

TEAM
MEETING MINUTES
January 29, 2019 – BOARD ROOM

Members Present: Ray Cummiskey, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Terry Kite, Roger Barrentine, Tasha Welsh, Karen Wicks

Guests: Trish Aumann, Kathy Kuhlmann

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 AM. Karen Wicks, the new Executive Director of Development, was welcomed. Ray joined the meeting at 9:15 AM.	Ray	
Approval of Minutes	The minutes of the December 4, 2018 meeting were presented. Dena motioned to approve the minutes and Kim seconded. Motion carried.	Team	
Review of Action Items/ Closing the Loop	There were no items for discussion.	Team	
Hot Topics Staff Classification & Compensation Study Update	The consultant presented to Team yesterday. Attendance at the staff presentations was very good and positive feedback was received. The process was reviewed and next steps were explained. Tasha will be working on the salary analysis worksheets. There will be a taskforce meeting on Monday, and the budget impact will be discussed. Discussion took place on how to allocate funds and the possibility of getting all employees to at least the minimum salary within their bands this year. A suggestion was made to use staff vacancy funds to bump up the budget to try to get everyone to the minimum. It was emphasized that consistency between the faculty and staff process is important.	Tasha	
Institutional Effectiveness/Strategic Planning Update	Trish distributed copies of the Institutional Effectiveness & Strategic Planning Team Update sheet, the Combined Capital Projects FY20 Running Total sheet, the Follow-up Memo Template 2019 Draft, and the Strategic Planning Pyramid 2019. She reported that all submitted Capital Project proposals were recommended for approval, but they won't technically be approved until the Board approves the budget. Tasha asked about the possibility of the College assembling a group of employees who would be interested in serving as project managers when needed. They could potentially be offered release time and sent to training, and then be available to assist with projects. It was suggested that when a capital project is approved, the person who submitted the proposal should go through some training to ensure that they have the necessary skill set for the project. It was also suggested that a project manager be identified within the proposal process. The Strategic Planning Pyramid was put together to show how everything fits together. The Mission, Vision, and Values are at the top. The tiers underneath are Strategic Aims, Institutional Goals, and then Division/Department/Committee Action Plans at the base.	Trish	

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<p>Institutional Complaints Log</p> <p>IRB Proposal</p>	<p>Discussion took place about how committees determine institutional goals. Ray noted that it is a committee liaisons' responsibility to bring information back to Team and to provide feedback to the committee. Bigger discussions can then occur at PLC. Kim will ask Diane Arnzen to bring the process for committee recommendations to PLC.</p> <p>Ray noted that when looking at institutional goals, the College should also review what is not being accomplished. Part of the discussion needs to include where, as an institution, do we need to continue efforts.</p> <p>The deadline to submit action plans is March 5. Anyone who intends to submit a capital project proposal in the fall needs to have an action plan in by March 5. Trish is available to assist if needed.</p> <p>Kim presented the institutional complaints log that is maintained in the Maxient system. Ray said that this should be a good data point moving forward. Kim advised that the log will allow the College to formally identify trends.</p> <p>It was noted that the IRB Proposal regarding the 2019 Missouri Assessment of College Health Behaviors (MACHB) submitted by Kristine Bogue was discussed by Team at the last meeting and was approved.</p>	<p>Kim</p> <p>Kim</p>	
<p>Budget Budget Workgroups Follow-Up</p>	<p>Daryl has assembled a list of all the recommendations made by budget workgroups. He explained that they were all ranked 1-5, so a simple scoring system was used. The points were added up and the top five suggestions overall were highlighted. An ongoing list of those put in place or still in progress was compiled. Some suggestions, such as closure of the pool, will not be reconsidered this year.</p> <p>Daryl distributed copies of the information that will be shared at tomorrow's Board Budget Subcommittee meeting. The information, including potential increases in tuition and fees, was reviewed. A 2% ATS tuition increase was included and state aid was listed as flat. Potential property tax revenues were included, as well as a potential sale of the ATS house. On the expense side, a 2% step increase for employees was listed, as well as \$334,000 for compensation study salary adjustments. Other expenses listed included an adjunct salary increase, April Board election costs, Property & Casual insurance, as well as a change to medical costs, which may be impacted by insurance and broker bids.</p> <p>Discussion took place about the amount of money that will be requested to use for faculty and staff compensation.</p> <p>Ray pointed out that a Board work session is scheduled for February 28. The goal is to get an answer regarding a potential tuition increase by the March meeting, since fall 2019 enrollment begins after Spring Break.</p>	<p>Team</p>	
<p>Planning HLC Updates</p>	<p>Kim anticipates that the Assurance Argument draft and Federal Compliance Report will go out to campus today. The lock date to make changes to both items is February 11, so feedback will be needed by</p>	<p>Kim</p>	

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	<p>February 6. Kim reported that there are approximately 1,500 pieces of evidence in the files.</p> <p>Ray, Caron, and Kim participated in a conference call with HLC Team Chair Anne Austin yesterday. The HLC Team will arrive on Sunday, March 10, and plan to meet that evening. They will be on campus at 7:30 AM on Monday, and will meet with Ray and the Vice Presidents before heading into meetings. They would like to have lunch with Board members. Their team would also like to meet with students. They will return to campus around 8:00-8:30 AM on Tuesday, and plan to hold additional meetings until Noon. It was noted that feedback will not be provided by their Team prior to departing campus. They will begin drafting their report on Tuesday.</p> <p>Kim noted that the HLC Promotional Taskforce is preparing materials, including a video. Kim shared a flyer for "Accreditation through the Years" to lead into the video that will premiere on March 6.</p>		
<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>Interim Associate Dean, Social & Natural Sciences</p> <p>CTE</p>	<ul style="list-style-type: none"> • The deadline for tentative February Board Agenda items is today. • The Community Service Taskforce has developed a Volunteer Service policy that will be sent out to constituent groups for approval. The goal is for the policy to go to the Board for a first reading in March. • There will be a Board work session in April. • The Board election will take place in the first week of April, and a Board meeting will then be held to install newly-elected Board members. • Ray is not sure if the ATS Culinary Arts students will prepare a meal for the Board prior to the April Board meeting this year. He asked for other ways to help expose people to the ATS Culinary Arts program and allow the students to show off their skills. A suggestion was made to add a Jazz & Jeans auction item that would include the Culinary Arts students preparing a catered meal for the top bidder. • Caron attended the CAO meeting last Friday. It was reported that \$21,000,000 in maintenance funds are being set aside, but since community colleges do not have state facilities, they may not have access to the funding. The OTA bachelor's degree option was discussed. • On February 12, a group from Jefferson College will attend a Missouri Department of Higher Education Guided Pathways session. • Approximately 13-14 people will visit State Fair Community College this Friday to look at their navigation, advising, etc. • Terry had nothing additional to report. • The College was notified by the Missouri State Board of Nursing that Board pass rates have fallen below 80%. The second cohort of ITT students brought the percentage down. Dena indicated that great 	<p>Team</p> <p>Ray</p> <p>Caron</p> <p>Terry</p> <p>Dena</p>	

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Finance and Administration Student Services Foundation PR/Marketing HR	work is being done in the Nursing department and that they are on the right path. • At least 15 Vatterott College students have contacted Jefferson about the Veterinary Technology program. • Daryl is awaiting confirmation from one person regarding a potential BAT-FAT meeting date. As soon as he gets word, he will notify Rob Rodden. • Kim had nothing additional to report. • Karen expressed how glad she is to be on board. Her focus is going to be on wrapping up the Library campaign, annual giving, and meeting with Foundation Board members. She also plans to meet with Team members individually to see how she can assist them. • The PR & Marketing team has been working on the HLC promotional video. The info graphic on the website will be devoted to HLC. • They are also working on Pace events, Jazz & Jeans, and the German Student Exchange. • Tasha had nothing additional to report.	Daryl Kim Karen Roger Tasha	
Adjournment	The meeting adjourned at 11:51 AM. The next Team meeting will take place at 9:00 AM, on Tuesday, February 5. Miriam will take minutes.		

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