

TEAM
MEETING MINUTES
November 27, 2018 – BOARD ROOM

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

Guests: Lauren Murphy

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. Caron joined the meeting at 9:20 a.m.	Ray	
Approval of Minutes	The minutes of the October 23, 2018 and November 13, 2018 Team meetings were reviewed. Dena motioned to approve the minutes with some minor changes. Kim seconded and the motion was approved.	Team	
Review of Action Items/ Closing the Loop Impact of the Increase in Minimum Wage	This item was postponed until the next meeting.	Tasha	
Hot Topics Phishing Training and Employee Directory Publication	<p>Tracy reported that there have been multiple phishing attempts made toward College employee email accounts. IT efforts to educate employees have been working, but Tracy has a short informational video available that would also be helpful to employees. Discussion followed about employee email addresses being available online, and whether the directory should be removed from the public side of the College’s website. Many departments use generic email addresses, such as regist@jeffco.edu or finaid@jeffco.edu. Other departments could potentially use these types of email accounts, but for some areas such as Title IX, individual email addresses for contacts must be listed online. Tracy will work with Erin Bova and Kim Harvey about creating additional departmental email addresses and will remove the employee directory from the website. The short training video will be sent to employees for mandatory viewing. Tasha will compose the text for the message that will go out with the video. Tasha indicated that she would like to see the video added to the onboarding process for new employees.</p> <p>Daryl reported that the College is considering changing 789 fax and alarm numbers to 481, which would save considerable money. Discussion followed about the possibility of eliminating additional fax machines on campus that are not being utilized. Kim will check with Sarah Bright to see how much Student Financial Services uses the Student Center fax machine. Tracy noted that alarm lines, such as 9-1-1 and elevator lines, are best maintained through a carrier. Ray noted that this topic should be brought up in the budget work groups.</p>	Daryl/Tracy	
Visual Style Guide	Roger reported that the old Style Guide is tied to Administrative policy. The guide relates to all publications, business cards, etc. The updated Visual Style Guide was presented. Lauren noted that the updates will improve the look of the College. Ray recommended that PR/Marketing staff meet with student organizations and their advisors about the updates to ensure consistency. The Guide will be available to employees	Roger/Lauren	

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<p>Time Reporting</p> <p>Academic Calendar</p>	<p>on the Employee tab in MyJeffco, under Marketing and PR, and links to logos, etc. will be included. Michael asked that the Visual Style Guide be presented at the All-Faculty Meeting in March. Ray noted that the concept of what constitutes a publication has changed, and includes t-shirts, pens, and more. Staff should be encouraged to make sure anything they are producing follows the new guidelines. Roger thanked Lauren for her hard work on this project. Ray said he would like the Board to be aware of the changes, as an informational item.</p> <p>Tasha said that some staff have reported various hours for inclement weather days. Eight hours is the typical number of hours for one day, but some staff work different schedules. Staff should report the normal number of hours they work for a day in which the College is closed for inclement weather. JCCPD and Maintenance staff who still work on a day that the College is closed for inclement weather get double time. If they work a ten-hour day, they also turn in ten hours inclement weather time. If staff are not scheduled to work on a day that the College is closed, they do not report any inclement weather time. Holidays will remain eight hours (except for during the summer schedule). Tasha will send a clarification email out regarding time reporting for days that the College is closed (not for holidays).</p> <p>Michael asked about the number of faculty retirements so far. Tasha replied that six have been submitted at this time.</p> <p>Caron presented the 2020-2021 Academic Calendar for Team approval. Midterm grade due dates are now included. It will be presented to the Board on December 6.</p>	<p>Tasha</p> <p>Caron</p>	
<p>Budget Budget Workgroups Follow-Up</p>	<p>Daryl shared the summary of budget work group recommendations from last year with Team. Daryl plans to share it with work group chairs, and the document will be included in the minutes once he receives their feedback. Daryl will talk about it at PLC and ask for some guidance with regard to whether or not the work groups need to reconvene.</p>	<p>Team</p>	
<p>Planning HLC Updates SPOL FAST Reporting</p>	<p>Criteria 3 and 4 Co-Chairs will present to the Board on December 6.</p> <p>There were no updates.</p> <p>Dena indicated that the process of adding faculty load is somewhat difficult. Michael noted that there may be an additional enrollment report generated that will include information not currently tracked.</p>	<p>Kim/Caron</p> <p>Caron</p>	

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<p>Division/Departmental Updates President</p>	<p>Ray reported that interviews are being scheduled for Foundation Director candidates. Ray would like Team and Foundation Board members involved in the process. Dena will share the questions she put together with Team to see if any updates are needed. The goal is to have a recommendation ready for the January Board meeting.</p> <p>The Board Agenda is being developed. Ray would like to have a few people report briefly on the MCCA Convention during his report to the Board.</p> <p>PLC meets today. The agenda is not very long.</p> <p>The College has an opportunity to join the Municipal Enforcement Group.</p> <p>Legislative Week in Jefferson City is the week of January 14. Ray noted that part of the Clean Act means there are limits on legislative gifts. Lobbyists can only give legislators gifts of \$5 or less, including meals. The Act also redraws district lines and extends the timeframe that a legislator has to wait when leaving a position to go work for a lobbyist from six months to two years.</p>	<p>Team</p>	
<p>Instruction</p>	<p>Caron presented a Permission to Fill form for a 19.5-hour Academic Success Center position. The position will not be filled until January.</p> <p>The Division hosted Q&A sessions on Tuesday, November 20 and yesterday about the instructional structure and how workload and other things are affected.</p> <p>Caron hopes a decision will be made soon as to whether the College will move forward with one Dean. Team needs to consider the impact the decision could have on current departments. If approved, it could be a 3-5 year process, but some steps would need to be taken now.</p>	<p>Caron</p>	
<p>Interim Associate Dean, Communication & Humanities</p>	<p>Michael reported that a Pottery Sale will take place December 5-6. One student who is participating received a Best in Show award at the St. Louis Art Show.</p> <p>Work is underway to submit information due to MDHE for around 20 courses to be added to MOTR CORE 42.</p> <p>The federal law regarding IRB is changing for the first time in 30 years. A policy model is being built and will be brought to Team and PLC early next year.</p> <p>The AFA in Music degree is being presented to the Curriculum Committee tomorrow. The packet for MDHE will also be presented.</p> <p>The Artwork Taskforce has not taken any action at this point.</p>		

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CTE	Dena reported that LEA, OTA, and Nursing graduations are coming up soon.		
Finance and Administration	Daryl said that the Property and Casualty Insurance bids have been received. The MUSIC renewal was less expensive but there are differences in deductibles that could dramatically affect the College. Bids will be discussed at PLC. Dena asked if the College is going to put out a bid for insurance brokers for next year. Daryl indicated that is the plan.		
Student Services	Kim reported that All-USA nominees are Sydney Bauer, a FOX CAP student and President of PTK, and Sue Crossland, a non-traditional student and President of SMNEA. The MOU with Hillsboro Police Department is being renewed. JCCPD is now issuing summons to students to appear in court through Hillsboro.		
PR/Marketing	Roger said that the Student Media Preferences Survey has been closed. They received 500 responses. Roger is preparing for the HLC Public Comment Notice. His department will start with the Windjammer, then do paid ads in The Leader, etc. A "Victor's Favorite Things" social media contest will start next week. Roger formally thanked those who helped with the College's float that was part of the Twin City Holiday Parade last night. Special thanks was extended to Dave Brading and his family for building and decorating the float, and to Marie Self for wearing the Victor suit. The float will be part of the De Soto Parade on December 1 and the Hillsboro Parade on December 8. Ray noted that the Team meeting on December 11 will be a Budget Retreat at JCA. Caron noted that the Instructional Division will meet at JCA on December 14.		
Adjournment	The meeting was adjourned at 11:18 a.m. The next meeting date is December 4, 2018.		

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