

Team
MEETING MINUTES
September 17, 2019
Administration Board Room

MEMBERS (presence denoted by check): Member names added with check box in front of their name

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| <input checked="" type="checkbox"/> Roger Barrentine | <input checked="" type="checkbox"/> Ray Cummiskey | <input checked="" type="checkbox"/> Chris DeGeare |
| <input type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Kim Harvey | <input type="checkbox"/> Dena McCaffrey |
| <input checked="" type="checkbox"/> Allan Wamsley | <input type="checkbox"/> Tasha Welsh | <input checked="" type="checkbox"/> Karen Wicks |

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:05 a.m.
Approval of Minutes	Approval of the minutes from September 3 and September 10 were deferred.
Closing the Loop: Classification and Compensation Study	No discussion this week due to Tasha and Dena attending an off-campus training. FURTHER DISCUSSION NEEDED
Historic Data for Spring Enrollment Periods Report	<p>Chris presented the Historic Data for Spring Enrollment Periods report showing three-year trends of the drop in enrollment between fall and spring semesters.</p> <ul style="list-style-type: none"> • The model is not predictive, but the three-year trend shows an increase in the number of credit hours lost between semesters. Possible future outcomes: begin an upward trend (-12.53%), remain flat (-16.78%), or continue downward trend (-23%). <p>Phone-a Thon: There are 927 new, first-time students this fall. Kim will send an email requesting Associate Deans, Certified Staff, and Admins to make calls to new students to check in with them. Holly will call all JCA students.</p> <ul style="list-style-type: none"> • Team decided to ask full-time faculty who are interested to reach out to students who have declared majors in their field. Remaining students will be split among other staff. Students who express dissatisfaction can be referred to the appropriate College department(s) for assistance. • Kim will supply a Google form for callers to report comments. Being able to dive deeper into why students may not be having a good experience will help with retention. <p>Finding out why students may be leaving the College is critical. Kim has some data showing students who have withdrawn completely or withdrawn from all classes but one. There are tracking systems that could allow the system to send a prompt to students before they withdraw online, asking the reason for withdrawal. SEM and other campus groups have requested data to find out why students leave the College. How this request gets prioritized was discussed.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kim will send email to Associate Deans, Certified Staff, and administrative support staff requesting assistance with phone calls.

	<p>2. Team will follow up with Tracy James on a data request for withdrawing students the next time he attends Team meeting.</p>
<p>Dual Credit</p>	<p>St. Louis Community College is beginning to focus on Dual Credit. They charge \$25/credit hour. Jefferson College has a different model than most; instructors teaching Dual Credit are paid as adjuncts.</p> <ul style="list-style-type: none"> • Team discussed the effectiveness of different models. In an increasingly competitive realm, it is wise to reevaluate in case changes need to be made. Discounting Jefferson College’s Dual Credit tuition would result in no income from Dual Credit whatsoever. • The current model relies on high school teachers to recruit students to their classes. Counselors are also incentivized by the current model. • The recruiters spend a large amount of time on dual credit; whether these efforts could be shifted to other priorities was discussed. • Allan is seeking data on the number of students receiving free and reduced lunch to see if the College could offer them free dual credit courses. He can also provide counselors and superintendents with students that have a residency code of “5”. • Other ideas included offering a scholarship to students who take dual credit courses from the College and enroll at Jefferson after graduation and charging in-district tuition for out-of-district students enrolled in online courses. <p>FURTHER DISCUSSION NEEDED</p>
<p>Budget</p>	<p>No discussion.</p>
<p>Planning</p> <p>Capital Projects Requests</p>	<p>Team reviewed the list of Capital Projects from the Strategic Planning Committee. Trish Aumann will attend the September 23 meeting to continue the discussion with Team.</p> <ul style="list-style-type: none"> • The Capital Projects process is strategic, but also serves as a way for campus to communicate needs. Projects that can’t be funded through Capital Projects may get funding from other budgets if the need is high. • JCTV space proposal: Several discussions for this space have been discussed in the past. Team asked for confirmation that other proposals are not currently in place for the area. • Observatory: Holcim may be able to donate the concrete for the patio; Karen is meeting with them later this week. <p>FURTHER DISCUSSION NEEDED</p>
<p>Student Web Requests</p>	<p>Jacalyn Birks currently manages web requests. So far, 944 students have contacted the College via web requests.</p> <ul style="list-style-type: none"> • The top ten topics are: Financial Aid; Getting Started Sheet; Application; Prospective Student Letter follow-up; Nursing Program information; response to a selected program sheet (e.g., Automotive, Teacher Education, Social Work, etc.); Veterinary Technology Program information; AA degree information. • Without an automated management system, these requests are time-consuming. Additionally, a tracking system is needed to discover how many students enroll as part of these recruitment efforts. <p>FURTHER DISCUSSION NEEDED</p>

<p>Reports President</p>	<p>Ray</p> <ul style="list-style-type: none"> • Ray received a request from faculty to partner with the Interfaith Partnership dinner and possibly sponsor a table. The College has an agreement with the organization, and it is important for Diversity. The College can send a group to represent Jefferson College, but not necessarily to sponsor. Chris will look into the details of the request. • Campus Announcements: Team decided any announcements going to all students needs to go through the VP of Student Services before being sent out. Any items going to all faculty should go through the VP of Instruction/CAO first. • A Board Work Session is on September 26. Brian Millner will attend, and Dena and Ray will talk about challenges facing community colleges. • The next PLC meeting is September 24. Lora Warner and Tamela Reaves will present on First Year Experience. Tasha will give an update on the classification and compensation study. • Dena and Ray went to Jefferson City on September 11 to speak to legislators about the upcoming community college request for \$30 million from the budget. They were able to talk to all of the legislators in the district. • Legislators seems to be aware of the rift between schools regarding service districts. The Presidents and Chancellors are getting together to discuss solutions and definitions of service districts and advertising boundaries. A draft policy has been written.
<p>President-Elect</p>	<p>Dena – No report.</p>
<p>Interim Dean of Academic Services/CAO</p>	<p>Allan</p> <ul style="list-style-type: none"> • One of the topics at the superintendents meeting was the Governor’s legislative priorities. K-12 districts plan to ask for \$300 million to bring teacher salaries up to the 30th percentile. They also discussed the academic calendar law determining school start dates.
<p>Dean of Instruction</p>	<p>Chris</p> <ul style="list-style-type: none"> • The global studies exchange students from Germany are here this week and next. Tomorrow they will attend a Cardinals game, and Friday September 20 is a BBQ. A Global Studies luncheon is scheduled for Monday September 23.
<p>Finance & Administration</p>	<p>Daryl – No report.</p>
<p>Student Services</p>	<p>Kim prepared a Permission to Fill for the Financial Aid Assistant position.</p>
<p>Foundation</p>	<p>Karen</p> <ul style="list-style-type: none"> • The Golf Tournament went well and grossed around \$45,000. There were plenty of players, and everyone seemed to have a good time. • The Monticello Society induction is November 14 at the Ault House, and the Leader Dinner will be on Friday, December 13 in the Café.

Marketing	<p>Roger</p> <ul style="list-style-type: none">• Roger sent out a campus email regarding branding and external materials. He asked Team members to remind their directors to be aware of the visual style guide for anything that will be seen by an external audience. Some departments have developed materials outside of these guidelines and without assistance from the graphics team. He asked supervisors to be aware of the materials being distributed by their departments.• A new billboard design is now being displayed on I-55 near Pevely. The tagline is "Your FIRST Choice."
Human Resources	<p>Tasha – No report.</p> <p>ACTION:</p> <ol style="list-style-type: none">3. VP of Student Services reviews announcements to students before they are sent. VP of Instruction/CAO reviews announcements sent to all faculty before they are sent.4. Team – remind supervisors to check all materials from their departments before being distributed externally.
Adjournment	Time: 10:45 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none">1. Capital Projects Submissions

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