

TEAM
MEETING MINUTES
February 5, 2019 – BOARD ROOM

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

Members Absent:

Guests: Carrie Greer, Rob Brieler

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:12 a.m.	Ray Cummiskey	
Approval of Minutes	Dena motioned to approve the January 22, 2019 minutes with minor changes from Tasha Welsh and Kim Harvey. Daryl seconded the motion. All approved. Approval of the January 29, 2019 minutes was deferred to the next meeting.	Team	
IR Update	<p>Rob Brieler gave the following Institutional Research updates:</p> <ul style="list-style-type: none"> • IPEDS is due February 13. Dual credit and STEM Academy have a completion rate of 95%, which has bolstered the overall completion rate. • MSAS state reporting: the state is now requesting a file including every course and every grade granted to a student, which IR has been preparing. • There is discussion about how to show a transfer of the MOTR CORE42 credit hour block since it is not a degree. SB997 requires reporting of students who transfer in with the 42-hour block. The College is considering a 0-credit hour line on the transcript to show the transfer. • HB1606 requires MoSCORES data for every program to be linked in the catalog and on the website. This data includes graduation numbers and reporting of those graduates who have jobs in their field after one year. Rob is talking to colleagues at other colleges about the best way to meet this requirement. • New placement measures in Math and English are working well; completion rates moved up or have stayed steady. Co-requisite pilots in Math were also very successful. 75% of students completed General Education math in the fall semester, compared to a 23% rate last year. • The Fall 2018 Fact Book I is now available on the College Reports tab. Brandon Whittington has been using release time to work on these reports. • The IR advisory committee approved an online form that employees can use to request IR data through the website. This link will be for internal data requests only, so as not to interfere with external Sunshine Law requests. Rob will bring the draft to Team for review. The committee will also send a follow-up survey to gain information on how the office itself is doing. 	Rob Brieler	
Review of Action Items/ Closing the Loop Staff Classification Study Update	<p>Staff Classification Study:</p> <ul style="list-style-type: none"> • Tasha presented the classification report to Team. She and the task force are completing salary analysis worksheets and placing everyone at the correct grade and step. 		

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	<ul style="list-style-type: none"> • The College is currently 19% behind the St. Louis market in salaries. The Task Force, with Team’s approval, chose to aim compensation at 7.25% percent below the St. Louis Market to stay competitive. Hillsboro is on average 7% below the St. Louis market. • The Task Force recommends using the \$50,000 to bring employees that have been here a year or more, who are being paid under the minimum for their grade, up to the minimum. The adjustment will be a lump sum paid in June. • Bringing all staff to their proposed salaries (not just the minimum) will cost a total of about \$500,000. However, if the College does not give COLAs every year, salaries will be off by 10% in another five years. • It will cost \$76,616 to bring all staff to their minimum salaries. Due to some unfilled staff positions this year, and other found budget savings, there is room in the budget to spend the additional \$26,616 for these salaries. • Even after bringing staff to the minimum, some will still be 30% below their proposed salary. The faculty did not have that issue; all faculty are being brought within 10% of their proposed salaries by the end on the fiscal year. • Overpaid Staff: The Task Force recommends overpaid staff to be frozen at their current salary until their annual step increases get them to their proposed salary. • Topped-Out Staff: it is proposed that those who are topped-out on the scale receive a 2% lump sum stipend instead of a step increase each year. When the College gives a COLA, these increases would still be given to those who are topped out. • Promotions: The consultants recommended 10% increases for promotions; the current model is 6%. • The Task Force will work on updating policies and procedures. • Timeline: new job descriptions have not been received from the consultants. Tasha and the task force will hold meetings the week of February 18. By February 22, HR will send out individual salary worksheets and send update emails to campus. Job descriptions are expected by May, with time for supervisors and staff to review. 		
<p>Hot Topics Proposed Policy: Leave of Absence – Community Service</p>	<p>Proposed Policy: Leave of Absence – Community Service</p> <ul style="list-style-type: none"> • The Task Force commissioned by Ray was given the task of developing a procedure that provides volunteer opportunities for faculty and staff. • The Day of Service was an element of the Task Force’s charge. They also want to develop a bridge between what faculty are doing in Service Learning and staff who have not had the same opportunities for service. • Clarification is needed on procedure for internal volunteer opportunities (highway clean up, Vikings vault, etc.) • After researching policies at other institutions, the Task Force chose to allot 24 hours per year for full-time employees and 8 hours for part time employees. 	<p>Ray Cummiskey & Daryl Gehbauer</p>	

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Master Key Schedule	<ul style="list-style-type: none"> Daryl will send out the draft policies and procedures to Team, and then to PLC and the constituent groups in March. <p>Master Key Schedule</p>	Daryl Gehbauer	
VSIP	<p>VSIP</p> <ul style="list-style-type: none"> Daryl's area has been keeping track of keys when they are issued via a new database. However, there have been many grand master keys issued. He is reviewing the list to see if those issues are still appropriate. Additionally, he is working on a schedule for re-coring certain doors. 	Tasha Welsh	
Vatterott Fee Waiver Request	<p>Vatterott Fee Waiver Request:</p> <ul style="list-style-type: none"> Fifteen students from Vatterott are inquiring about the Vet Tech program. Several of them would be eligible to join the second year of program with a Plan of Action, which Dena distributed. There is room in the second year program for these additional students, providing an opportunity to increase tuition in that program. The Plan of Action consists of a non-credit program to ensure the students meet the requirements for the first year program. It will include some instruction and review, with end of course exams. Dena is requesting to waive the posting fee for CPL (one credit-hour posting fee). This waiver would calculate to about \$1,500 per person. Built into the cost is a 15% administration fee, and the non-credit course would be transcribed through Continuing Education so students can apply for loan forgiveness. As with the ITT Nursing students, there will be an understanding that this program and waiver is a one-time offer through next May for the students. If they do not pass, they would need to start over with the first-year program. 	Dena McCaffrey	
Budget Budget Workgroups Follow-Up	No report.	Daryl Gehbauer	
Planning HLC Updates	No report.	Caron Daugherty & Kim Harvey	

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<p>Division/Departmental Updates President Instruction</p> <p>A&S</p> <p>CTE</p> <p>Finance & Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>Ray – No report.</p> <p>Caron</p> <ul style="list-style-type: none"> • An Instructional Division Q&A was held on 1/21/19 with regard to the restructure. Dena and Caron are talking to DESE about concerns raised from the ATS. They will be following up with an ATS meeting before the Division Task Force meets on February 11. • The leading model seems to be the one-dean model, though by request, Caron has looked at retention of a 2-dean model. • The task force visited State Fair on February 1; they have a similar structure in place to that which is being proposed for Instruction. The visit was eye opening and positive. The task force saw potential ways the structure could support student success and completion. • MDHE invited the College to their Guided Pathways Summit on February 12 with thirteen other colleges across the state who did not meet all of their performance funding measures. There is also the possibility of some funding to support completion initiatives. <p>Terry – No report.</p> <p>Dena – No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> • Daryl submitted a Permission to Fill for the Controller position; which will most likely be titled Chief Financial Officer (CFO) after the classification study. • The next BAT-FAT meeting is set for February 19. <p>Kim</p> <ul style="list-style-type: none"> • Open Registration begins March 25. • CLERY fines have increased to \$57,317 per violation, which can add up quickly. This change further highlights the need for a Clery Compliance position. <p>Karen – No report.</p> <p>Roger – No report.</p> <p>Tasha – No report.</p>	<p>Team</p>	
Additional Items	None.		
Adjournment	<p>The meeting was adjourned at 11:33 a.m.</p> <p>The next meeting will be Tuesday, February 19, 2019. Shannon Schoenky will take the minutes.</p>		

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