

**ADMINISTRATIVE TEAM
MEETING MINUTES
November 19, 2019
ADM Board Room**

MEMBERS (presence denoted by check):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Ray Cumiskey | <input checked="" type="checkbox"/> Dena McCaffrey (by phone) | <input checked="" type="checkbox"/> Roger Barrentine |
| <input type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Allan Wamsley | <input checked="" type="checkbox"/> Tasha Welsh |
| <input checked="" type="checkbox"/> Kim Harvey | <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Karen Wicks |

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Approval of Minutes	The minutes of the November 5, 2019 meeting were presented. MOTION TO APPROVE: Dena. SECOND: Roger. Kim abstained; all others voted aye. Motion approved.
Closing the Loop Staff Classification and Compensation Study	Tasha reported that the final decisions on appeals were sent out last Friday. The next step is to finalize salary worksheets for those with changes. The process of updating job descriptions will be the final step. This topic will be removed from the agenda beginning next week. NO FURTHER DISCUSSION NEEDED.
Dual Credit Model	This item was tabled until next week.
Ameren Demand Response	In Daryl's absence, Ray spoke on the email that Daryl had sent to Team. Discussions have been taking place with Ameren and Enel X about potential cost savings to the College for reduced electrical usage. Allan noted that some buildings do not have a dead air space, which might be something to look at. Dena suggested looking at ways to close certain buildings or parts of buildings in summers for energy savings. Ray thinks there would be some value to continuing to look at some type of film application to building windows to keep the sun out. ACTION: 1. Dena will follow up with Daryl about getting the cost for window film applications.
Hot Topics Board Procedure VI-003 Edits for BOT Meeting	Kim noted that Michael Booker and Stacey Wilson had presented on the updates at PLC. Dena confirmed that Caron had started the updates when she was here. Chris received confirmation from Stacey Wilson that the draft had been prepared in Board format and had been edited by Shirley Davenport. ACTION:

<p>Selection of Associate Dean of Math, Physics, and Technology</p>	<p>2. Chris will ask Tina Jokerst to blend both versions, get it in Board format, and send it back for Team to review.</p> <p>Chris reported that the candidates will meet with Allan, Dena, and Ray tomorrow. Kim is not available. An announcement will be sent out today about inviting everyone to attend meet & greets with the candidates tomorrow afternoon. Chris provided information about the candidates.</p> <p>ACTION:</p> <p>3. Chris will forward information gathered from the meet & greets to the Screening Committee. He will also forward recommendations from the Screening Committee to Team to review before making their recommendation to the Board.</p>
<p>Budget</p>	<ul style="list-style-type: none"> • The first Budget Subcommittee meeting with the Board took place yesterday. Enrollment is the big driver at this point. There is no word on state funding yet. The pool was discussed, and conversation on options regarding the pool space will continue at PLC. • Kim reported that Teresa Schwartz has agreed to serve as Interim Director of Student Support Services-Project SUCCESS (SSS) through August 31, 2020, due to Diane Arnzen’s resignation. Julie Fraser has agreed to finalize the SSS grant application that Diane has been working on. SSS Secretary Maddy Overmann is also leaving to start her student teaching, and her last day will be January 10, 2020. Kim is exploring the possibility of Project SUCCESS reporting to Kathy Johnston in Enrollment Services. <p>ACTION:</p> <p>4. Kim will speak with Tasha about stipends for Teresa and Julie.</p> <ul style="list-style-type: none"> • Tasha presented a Permission to Fill for Rhonda Chandler’s position, since Rhonda is retiring in December. Another part-time position had previously been approved, but Tasha is proposing that the two part-time positions be combined into one full-time position to start in February. • A Permission to Fill was also presented for a police officer position. There are two officer vacancies in the JCPD. <p>ACTION:</p> <p>5. It was determined that Permission to Fill forms and discussions about positions to be filled will be reported under the Budget area.</p>
<p>Planning Updates on Strategic Enrollment Management</p>	<p>Discussions continue regarding the HIT program. Chris reported that there are now 14 students enrolled in first semester HIT course. He noted that high school superintendents seem favorable to starting an ATS Billing & Coding program, which could feed into the HIT program. A bigger discussion needs to occur on how that could affect other programs on campus.</p> <p>Chris indicated that with DESE approval, a new ATS Billing & Coding certificate program could be in place by Fall 2020. Discussion also took</p>

	<p>place about potentially offering Billing & Coding as a dual enrollment program.</p> <p>FURTHER DISCUSSION NEEDED.</p> <p>Dena would like to discuss the possibility of developing MOUs with East Central and MAC that would allow their students to complete courses at Jefferson for programs that are not offered at their schools, and vice versa. The students would all be charged in-district tuition rates.</p> <p>Kim is checking with Chris about accommodating a potential increase in Wintersession courses if we advertise the courses through the NJCAA. Athletic Director Bob Deutschman has indicated that community colleges in Florida don't have local options for winter courses, so promoting our courses with them could bring a substantial enrollment increase.</p> <p>Kim reported that Doug Cady is reviewing part-time enrollment by program, and also checking to see if fall part-time students might be enrolled full-time for spring, which would help explain the decrease in part-time enrollment. Enrollment Services is working on a call-a-thon for the 262 people who have applied for spring but not yet enrolled. Text messages were sent to fall 2019 enrolled students who have not registered for spring.</p> <p>Chris noted that the Honors Program enrollment is down. He and Susan are discussing whether students might be taking those classes as dual credit courses instead of Honors classes once here. Susan and Dena are discussing notifying students that they are eligible for Honors courses, and about targeting high school students with high GPAs. Discussion was held about recruiting students for the Honors Program by holding a special event on campus, and having a COL course for Honors students.</p>
<p>Division/Departmental Updates President</p> <p>President-Elect</p>	<ul style="list-style-type: none"> • Bryan Herrick and Kenny Wilson will attend JC-SGA. • PLC will be held this afternoon. The bulk of conversation will be on Planning. • The Board meeting is December 5, and work on the January Board meeting will be coming up soon after Winter Break. • Ray asked which MCCA Conference attendees could present at the December Board meeting. Carrie Greer, Sheba Nitsch, and Leslie Buck will be asked to present. • Ray shared a letter from the Census Bureau with a call to action for volunteers. • Ray shared a letter from Next Step for Life, who is hosting their Annual Night at the Races on February. • Dena is working with Lisa Pritchard on updating Board Policies for the Library. She hopes to have the draft ready for First Reading at the January Board Meeting. • Dena wanted to recognize Sheree Bell and those who worked on the Craft Fair, which was held this past Saturday and went really well. <p>ACTION:</p>

Instruction:
Interim Dean of Academic
Services/CAO

Dean of Instruction

6. A standing section called Civic Engagement will be added to the Team Meeting agenda, per Dena's request.

- Allan attended Faculty Senate Council, and discussion was held about faculty schedules only being accessible by only those with MyJeffco logins. There was concern expressed by an instructor that there is still a problem if faculty schedules can be viewed by students not enrolled in their courses. Best practices from other colleges may need to be researched to help resolve the issue. Allan would like to get specific safety concerns from faculty. He suggested that Diane Scanga be asked to do additional training for faculty and staff.

ACTION:

7. Allan will try to get specific safety concerns from faculty members.
8. Allan will speak with Diane Scanga about conducting additional safety training for faculty and staff.

- Chris shared information with Team about the railing that was created by Joe Candela's CIM class as a Service Learning project. Ray noted that it would be a good idea to run student projects by Team before they are done to ensure they meet Marketing guidelines, etc. Chris said that changes can be made to the application process, such as running projects by PR & Marketing.
- Fall Service Learning projects include:
 - Amy Kausler – "The Importance of Being Important" – Twin City/DeSoto Senior Centers
 - Bridget Webb – Mercy Health Leads Program – Social determinants of health, community education
 - Charlie Roberts – "Adoption Meet and Greet" – Petsmart Crystal City
 - Christy Cornelius – "Support for Parents As Teachers Holiday Activity Night"
 - Cindy Rossi – "Better Body Challenge DeSoto" – Market research and promotion
 - Dedric Lee – "Describe the links between citizens and government." – Attend two government meetings and prepare notes for Senator's office
 - Robin Hanson (SOC) – "Bridging the Inter-Generational Culture Gap" – Sociology research and volunteer at senior center
 - Jackie Eberhart – De Soto Senior Center Students will create hands on activities for Halloween event
 - Jan Loida – "Screening Student Athletes – JC students" and "Primitive Reflex Integration Awareness – various K-12 partners"
 - Joe Candela – "Hand Rail Replacement / CTE"
 - Katie Donahue – "Viking Woods Clean and Check"
 - Matt West – "Reworking Parts for JSI"
 - Rebecca Meinhart (EDU) – "Tutoring ESL and other At-Risk Populations Murphy Elementary"
- Chris reviewed the 10-Year comparison of full-time and adjunct faculty credit hours. The total credit hours for full-time faculty increased in

<p>Finance and Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>2021-2013, and has been fairly steady since then. Chris explained that we are at 55% full-time faculty.</p> <ul style="list-style-type: none"> • Chris reported that Diane Marquart is a Putnam member and has coordinated testing for four of our students to take the Putnam Exam, a prestigious Mathematics exam, on our campus on December 7. Chris will prepare a Board report about it. • Daryl was not present to report. <ul style="list-style-type: none"> • Kim reported that the College has been recertified for financial aid for six years. • A reminder that the annual Thanksgiving celebration for Viking Woods residents will be held next Monday. • A farewell reception will be held for Diane Arnzen this Friday, from 2:00-3:30 p.m., in the ADM Board Room. <ul style="list-style-type: none"> • Karen reported that the Dobbs race car is arriving tomorrow. David Dobbs and John Russell will be on campus for a photo at 2:00 p.m. • Feedback from the Monticello event was positive. <ul style="list-style-type: none"> • Roger reported that his Team has been working on launching the spring marketing campaign. The “Your First Choice” theme will be retired. Cable TV, digital targeted ads, radio ads, and direct mail ads will be done. • The Student Media Preferences Survey resulted in 600 responses. Roger will lead a session on data review soon. • The first of two Christmas Parades is this Saturday at 11:00 a.m., in Kimmswick. People are welcome to join them. <ul style="list-style-type: none"> • Tasha reported that there was a Leadership Academy session with Kate Nash yesterday. The class is going really well. Projects were assigned yesterday and will be emailed to Team.
<p>Adjournment</p>	<p>There being no further business, the meeting was adjourned at 11:00 a.m. The next Team meeting will be held on Tuesday, November 26. Miriam will take minutes.</p>
<p>Additional Documents</p>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. 10YrFT_ADJ_CreditHours.pdf

Respectfully submitted,
Shannon Schoenky
Administrative Assistant to the Vice President of Student Services

FACULTY CATEGORY	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Adjunct	57.4%	59.8%	58.6%	47.2%	47.2%	46.0%	41.5%	44.6%	43.9%	45.3%
Full-Time Faculty	42.6%	40.2%	41.4%	52.8%	52.8%	54.0%	58.5%	55.4%	56.1%	54.7%
Grand Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

