

Team
MEETING MINUTES
October 8, 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 checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Kim Harvey | <input checked="" type="checkbox"/> Dena McCaffrey |
| <input checked="" type="checkbox"/> Allan Wamsley | <input checked="" type="checkbox"/> Tasha Welsh | <input checked="" type="checkbox"/> Karen Wicks |

EX-OFFICIO MEMBERS:

GUESTS: Kathy Johnston

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Approval of Minutes	Tasha motioned to approve the minutes from October 1, 2019, with corrections. Dena seconded the motion. All approved.
CMU Model/Discounted Tuition Rate	<p>Kathy Johnston and Jaclyn Birks are developing a letter to send to College partners (advisory committees, employer partners, etc.), to thank them for their commitment to the College and encourage them to promote the college to employees. Central Methodist University is currently offering a \$30 per credit hour discount for employees of their partners, BJC and Mercy. Team discussed the possibility of this strategy for Jefferson College.</p> <ul style="list-style-type: none"> • Recruiting non-traditional students is imperative at this time. Piloting discount programs with some of the most engaged partners would be a good place to start. Developing individual MOUs with each partner is ideal and is a good way to engage them further. There would be an expectation of referrals to the College as part of the MOU. • The letters to employers could be individualized to say the College would love to discuss discount options to fit the needs of the company.
Recruiter Resources	<p>A discussion followed regarding how to ensure recruiters have the resources they need to remain competitive when they recruit.</p> <ul style="list-style-type: none"> • Current recruiters also have many other tasks; to focus on recruiting only, some of their current load would need to be removed. • Needs include a better way to track potential students, including a database for follow-ups and an iPad to gather potential student information. <p>Implementing a chat bot on the website would free up some time for recruiters. For comparison, OTC spends \$40,000 a year for their chat bot; it would cost Jefferson College \$12,000-\$15,000 and could be up and running in 30 days. Discussion about funding sources for a chat bot began. There have been some difficulties with the digital signage project. If it does not work out, the funds could be redirected with approval from the appropriate stakeholders.</p>

	<ul style="list-style-type: none"> • A demolition or renovation will need to be taken in stages, and the result should have strategic value and bring in revenue for the College. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Ray will add Pool Space discussion to the next PLC agenda. 5. Daryl will solicit representatives for the Task Force.
<p>Office Space for Dean/Associate Dean</p>	<p>Chris shared plans for renovating the current box office/faculty office space in the Fine Arts Theatre lobby. This space would be utilized for an Associate Dean’s office, and include a meeting room and administrative assistant area.</p> <ul style="list-style-type: none"> • The plan requires some space from the lobby, which could sub-divide the space in an undesirable manner. The internal staircase would need to be removed, but it is not currently used due to lack of accessibility. • Moving leadership into the building has strategic (if not instructional) value by taking on theatre-related responsibility instead of it falling to faculty to manage. A contractor is needed to determine costs. With furnishings, it could cost ~\$80,000. It could be done in stages if needed, with short-and long-term goals in mind. • Space on the second floor of Fine Arts was also considered. The area around the sound booth would be fairly easy to renovate, but not accessible. Enclosing the breezeway was also discussed, though it will need a fire door due to fire code. <p>FURTHER DISCUSSION NEEDED</p>
<p>OER Materials</p>	<p>This discussion was moved to the following week.</p>
<p>Minority Student Listening Session</p>	<p>Due to time, Team agreed to discuss the Listening Session in-depth at the following meeting. Students expressed having concerns, but do not know where to take them. The College has not made concerted efforts to make minority students comfortable.</p> <ul style="list-style-type: none"> • The Diversity committee was given feedback from the Listening Session and work groups are forming action plans to address concerns. • Team discussed practices that lead to faculty and staff at Jefferson College not being diverse. How can the recruitment and interview processes reflect a value for diversity? Tasha received some guidance at the Leadership Conference regarding search committee training. • Finding ways to make students feel welcome and comfortable on campus, especially those who are from communities outside of this one were discussed. Ideas including the food served in the cafeteria and items that could be stocked in the Viking Vault were offered. Other ideas: African American History course, Diversity course, improve diversity portion of the First-Year Experience course, invite cultural groups to visit campus, etc. <p>FURTHER DISCUSSION NEEDED</p> <p>ACTION:</p> <ol style="list-style-type: none"> 6. Team - Think of ways to take baby steps toward, meaningful change. 7. Tasha - Forward Title IX position description to Keith Fuller for candidate recommendations.

<p>Finance & Administration</p>	<p>Chris</p> <ul style="list-style-type: none"> Community Access: Chris spoke with a community member who enjoys disc golf and regularly plays on the St. Charles Community College campus. The Jefferson College campus would be a perfect location for a Jefferson County disc golf course. Start-up costs would be relatively low and could foster community involvement. Allan mentioned the reviving of the wooded trail on campus; it could be paved or converted for use as a cross-country trail. A community access entrance, parking lots, etc. would be part of this plan.
<p>Student Services</p>	<p>Daryl</p> <ul style="list-style-type: none"> Daryl would like to fill the open Senior Network Analyst position by re-classifying it at a Network Specialist and filling it internally. Tasha asked to hold on filling the position until the appeals process was complete. <p>Kim</p> <ul style="list-style-type: none"> The registration dates for summer 2020 and fall 2020 will be Monday, February 10 and Monday, March 23. Team asked if it would be possible to implement rolling registration, but the schedule is in draft form until it is finalized before posting. Open registration all the time would allow students to enroll when they are ready, instead of waiting for the registration date. This week, the campus is celebrating the Child Development Center with a Dairy Queen fundraiser, children’s artwork on the lawn, and designated story times for employees to read to the children. The men’s soccer team is nationally ranked 13th; the team won on Saturday, October 6 and may move up in ranking as a result.
<p>Foundation</p>	<p>Karen</p> <ul style="list-style-type: none"> The Monticello society induction will be Thursday, November 14 at 5:30 p.m. at the Ault House. There will be four new inductees, and several others that will be moving up. The Leader Dinner is Friday, December 13, and tickets are on sale now. The Leader ran an article in the paper on October 3, and Marie has already received some phone calls. The event usually sells out and could grow if it was held at a bigger facility. A Permission to Fill was submitted for the Development Assistant position. Marie Jennewein applied to take the Voluntary Separation Incentive. The job description has been updated.
<p>Marketing</p>	<p>Roger</p> <ul style="list-style-type: none"> The Marketing team is launching the annual media student survey, incentivizing it with \$150 Amazon gift card. They anticipate around 500 responses. It will be open until mid-November.
<p>Human Resources</p>	<p>Tasha - No Report</p> <p>ACTION:</p> <ol style="list-style-type: none"> Roger will send campus announcement regarding Cardinals Spirit Day and donations to Viking Vault.

	<p>10. Daryl will look into the possibility of a Venmo account or similar payment system for the Business Office.</p> <p>11. Further discussion needed regarding Community Access (disc golf course, trails, parking lots/entrances for Observatory, etc.)</p> <p>12. Further discussion needed regarding “rolling” enrollment.</p>
Adjournment	Time: 11:15 a.m.
Additional Documents	Attached documents reviewed during this meeting: None.

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