an updated version to team for discussion at the next meeting. After Team feedback, Roger will send it in a campus announcement. • Dave Brading began building a wooden Viking Ship parade float for the Twin City, DeSoto and Hillsboro Christmas parades. Roger’s department will send an announcement for volunteers to walk in the parade with the ship. <p>Tasha</p> <ul style="list-style-type: none"> • Open enrollment for health insurance is November 14-21. Several informational sessions are being offered on the Hillsboro and JCA campuses. 		
<p>Adjournment</p>	<p>The meeting was adjourned at 10:57 a.m. The November 20 meeting was canceled due to Thanksgiving. The next meeting will be Tuesday, November 27. Shannon Schoenky will take the minutes.</p>		

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