

**TEAM**  
**MEETING MINUTES**  
**April 2, 2019 – Board Room**

**Members Present:** Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Terry Kite, Roger Barrentine, Tasha Welsh. Karen Wicks joined the meeting at 10:28 a.m.

**Members Absent:**

**Guests:** Trish Aumann, Rob Brieler, Joette Klein, Lisa Pritchard

<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 9:00 a.m.	Ray	
<b>Approval of Minutes</b>	The minutes of the March 14, 2019 and March 26, 2019 meetings were presented. Dena motioned to approve the minutes with minor changes. Daryl seconded the motion and the motion was approved.	Team	
<b>Review of Action Items/Closing the Loop</b>	The engineering report for the pool has been received and included an estimate for needed repairs.  Possible options for a College presence along Highway 30 were discussed.	Team	
<b>Hot Topics</b> Institutional Effectiveness/Strategic Planning Updates	The Strategic Planning Development Taskforce is working on the 2020-2025 Strategic Plan and a planning retreat will be held over the summer. Trish wants to look at current plans to see the progress that has been made to date, and what will need to be pulled into the next plan. A gap analysis will be provided to Team in May. Discussion has begun about developing an in-house master plan. A timeline will need to be determined.	Trish	
IR Updates	The HLC Annual Institutional Data Update (AIDU) was submitted on March 27. Special thanks to Sarah Bright, Patti Peery, Daryl, and others who assisted.  Rob noted that FAST can produce reports and static charts, and is more of an institutional reporting tool. Enrollment Services Information Analyst Doug Cady is working to roll out reports that will allow people continuous access to information.  The National Community College Benchmark Project (NCCBP) report is due on June 14.  Rob is working internally on modeling completion and identifying indicators of new students. He is also reviewing the courses students are taking their first semesters to see if earlier intervention could be done to help with completion. The SEM/R Data Taskforce may be asked to look at a few models. Dena suggested that this could be the next Quality Initiative item. Kim noted that Mary Baricevic is interested in assisting.	Rob	
JCA Library Discussion	Lisa and Joette reported on the difficulty of retaining part-time Library employees, particularly at JCA. Beginning next week, Lisa, Joette, or Joe Kohlburn will need to cover the JCA Library to sustain the 25 hours per week currently in place. Of the approximate 30 students who visit the JCA Library each week, many utilize it as a quiet study space or to print assignments, etc. Discussion followed about pulling the Library from JCA	Caron/Lisa/Joette	

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	<p>and leaving the space as a computer lab. Librarians could visit JCA at certain times to assist students. Lisa noted that if the College moved to a “The Librarian is In” model for fall 2019, more robust services could be added later, if needed. In December, chat hours were expanded until midnight during the week, and Saturday and Sunday hours were also added to assist students. JCA would become a MOBIUS site, so Library staff would assist with orders and students could pick up books at the front counter. After further discussion, Team agreed to maintain JCA Library hours for the remainder of the spring semester. There will be no Library services at JCA for the summer, as both Joe and Elizabeth will be off. The space will be left as a computer lab and a quiet study space. Reference hours will be established for the fall semester.</p>		
JCA Campus Discussion/ Institutional Plan	<p>Discussion was held regarding enrollment and options for the JCA location. Rob has pulled some data and there are more evening students than day students at JCA. During the fall and spring semesters, only 117 students were enrolled in strictly JCA classes. The class schedule format at JCA is a MW, TR schedule, but it may be worth considering going back to a MWF, TR schedule to allow students to build bigger schedules. JCA services and hours need to be assessed. Are there possibilities not being considered? Would the JCA location be a good corporate center or transfer center? Kim pulled up the website for the STLCC South County location and it appears that they offer a variety of programs. SEM/R will have a discussion about JCA.</p>	Team	
IRB Compliance Training	<p>Regulations for IRB compliance have changed. There is an online training program available and Michael Booker provided information from the sole source provider. There is an annual \$4,000 institutional subscription fee for non-profit organizations. Caron suggested that IRB be moved under Institutional Research. Ray would like to see information based on the results of IRB proposals shared with Team.</p>	Caron	
IRB Proposal	<p>The proposal on “Assessing Law Enforcement Academy Recruits’ Learning Styles: A Mixed-Methods Study” was submitted. A letter of support from Diane Scanga was included in the proposal. There were no concerns expressed by Team.</p>	Caron	
Staff Classification & Compensation Study Update	<p>Tasha has emailed Gallagher to get their anticipated date of completion for job descriptions, but their responses have been vague. The Taskforce met yesterday and determined that job descriptions must be received and reviewed before appeals can begin. There is a good process in place for appeals. \$30,000 of the \$300,000 budgeted for next year will be set aside to use for adjustments resulting from appeals. Carrie Greer is preparing an all-campus email to update staff.</p>	Tasha	
Service Awards	<p>The Service Award policy has not been updated in many years and Tasha feels that the awards should be increased. She will let the Employee Support Committee know that Team has discussed it. It was suggested that the money for the awards should be included in the HR budget. Dena suggested that a back-up location be identified for the Service Awards in case of flooding in Eureka.</p>	Tasha	
Summer Schedule	<p>Caron was asked by an Employee Support representative to confirm that the College will be closed on Fridays in the summer. It was published</p>	Caron	

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Civic Groups/ Organizations College Representatives	<p>with the discretionary days, but an email will also be sent out.</p> <p>Roger shared a list of local civic group memberships by College employees. The following items were noted:</p> <ul style="list-style-type: none"> <li>• Tasha will join Twin City Chamber so the Hillsboro Chamber is open.</li> <li>• Dena will ask Kenny Wilson to serve on Festus-Crystal City Rotary.</li> <li>• Dena will remain in Arnold Rotary.</li> <li>• Karen may be asked to fill one of the Rotary Club vacancies.</li> <li>• Karen will join the Association of Fundraising Professionals and will look into the St. Louis Planned Giving Council.</li> <li>• Daryl may join FOCUS St. Louis.</li> <li>• Caron should be added to the Jefferson County Economic Development Corporation along with Ray.</li> <li>• A replacement for Ray is needed on the Jefferson County Growth Association Board.</li> <li>• Caron should be on the Jefferson/Franklin County Workforce Development Board.</li> <li>• Dena will replace Ray on the St. Louis Regional Chamber &amp; Growth Association.</li> </ul>	Roger	
<b>Budget</b> Budget Workgroups	Dena will have few changes on non-payroll items.	Team	
<b>Planning</b> HLC Updates	Kim asked IT to disable the HLC Accreditation Team members' access to our campus portal. She may speak with Dr. Rosen about the status of our report at the HLC Conference. Seven people from Jefferson College will attend the HLC Conference.	Kim/Caron	
<b>Division/Departmental Updates</b> President	<p><b>Ray</b></p> <ul style="list-style-type: none"> <li>• Team members are welcome to attend the upcoming Twin City Ministerial Alliance Breakfast and Jefferson County Growth Association Installation Breakfast.</li> <li>• Allan Wamsley and Bryan Herrick attended the Jeffersonian Awards banquet on behalf of the College.</li> <li>• Results of the Board of Trustees election should be known this evening. If new Board members are elected, they will have to be seated at Thursday's Board Meeting.</li> <li>• Some Team members will be in Jefferson City tomorrow to visit with legislators and thank House members for their support. They will meet at JCA at 8:30 a.m.</li> <li>• Ray talked about legislative updates.</li> <li>• Last year, community colleges received authority to offer Baccalaureate degrees but clarification on the process is needed from MDHE, as there seem to be many barriers.</li> <li>• Mercy Health Foundation will hold a Lantern Gala on May 4.</li> <li>• The Leadership Program with MAC will start again next year. Ray asked Team to think of staff who would be good for the program.</li> <li>• The Jefferson County Growth Association Legislative Breakfast will take place on Monday, May 20.</li> </ul> <p><b>Caron</b></p>	Team	
Instruction			

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Interim Associate Dean, Social & Natural Sciences	<ul style="list-style-type: none"> <li>• A draft of the Dean of Instruction position description has been developed. Caron hopes to post it by Monday for two weeks.</li> <li>• The Restructuring Workgroup is meeting through April with a decision anticipated by May 1.</li> <li>• A meeting with ATS went well yesterday. As part of the transition, Associate Deans have been invited to attend ATS meetings on April 11 and May 9.</li> </ul>		
CTE	<p><b>Terry</b></p> <ul style="list-style-type: none"> <li>• At last week’s Missouri Association of Colleges for Teacher Education meeting, Jefferson College Teacher Education student Katie Glassey was awarded the Ruth Brinkmann Award, and Teacher Education Alumna Kira Baker was a recipient of the Outstanding Beginning Teacher Awards. Kira teaches at Crystal City Elementary.</li> </ul>		
Finance & Administration	<p><b>Dena</b></p> <ul style="list-style-type: none"> <li>• Jackie from Congresswoman Ann Wagner’s office contacted Dena regarding THRIVE St. Louis. The organization is an alternative to Planned Parenthood. They have mobile units that visit community colleges for students to tour. Daryl will reach out to her after speaking with Ray.</li> <li>• Caron has arranged for a visit to OTC to check out their Area Technical School/Career Center.</li> <li>• The ATS Director position will be posted today.</li> </ul>		
Student Services	<p><b>Daryl</b></p> <ul style="list-style-type: none"> <li>• Parameters were set regarding first right of refusal for the food service contract extension. If an event will be less than 20 people or \$200, food can be purchased off-campus.</li> <li>• Daryl and Kim met with Bill Kaune and Lance Nevois about using HVAC students to do some HVAC upgrades in Viking Woods.</li> <li>• Daryl hopes to get the Controller position posted soon.</li> </ul>		
Foundation	<p><b>Kim</b></p> <ul style="list-style-type: none"> <li>• Ethan Axman was named Region 16 Pitcher of the Week.</li> <li>• AD candidate interviews will take place next week, with second interviews and open forums scheduled for the week of April 22.</li> <li>• The Week of Young Child is next week at the CDC.</li> <li>• Live Chat is up on the Class Schedule page, and will show available if staff are available to chat. If not online, the student can send an email.</li> </ul>		
PR/Marketing	<p><b>Karen</b> had to leave the meeting early.</p>		
HR	<p><b>Roger</b></p> <ul style="list-style-type: none"> <li>• The College is celebrating its 56th birthday today!</li> </ul>		
	<p><b>Tasha</b> had nothing to report.</p>		
<b>Adjournment</b>	<p>The next Team meeting will take place at 9:00 a.m. on Tuesday, April 16. Miriam will take minutes. The meeting adjourned at 11:30 a.m.</p>		

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