

TEAM
MEETING MINUTES
April 16, 2019 – BOARD ROOM

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

Members Absent:

Guests: Sue Lerch

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:32 a.m.	Ray Cummiskey	
Approval of Minutes	Dena McCaffrey motioned to approve the March 5 minutes. Daryl Gehbauer seconded the motion. All approved.	Team	
Review of Action Items/ Closing the Loop Classification & Compensation Study	<p>Classification and Compensation Study</p> <ul style="list-style-type: none"> • Tasha planned to set aside \$25,000 from the allotted \$300,000 for the compensation study to use toward any appeals that may come through. With \$275,000, all staff can be brought within 8.36% of their proposed salaries. It was decided to use the whole \$300,000 for the compensation study, and take any appeals money needed from reserves. <ul style="list-style-type: none"> ○ Tasha will check the cost to get all staff into 7.5% of their proposed salaries. ○ Due to the change from 11.25-month contracts to 12-month contracts, Tasha is using a daily rate to calculate salaries for 12-month faculty. Going forward, contracts will spell out the number of days rather than months. • Tasha remarked on a previous discussion regarding campus police officer pay and the compensation study. Bringing all officers to their proposed step increase would utilize a big percentage of the compensation study funds. They could be brought to their proposed minimum, still receive additional salary, and allow all staff to come within the 8.36%. Tasha will work on the costs. Team discussed the challenges in retaining officers due to pay, the costs of high turnover, and how to distribute compensation study funds equitably. 	Tasha Welsh	
Library Faculty Promotion System	<p>Library Faculty Promotion System</p> <ul style="list-style-type: none"> • Tasha, Caron, Lisa Pritchard, and library faculty have been meeting to shore up plans for librarian faculty promotions. They have developed a separate promotion schedule for faculty librarians; they will be on a five-year promotion schedule rather than a four-year schedule. • Additionally, the Assistant Director of Library Services will transition to a faculty position effective July 1, 2019. Were this position to remain Certified Staff, the promotion schedule would cause faculty librarians to exceed the staff member's level within a short amount of time. 	Tasha Welsh	
Campus Spaces/Empty Areas	<p>Dena revisited plans for CTE142 (currently storage/empty)</p> <ul style="list-style-type: none"> • Kenny is developing a Capital Project request to move PLTW Biomedical Sciences to the CTE building in this space. 	Dena McCaffrey	

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	<ul style="list-style-type: none"> • Dena asked if Team knew of other plans for the space. No plans were known at the time. • Converting the space back to classroom space would be beneficial, especially if it was multi-purpose space. PLTW courses are day-only courses. 		
<p>Hot Topics</p> <p>Retiree Insurance</p> <p>Banner and Load</p> <p>ID Badges</p> <p>Eligibility for Employment</p> <p>Thrive – Date Safe Program</p>	<p>Retiree Insurance: Retiring faculty asked for insurance to be paid through July. Team agreed this was a fair practice, since continuing faculty are generally paid in May for May – July. The June 30 cutoff was likely a holdover from past payroll schedule practices.</p> <p>Banner and Load</p> <ul style="list-style-type: none"> • Team discussed options to increase the efficiency and effectiveness of load reporting. Sue Lerch gave an update on her work with Anna from FAST. They are trying to create an automated way to generate the load report. Many processes are not standardized yet (e.g., Dual Credit payments). • Faculty Load and Compensation (FLAC) through Banner was discussed. It allows load and contracts to be processed and approved in Banner. Several Team members believe the College has access to these parts of Banner, but needs support to set it up. To implement, FLAC will need a project manager. • Daryl will speak with Tracy and ask for Banner to provide a webinar or demonstration of FLAC to see what will be needed to implement it. All Associate Deans and their administrative support personnel would be invited to attend the demo. • Even if FLAC is not feasible, Team is dedicated to finding a better solution for faculty load. <p>Deferred to next meeting.</p> <p>Eligibility for Employment</p> <ul style="list-style-type: none"> • Team discussed developing a procedure for identifying former employees as ineligible for re-employment. Concerns included protecting employees who may have been unfairly portrayed by a supervisor, and ensuring all notations on record are based on factual evidence and not subjective opinion. • Tasha believes PeopleAdmin has an option to “flag” or notate an applicant as not eligible for rehire, but HR has not utilized it. HR Secretary Alicia Smith is attending a PeopleAdmin conference this week and can gather more information. • Former employees terminated for cause, those who resigned or retired in lieu of termination, or those with a no trespass order will not be eligible for re-hire. <p>Thrive – Date Safe Program</p> <ul style="list-style-type: none"> • A representative from Thrive met with Daryl regarding their Date Safe Program/curriculum. He would like her to meet with Kristine Bogue, as the program is in line with the OVW grant, Title IX, Clery, etc. • The two-part program can be tailored for both students and employees. The first part is about prevention of sexual assaults and rape. The second part is a self-defense program. They can 	<p>Tasha Welsh</p> <p>Team</p> <p>Kim Harvey/ Tasha Welsh</p> <p>Daryl Gehbauer</p>	

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	<p>also gear the program toward high school students, so it could be extended to the ATS. A special focus would be beneficial for Athletes and Viking Woods.</p> <ul style="list-style-type: none"> The program is free to the College, and Thrive runs the classes at many local public and private universities in the area. They also have mobile vans they send to colleges to provide free STD and pregnancy testing. 		
<p>Budget Committee Budget Requests, FY2020</p>	<p>Daryl presented a spreadsheet of budget requests from the Institutional Committees. Team discussed ensuring Administrative Liaisons are aware of expenditures and approving spending from the committee budget. The concern is that requested funds will not be spent, but "held" just in case the committee needs it.</p>	<p>Daryl Gehbauer</p>	
<p>Planning</p>	<p>No updates.</p>		
<p>Division/Departmental Updates President</p> <p>Instruction</p> <p>A&S</p> <p>CTE</p>	<p>Ray</p> <ul style="list-style-type: none"> Board work session is Thursday, April 25. Tuesday, April 23 is new Board Member orientation. Summer meeting schedule: Admin will meet Tuesdays before Team and Team will meet later. Ray will email to confirm. There will be no Admin meeting Monday, May 20. Summer Board schedule: There is no August Board meeting; BOT will meet June 13 and July 25. Ray asked Team members to plan accordingly. HLC conference update: the focus was on student success, a shift from past meetings. State budget update: as of last week, the gap in revenue was \$191 million. Tax day will narrow that gap. The budget is due to governor by May 10. April 30 PLC: many items are on the agenda since the March meeting was cancelled. Ray reminded Team to reinforce with their staff they can let people know the College is a tobacco-free campus if they see someone smoking. <p>Caron – No Report</p> <p>Terry – No Report</p> <p>Dena</p> <ul style="list-style-type: none"> Chris DeGeare and David McNair have agreed to teach out the Graphic Web Developer program. The first-year courses were cancelled for fall; no one was enrolled in them yet. Dena is attending a meeting May 2 at DESE regarding the reauthorization and reallocation of Perkins. The total amount for the College will probably not change, though the percentage for secondary vs. post-secondary may be adjusted. With funds from the CSI committee, the security updates to the ATS entrance are moving forward. The plans include a larger fenced area for Early Childhood Education and a separate entrance to the childcare area. A window in the front office, similar to HR, is also planned, along with a new locking/buzz-in system for security. Dena is attending the next ATS faculty/staff meeting to give an update. 	<p>Team</p>	

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Finance & Administration Student Services Foundation PR/Marketing Human Resources	<p>Daryl – No report</p> <p>Kim – No report</p> <p>Karen</p> <ul style="list-style-type: none"> The Foundation is still tallying giving from Jazz & Jeans but the preliminary numbers are ~\$63,000 gross. She received several compliments on the décor and the auction. The new bidding system worked well, and all but one auction item sold. <p>Roger – No report</p> <p>Tasha – No report</p>		
Additional Discussion	Daryl mentioned a plan to calculate overtime for police officers differently. There is an exemption in FLSA allowing officers to work up to 28 days before accruing overtime. Payroll is testing the change in Banner to ensure officers will be paid accordingly.		
Adjournment	The meeting was adjourned at 11:27 a.m. The next meeting will be Tuesday, April 23 at 9:00 a.m.		

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