

TEAM
MEETING MINUTES
June 11, 2019 – Board Room

Members Present: Ray Cummiskey, Daryl Gehbauer, Dena McCaffrey, Roger Barrentine, Allan Wamsley, Karen Wicks.

Members Absent: Kim Harvey, Tasha Welsh

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:40 a.m.	Ray	
Approval of Minutes	Dena asked for a minor change to her report on the May 7 minutes. Roger made a motion to approve the minutes from May 7, 2019, with changes. Daryl seconded the motion. All approved.	Team	
Review of Action Items/Closing the Loop Staff Classification & Compensation Study Update	Dena gave an update on the staff classification and compensation study on behalf of the task force: <ul style="list-style-type: none"> The consultants have been sending 30 job descriptions per week and the College should have all of them by July 1. Timeline: Review job descriptions in July; receive appeals from employees by the end of August; Task Force reviews appeals in September. Completion goal is October 1. 	Dena	
Hot Topics Staff Appreciation Picnic	Due moving the party from Viking Woods to the Café, Team was looking into a grill to use for the event. Dena is getting bids to cater the event in case a grill does not work out. She will check on BBQ catering or fried chicken/sub sandwiches, and will ensure there is a vegetarian option. The theme is "Gone Fishing"; it will include three competitive team games as well as lawn games for all to play. The planning workgroup would like to have the Viking Ship out in the quad for the event.	Team	
B. Ray Henry Award	Team will review nominations at the June 25 meeting.	Dena	
Board Procedure VI-003: Students Earning Multiple Degrees	Stacey Wilson and Michael Booker have been reviewing Board Policy/Procedure related to degrees the College issues (Board Procedure VI-003). Existing policies prohibit a student from attaining more than one A.A. degree from the College, though many other colleges allow it. If the policy is changed, students could receive financial aid for courses they take as part of a second Associate's degree. Dena would like to bring procedure updates to the August PLC meeting for review and to the September Board meeting for first reading. The second reading would go to the October Board meeting for approval. Allan asked for clarification regarding the removal of academic services from the procedure in the edited version.	Dena	
Vet Tech Program: "Photo Booth"/Wall Art	Lauren Murphy had an idea to repaint the Vet Tech hallway to make it more Vet Tech themed. She and Dana brainstormed an area for pet "selfies" or photos of dogs and cats that have been adopted from the program. Dena suggested adding paw prints of the adopted animals to the walls. Team agreed to the idea.	Dena	
White Parking Lot	There are seven undesignated parking spaces behind the library/Testing Center. Some requests have been made to designate for faculty. After discussion, Team decided to designate four faculty spaces and three Testing Center spaces.	Daryl	

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Budget	<p>The Board discussed the budget assumptions at the work session on June 6. The final budget will go for approval at the June 13 Board meeting.</p> <ul style="list-style-type: none"> • Assumptions include conversion of a PT to FT Police Officer position to provide coverage to the Arnold campus. • Capital spending includes additional funds for replacement of the rigging for the theatre sets and additional carryover projects. Daryl is also allocating some funds for an architect to review capital project proposals earlier in the process. This review would help with accurate funding requests • Funds for repairs to the pool were not allocated in the budget. 	Daryl	
Planning	No discussion.		
<p>Division/Departmental Updates President</p> <p>Instruction – CAO</p> <p>CTE</p> <p>Finance & Administration</p>	<p>Ray</p> <ul style="list-style-type: none"> • The governor signed the state budget with no vetoes, which means no additional cuts were made. • The YMCA auction is set for the weekend before Thanksgiving. Ray asked for representation from the Foundation. • The JCGA Legislative Breakfast is next Thursday, June 20. Breakfast begins at 7:30 a.m. in the Viking Room. KJFF will be broadcasting the program at 8:00 a.m. • The CBHE meeting included discussion regarding anticipated changes to the state funding model for higher education. • Ray reminded Team there will be no Board meeting in August; the July meeting is later in the month, on the 25th. • Zac Mangelsdorf of Home Service Oil is seeking a license from the state to grow cannabis. Part of the licensure requires community development, and he has reached out to the college to discuss possibilities. He has a detailed business plan that would incorporate agriculture, marketing, chemistry, biology, etc. <p>Allan is working with Michael Booker to complete an Articulation Agreement with Maryville University regarding the Mass Communications course.</p> <p>Dena</p> <ul style="list-style-type: none"> • Dena is working to resolve an issue with the AVMA on behalf of Vet Tech. The AVMA required applications by June 1 in order for Vet Tech students to sit for boards on July 15, but claimed they did not receive the students’ transcripts by the deadline. Dana had a certified mail receipt showing proof the transcripts arrived on May 31. <i>Note: The matter has since been resolved.</i> • Transition meeting: Allan, Shirley, Dena, Chris, and Miriam are meeting to talk through the Instruction transition. Dena plans to send out a campus announcement by July including reporting structure and location of departments. • Dena submitted several Permissions to Fill: VP of Instruction (posting July 15), Director of Institutional Research (posting in the next month), and Associate Dean of Math, Physics & Technology (posting in the next month.) She is looking for a VPI start date in January, and will assemble a search committee when faculty return in August. <p>Daryl</p>	Team	

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<p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>HR</p>	<ul style="list-style-type: none"> • Daryl submitted a Permission to Fill a PT Police Office position recently vacated by Darrick Curtis. It will be replaced by a FT position if the budget is approved by the Board on June 13. • The next BAT-FAT meeting is Thursday, June 13. • The ATS Carpentry house owners have requested a few repairs to items on the one-year warranty, a total of \$778.00. The warranty language was broad, but this payment will be the only one for this agreement. Future warranties will be more specific. • Daryl has extended an offer for the Controller position that has been open since January. <p>Kim completed calling protocol for the call-a-thon and sent out the student lists to the Instruction and Student Services divisions. Students who were enrolled in the past, but have not enrolled for fall will be called. Employees will be keeping data regarding responses received.</p> <p>Karen</p> <ul style="list-style-type: none"> • The Foundation received several recent scholarship gifts: \$10,000 from Ameren and \$20,000 from Mysun. • Planning for the annual Golf Tournament continues, and sponsorships are coming through. <p>Roger</p> <ul style="list-style-type: none"> • Roger’s team is currently testing digital signage software for functionality and design capability. They will give a recommendation in July as to whether software it will work. • Roger mentioned the following community-wide events: Jefferson County Rodeo (rescheduled for September), Jefferson County Fair (July 18-21), Truck and Tractor Pull (August 24), and the Hillsboro Horse Show/Fall Festival (October 5). These events are great PR opportunities and allow the College to be visible in the community. • Marketing/PR is spearheading a welcome week for students, which has not been done since 2016. They will be engaging other departments to sponsor in different days. Way to engage students and get involved in first week. He will <p>Tasha – On Vacation.</p>		
<p>Adjournment</p>	<p>The next Team meeting will take place at 9:30 a.m. on Tuesday, June 25. Shannon Schoenky will take minutes. With no further business to discuss, the meeting adjourned at 11:26 a.m.</p>		

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