

**TEAM**  
**MEETING MINUTES**  
**January 22, 2019 – BOARD ROOM**

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

**Members Absent:**

**Guests:** Carrie Greer

<b>EXPECTED OUTCOMES OF MEETING:</b>			
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Item/ Person(s) Responsible (If Applicable)</b>	<b>Timeline/ Deadline</b>
<b>Call to Order</b>	The meeting began at 9:10 a.m.	Ray Cummiskey	
<b>Approval of Minutes</b>	Approval of the December 4, 2018 minutes were deferred to the next meeting.	Team	
<b>Review of Action Items/ Closing the Loop</b>	No items for discussion.	Team	
<b>Hot Topics</b> Staff Classification Study Update	<p>Tasha gave an update on the Staff Classification Study:</p> <ul style="list-style-type: none"> <li>• The task force met on Friday, January 18 to discuss the proposed salary schedule and structure from the consultants. The current structure shows alignment with the St. Louis region. Tasha and the task force are still reviewing the new spreadsheet they received from the consultants.</li> <li>• Staff have been placed in proper bands with assistance from the College and University Professional Association for Human Resources (CUPA-HR) position descriptions. For example, in comparison to other institutions, the College's Division Chairs and Deans are doing higher-level work than their titles suggest.</li> <li>• Salary analysis sheets will be developed for each staff member; it is the only way to ensure accuracy.</li> <li>• Administrators will not have bands/levels, which is consistent with current practice. Those salaries are negotiated and determined by the Board.</li> <li>• There are some staff showing in the schedule as being overpaid. Team members suggested those employees' salaries stay frozen until they catch up. No salaries will be lowered.</li> <li>• The goal from the start of the study has been to bring everyone into the correct grade and step within five years. Final cost will not be available by the Task Force presentation on Monday, January 28.</li> </ul>	Tasha Welsh & Carrie Greer	
Grant Application – Dental Assisting	<p>Grant Application – Dental Assisting</p> <ul style="list-style-type: none"> <li>• Kenny Wilson is working on a Jefferson Foundation grant proposal for a Dental Assisting program for curriculum development and one faculty member.</li> <li>• Most instruction would be hybrid: online and in-class.</li> <li>• COMTREA would partner with the College to offer clinical/lab space at the Arnold location. Arnold has the best fit for space and operating hours and is still accessible for those coming from the south part of the county.</li> </ul> <p>Other grant proposal ideas:</p> <ul style="list-style-type: none"> <li>• Resubmitting the pool proposal with some adjustments was suggested. The College could use support for learn-to-swim.</li> </ul>		

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<p><b>Budget</b> Budget Workgroups Follow-Up</p>	<p>Daryl requested budget spreadsheets from each VP by the end of the day on January 22. The Board Budget Committee is scheduled to have a budget meeting on January 30.</p> <ul style="list-style-type: none"> <li>In the current budget, more was budgeted for insurance premiums that will be spent. The funds saved will go back into the self-insurance account to build up that reserve.</li> <li>Tuition &amp; Fees: Team discussed what recommendation to make for any increases. Current fees, including testing fees, lab fees, and technology fees were discussed.</li> <li>Ray asked Daryl to summarize and present the top five recommendations from budget workgroups at PLC.</li> </ul>	<p>Daryl Gehbauer</p>	
<p><b>Planning</b> HLC Updates</p>	<p>Caron and Kim are completing the Assurance Argument narrative and plan to distribute to campus for review by the week of January 28. All feedback is due before February 11, when the Assurance system goes live.</p> <ul style="list-style-type: none"> <li>Sue and Miriam have been uploading evidence into the system; Caron and Kim are linking the evidence to the document.</li> <li>Federal compliance is 99% finished.</li> <li>A thorough cleaning of campus suggested before the visit. Daryl will also reach out to mowing company to ask them to trim up the campus prior to March 11.</li> <li>Caron and Kim are working on a Board HLC “cheat sheet” summary and will have it to them by February meeting.</li> <li>Ray asked Caron and Kim to have a list of HLC conference attendees ready for the visit, as well as a list of those who have attended other relevant trainings (Benchmarking, etc.)</li> </ul>	<p>Caron Daugherty &amp; Kim Harvey</p>	
<p><b>Division/Departmental Updates</b> President</p> <p>Instruction</p> <p>A&amp;S</p> <p>CTE</p>	<p><b>Ray</b></p> <ul style="list-style-type: none"> <li>Planning: meetings for setting institutional goals will begin soon.</li> <li>Ray visited with most of the Jefferson County legislators in Jefferson City during Legislative Week. Brian Millner from MCCA gave kudos to the marketing department for the Jefferson College information sheets they handed out.</li> <li>February 6 at the Presidents and Chancellors meeting, MCCA will host an “Hour of Power” with coffee and donuts for legislators. Gifts to legislators, such as food, must stay under the \$5 limit.</li> </ul> <p><b>Caron</b></p> <ul style="list-style-type: none"> <li>Caron gave HLC updates at the All-Faculty Meeting on January 18, including Federal Definition of a Credit Hour and recommendations for representation at the criterion meetings. When she and Kim receive the agenda from the site team, they will share with campus.</li> <li>On February 1, members of the division restructure task force will visit State Fair Community College to learn about their organizational structure and how they have implemented navigators in their divisions.</li> </ul> <p><b>Terry</b> – No report.</p> <p><b>Dena</b></p>	<p>Team</p>	

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<p>Finance &amp; Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<ul style="list-style-type: none"> <li>• The ATS Open House on January 17 for community and prospective families was a success. Some middle school kids even attended with their parents.</li> <li>• The ATS Director position has been posted. They have received several applications already.</li> <li>• Steve Albert from Enterprise Bank as well as several manufacturing company representatives will be on campus for a tour on January 22.</li> </ul> <p><b>Daryl</b></p> <ul style="list-style-type: none"> <li>• Daryl presented a Permission to Fill for the Computer Technician position vacated by Adam Essmeyer.</li> <li>• The utilization report from Mercy clinic showed overall usage is up by 79%. Budget workgroups requested the usage report.</li> </ul> <p><b>Kim</b></p> <ul style="list-style-type: none"> <li>• Enrollment (credit hours) is 4.7% down; however, some dual credit hours have yet to be added, which will increase these numbers slightly. The SEM/R Committee predicted a 5% decrease in headcount.</li> <li>• The Strategic Enrollment Management draft 5-Year Plan will be presented at PLC in February.</li> </ul> <p><b>Foundation</b></p> <ul style="list-style-type: none"> <li>• Karen Wicks starts as Executive Director on January 28.</li> <li>• Ray will make sure she meets key people on campus, as well as donors.</li> </ul> <p><b>Roger</b></p> <ul style="list-style-type: none"> <li>• The Marketing team will be publishing the Windjammer Year-in-Review. It will give a comprehensive view of the College in the last year.</li> <li>• The Graphics department finished the CE Workforce Development marketing materials and new high school postcards that are sent to all juniors and seniors in the county. An alumnus from each school is highlighted on that school's card.</li> <li>• JCTV staff will be videoing the Presidential Candidate Forums.</li> </ul> <p><b>Tasha</b></p> <ul style="list-style-type: none"> <li>• Faculty Compensation plan: the task force determined all faculty could be brought within 10.4% of their target salary. They will receive their first stipend this month. For the stipends, a sliding scale was used: if the difference was \$1,000 or less, faculty received it as a lump sum. If the difference is between \$1,000 and \$3,000, they will receive it in two installments. If the difference is more than \$3,000, faculty will receive it in three installments.</li> </ul>		
<p><b>Additional Items</b></p>	<ul style="list-style-type: none"> <li>• Ray tentatively scheduled a Team budget meeting on Tuesday, February 26 from 8:00 a.m. to 12:00 p.m.</li> <li>• Tasha is expecting to have a budget impact number by February 5 regarding the staff compensation cost.</li> <li>• There will be no Team meeting on February 12, and no Admin meeting on February 11 due to Ray being out of town.</li> </ul>		

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<b>Adjournment</b>	The meeting was adjourned at 11:28 a.m. The next meeting will be Tuesday, January 29. Shannon Schoenky will take the minutes.		

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