

TEAM
MEETING MINUTES
August 20, 2019 – 9:00 a.m.

Members Present: Ray Cummiskey, Roger Barrentine, Chris DeGeare, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Allan Wamsley, Tasha Welsh.

Members Absent: Karen Wicks

Guests:

EXPECTED OUTCOMES OF MEETING:			
Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline / Deadline
Call to Order	The meeting began at 9:10 a.m.	Ray	
Approval of Minutes	Approval of the minutes from the August 6 meeting were deferred to the next meeting.	Team	
Review of Action Items/Closing the Loop Classification and Compensation Study	<p>An update was emailed to staff on Monday, August 19 containing a link to the Classification and Compensation Study page in MyJeffco. The page contains job descriptions and information on the appeal process. Tasha and Carrie have already received several questions and are compiling a list of FAQs to publish on MyJeffco.</p> <ul style="list-style-type: none"> Tasha provided clarification on the job descriptions: not every person has an individual job description, as in the past. Each position on the Decision Band Method (DBM) Structure has a general description of the duties contained in that position. Several employees may have the same DBM job description, even though their individual titles are different. The Task Force will need to decide whether individuals will have specific titles, or if all individuals within that DBM classification will have the same title. Some designation would be helpful to give better understanding of the job. For example, "Accounting Coordinator – Manager" and "Accounting Coordinator – Payroll" would distinguish these two roles from each other. 	Tasha	
Hot Topics Automated Phone System Name Lookup	<p>A faculty member contacted Allan with concerns that the Automated Phone System may not be working well and could be discouraging students. The issue was also mentioned at the Classified Staff meeting during Opening Week.</p> <ul style="list-style-type: none"> Anecdotally, the system has not been transferring calls to the correct person when their name is spoken. The system does allow a name to be typed on the keypad, but this information is not stated in the recording. There is no "operator" or general number for callers to choose and calls are not always going to the correct office. Students could be getting frustrated with the system and not calling back. Daryl will ask Tracy if there is a way to track issues with the system such as number of hang-ups. Adjustments can be made when the nature of the problem is known. Daryl asked for those who receive incorrectly transferred calls to make Tracy aware so that it can provide data on the number 	<p>Allan</p> <p>Daryl - ask Tracy to collect data</p>	

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SPC Capital Projects for FY21	<p>and type of calls that are going to the wrong office. Daryl will ask Tracy to send out a note asking for this data.</p> <p>Team discussed the amount of funds to be allocated to Capital Projects for FY21. For the past two years, the amount has been reduced to half (\$325,000). Daryl asked to bring it up to \$500,000 for FY21. Team agreed.</p> <p>A separate discussion followed regarding CSI subcommittee funds and the keyless entry proposal being discussed in that committee. Team confirmed keyless entry worked better as an infrastructure project spread out over several years rather than a Capital Project. The strength of the Capital Project process is to bring needs and innovations to the attention of the administration.</p>	Daryl	
Community Service Leave	<p>Some questions arose regarding Welcome Week volunteering and whether those hours fell under Community Service Leave (CSL). Team determined that Welcome Week was part of institutional/student service, not CSL. Viking Vault hours are considered CSL and should be denoted as such on time sheets and leave reports.</p> <ul style="list-style-type: none"> • The CEOC will be the determining body as to what events are approved as CSL-eligible, but supervisors will monitor employees’ actual use of CSL leave. There is need for a formal process by which CEOC confirms activities for CSL. • Pat Shoff sent out an email today to classified staff announcing the inclusion of CSL on staff timesheets. If an employee goes over on their CSL, the system will automatically pull from Personal Time, and then from Vacation. 	Daryl	
Jefferson College Wear for Club Spirit Day/ Resource Fair	<p>Dena suggested Jefferson College “Spirit Wear” or “Viking Wear” days to promote unity and involvement, such as on the Friday of Welcome Week. Daryl is checking with Christy Stanley to see if a one-time discount could be offered to employees to purchase professional Jefferson College polo shirts for Spirit Wear days. Ray offered to utilize some of his bookstore account to help subsidize (one shirt per employee).</p>	Team – discuss next meeting.	
Finish Line Degree Completion Grant	<p>Discussion followed regarding encouraging employees to dress professionally, even on Spirit Wear days. Jefferson College polo shirts on these days would combine unity with professionalism.</p> <p>The Missouri Scholarship and Loan Foundation is offering the Finish Line Degree Completion Grant as a pilot with two- and four-year institutions. The purpose of the grant is to assist students with past-due balances to graduate. Cindy Draper, Diane Arnzen, and Mandy McKay attended a</p>	Dena Kim	

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	<p>meeting on the grant and brought back information for the institution to consider.</p> <ul style="list-style-type: none"> • Students who have completed at least 30 credit hours, are within 30 credit hours of graduation, and have past-due balances between six months and two years old are eligible by state standards. To benefit, students must also be Missouri residents, and have an EFC of \$12,000 or less. To remain in the program, students must maintain a minimum of six credit hours continuously. Students submit applications to the state and must meet with an advisor and make a degree plan to receive the funds. • The State is budgeting \$30,000 per school (schools are responsible to match the grant with \$30,000 from their budgets). A past-due balance can be reinstated if student does not graduate. The College will also check the National Clearinghouse to ensure the students have not received a degree anywhere else. • Ray mentioned the Foundation as a key partner in supporting students in the grant. Covering part of the school’s matching funds would lessen the impact on the budget. • Cindy will pull data by early September for students who have past-due balances within the last three years in order to find the number of students that could take advantage of the grant. Until that data is complete, the College’s financial commitment and number of students that can be served will not be known. 		
<p>Selection of Leadership Academy Candidates</p>	<p>Twenty-five employees applied to participate in the Leadership Academy. Team discussed applications and each team member voted on their top ten candidates. After much discussion, team chose ten participants and three alternates.</p> <ul style="list-style-type: none"> • Those who cannot participate this year will be encouraged to attend the Professional Development Series and/or Enterprise University sessions as alternative development opportunities. • Participants will need to commit to attend all meetings. Those who cannot attend will be replaced by an alternate. • Ray also asked Team members to consider those who may not have applied but could benefit from development opportunities in the future. 	<p>Tasha</p>	
<p>Director of Institutional Research and Associate Dean Searches</p>	<p>Chris asked about timelines for filling the Director of Institutional Research and Associate Dean positions. Allan and Chris have been working more closely with the data report submissions in the absence of an IR Director; that position is a top priority. Daryl is compiling a budget impact statement to help target timing for hiring vacant positions.</p>	<p>Chris DeGeare</p>	

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<p>Humanities Office Spaces</p> <p>SPOL Budget</p>	<p>A discussion regarding process improvement followed. More efficient processes such as electronic payment form processing could free up time for employees to work on other projects. Daryl agreed to put together a team of representatives from the Business Office, HR, Instruction, and Student Services to learn process improvement and find ways to streamline payment processing. Ray will provide the Process Improvement training.</p> <p>Humanities Office Spaces</p> <ul style="list-style-type: none"> • Chris would like to have leadership in each building, which includes moving Dr. Booker to Fine Arts. A good space for an Associate Dean’s office would be the current box office area, though Dr. Ellison would need to be relocated. Some renovation/investment would be required for the space. Clear signage is needed, including to any faculty offices that are relocated. On a related note, Chris will put a sign in CTE directing people to his new office space in TC. • A discussion regarding the “maze” of faculty offices in ASI began. Both Staples and KI have seen the space and made some proposals. Faculty with window offices in the maze are happy to stay in the space. The middle offices are no longer occupied by faculty, but have been made into a centralized printing area. • Chris asked about the CTE 142 space: it was approved to have an architect look at the space for capital project renovation for ATS Project Lead the Way. <p>The Strategic Planning Online (SPOL) software has not lived up to expectations. The Planning module is the most useful of those purchased, but the large time investment required to re-do the structure and approval levels is not feasible with current staffing.</p> <ul style="list-style-type: none"> • The Assessment module was much less robust than promised. An update was expected last August, and was not in place until December. With the HLC visit in March, the rollout date was moved back due to complexity of the new module. • When SPOL was chosen, there was not a viable alternative for Strategic Planning. However, Anastasia has discovered a plugin for Google that allows her to create a workflow process. This process could be used for the Planning Module to accept Action Plans for this year until a decision is made about SPOL. • Allan and Daryl will look at the SPOL contract language. Leaving the contract could save the College \$25,000. If SPOL was delivering the product as promised, the College would willingly fund it. Allan will talk to Kenny about specialized Accreditations in regards to the Accreditation module. Since SPOL was 	<p>Team, Daryl and Ray</p> <p>Chris</p> <p>Allan</p>	

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	approved jointly by Strategic Planning, Accreditation, and Assessment Committees, these committees will be informed of the challenges and asked to consider discontinuing SPOL.		
Budget	No discussion.	Daryl	
Planning	<p>The Strategic Enrollment Management (SEM) committee will meet on August 21. They will discuss persistence, retention, and completion and establishing 3-year goals.</p> <ul style="list-style-type: none"> The committee has reviewed data such as population, employment, and 25-year enrollment analysis; not having an IR director will slow down the research, but they are hoping Doug Cady can help fill in the data gaps for now. Tasha asked if the committee could look into emerging fields and/or bring data to different departments for consideration and development of new initiatives. <p>Team discussed outreach to new students. One percent of the student population equates to ~\$70,000 if they complete. What if faculty were assigned one student to check in with over the course of the semester? Data could be collected to see what kind of impact this could have. Faculty who are interested could also be trained in PREP to keep records of student interventions. SEM/R committee will discuss.</p> <p>The Health Information Technology (HIT) program was discussed due to its current low enrollment. It was also discussed at the All-Faculty meeting during Opening Week. Faculty seemed to appreciate the transparency, but it was a difficult conversation.</p>	<p>Kim</p> <p>Team</p> <p>Chris</p>	
Division/Departmental Updates President	<p>Ray</p> <ul style="list-style-type: none"> PLC: ensure faculty from each school, as well as the Faculty Senate President are able to attend. Admin team discussed encouraging discussion at PLC meetings rather than report-outs. The first meeting agenda could include history and purpose of PLC, calendars, policy and procedure updates, Generation Z presentation, budget, Classification/Compensation update, and an enrollment discussion. The Instructional division restructure has implications for Commencement. How are the ceremonies divided and how it is communicated clearly to graduates and their families? The Commencement committee will ask campus for feedback. The Fast Track adult student grant program is in the state budget and is up and running, though many people are not aware of it. Chris met with Student Financial Services to review state guidance regarding student eligibility. So far, 200 students applied to the state for the Fast Track program; the list should 		

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<p>President-Elect</p> <p>Instruction: Chief Academic Officer</p> <p>Dean of Instruction Finance & Administration Student Services Foundation PR/Marketing HR</p>	<p>be released to colleges soon. The College would like to start outreach to students in January.</p> <p>Dena</p> <ul style="list-style-type: none"> • DeSoto Farmer’s Market is hosting a Farm to Table event featuring a locally-sourced menu. Culinary faculty may want to attend and perhaps be involved in the future. • Dena asked Team members to be mindful that some employees may not want their names announced publically in connection to an idea or suggestion. <p>Allan</p> <ul style="list-style-type: none"> • Allan has been researching which online courses Jefferson College offers compared to neighboring colleges to see if there are gaps that can be closed. He will talk to Associate Deans about adding some online courses. • Travel approvals for professional development were discussed. If there are questions or extenuating circumstances for long-distance travel, include notation with the Travel Expense Voucher. Allan, Chris, and Associate Deans are working on an approvals workflow for professional development funding requests. <p>Chris – No Report. Daryl – No Report. Kim – No Report. Karen – No Report. Roger – No Report. Taha – No Report.</p>		
<p>Adjournment</p>	<p>The next Team meeting will take place at 9:00 a.m. on Tuesday, August 27. Shannon Schoenky will take minutes. With no further business to discuss, the meeting adjourned at 12:15 p.m.</p>		

Respectfully submitted,
Miriam Rouggy
Administrative Assistant to the President-Elect and Instruction