

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

MEMBERS (presence denoted by check):

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|--|---|--|
| <input checked="" type="checkbox"/> Ray Cummiskey | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Roger Barrentine |
| <input checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Allan Wamsley (8:45 a.m.) | <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: Trish Aumann, Mark Janiesch

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:30 a.m.
Approval of Minutes	The minutes of the October 29, November 12, and December 3, 2019 meetings were presented. Kim and Roger had updates to the December 3 minutes. Approval of minutes was deferred until the next meeting.
Budget Assumptions	<p>On the revenue side:</p> <ul style="list-style-type: none"> • The enrollment decline was discussed. • Daryl’s office prepared a tuition and fees projection, as well as a credit hours projection by end of the year. • Potential tuition increases were discussed, as well as state funding. Daryl prepared projections based on \$4, \$6, and \$8 tuition increases. • Allan reported that online enrollment is flat. • Team discussed MCCA’s request for \$30 million in state funding. • Chris presented information about his enrollment projections, as well as Brandon Whittington’s projections that were discussed at SEM/R. <p>On the expense side:</p> <ul style="list-style-type: none"> • A 2% step increase and \$300,000 for salary adjustments from the Staff Classification and Compensation Study will be budgeted. Discussion on potential salary increases was held. • Information that Chris prepared last year regarding adjunct salary increases was discussed. • Daryl asked if MCCA fees will be paid by the College next year. • Kim mentioned an increase in part-time advisor pay. • Tasha said that the temporary employee pool needs to be looked at again, to see who has been working for more than a year, etc. The College’s needs must be considered, to see if any temp positions should be rolled into part-time regular positions. • Tasha noted that there is still a minimum wage increase issue. <p>Team will meet at JCA on January 14 for a Budget Retreat.</p> <p>FURTHER DISCUSSION NEEDED.</p>
Review/Discussion of Draft Strategic Priorities/Goals/Key Deliverables	Trish presented the Proposed Strategic Priorities and Goals for 2020-2025. All proposed capital projects were approved and forwarded on to Team. They will be presented to the Board in January. Trish reviewed the key deliverables feedback from constituent groups and PLC conversations in the fall. A full-campus survey hasn’t been done yet.

	<p>The key deliverables will be flexible and when something has been achieved or new things come up, they can be updated. Trish asked that Team review the document and provide her with any key deliverables they believe are critical under each priority.</p> <p>Dena emphasized that all constituent groups/committees/community groups need to be included in these discussions and that the urgency of declining enrollment must be stressed. Trish asked for critical messages from Team that need to be conveyed. Daryl noted that Team should prioritize the items related to enrollment first. Allan said that retention also needs to be included.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Trish will rank the goals based on today’s discussion. She will send the list to Team for review and for suggestions of critical items that might be missing.
<p>Closing the Loop Future Workforce Employee Needs and Training</p>	<p>This item was deferred until January.</p>
<p>Impact/Concerns Regarding Terminology Changes from A&S and CTE to Transfer and Career</p>	<p>Discussion took place regarding a change in wording in the Catalog from Arts & Science Education (A&S) to Transfer, and from Career & Technical Education (CTE) to Career Education. Roger asked if there were any concerns, and it was noted that people are adjusting to the change in terminology. Dena said it would be good to remove the word “Technical” from the CTE building title, since there is sometimes confusion with the Technology Center and the Area Technical School building. Chris also noted that the road that passes by CTE is named Vocational-Technical Road on Google maps.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 2. The topic of renaming the CTE building and what impact the change might have will be discussed at PLC.
<p>Hot Topics LEA Firing Range</p>	<p>Discussion was held regarding changes within the City of Hillsboro that may impact the firing range that is used by the College. There was talk previously of the College building its own firing range. Future discussions would need to include the possibility of finding another location or building a range.</p> <p>FURTHER DISCUSSION NEEDED.</p>
<p>Federal Compliance Matrix</p>	<p>The Federal Compliance Task Force created a matrix that includes requirements for programs/events. Kim noted that a procedure for getting this information out to campus needs to be created, and it needs to be determined who will be responsible for maintaining and updating the matrix. It would be helpful to include a calendar and to sort by divisions. Each area needs a lead person that will be responsible for meeting deadlines, ensuring that updates are made, and verifying accuracy of the information that is reported/submitted.</p> <p>ACTION:</p>

	<p>3. Kim will sort the document by divisions. She will also add a calendar and a column that can be used to check off when something has been completed.</p>
Diversity and Inclusion Training	<p>Kim reported that a one-day conference, Diversity and Inclusion Training for Higher Education Professionals, will be held in St. Louis. The Diversity Committee has funding to cover up to six people. At this time, Paul Ferber, Lisa Pavia-Higel, Elke Overton, Melanie Gowdy, Kim Harvey, Trish Aumann, Holly Lincoln, Daryl Gehbauer, and Tasha Walsh have expressed interest. Faculty would be asked to do a CTL session based on the information gathered. Dena noted that it would be a great session for Opening Week.</p> <p>ACTION:</p> <p>4. An Associate Dean will be asked to participate in the Diversity and Inclusion Training for Higher Education Professionals.</p>
Census	<p>There is a push at the state level to get people engaged in the Census, and to encourage student groups to participate. The Census will be done electronically this time and will count temporary residents, including Viking Woods student residents.</p> <p>NO FURTHER DISCUSSION.</p>
Complete College America Conference	<p>Kim reported the following from the Conference:</p> <ul style="list-style-type: none"> • There is discussion about allowing students to enroll with holds. • The Reconnect Program is for students who have stopped out for at least ten years. • UMSL session – they do a student profile for each program. Kim said it would be a great project for the new Director of IR. • There were sessions held on proactive advising. Dena suggested taking our new first-time students and splitting them up between advisors to implement proactive advising, and see how retention rates are impacted. <p>Allan reported on Purpose First:</p> <ul style="list-style-type: none"> • First-generation and minority students were discussed; how they choose their majors. • 36% of college graduates indicate that if they went through college again, they would choose a different major. • Allan said it would be helpful to gather data on how many times a student changes their major, and the average number of credit hours that our graduates have earned. <p>ACTION:</p> <p>5. This will be reviewed again at Team, leading to a PLC presentation.</p>
MU BS in Veterinary Technology Support Letter	<p>MU has asked Jefferson College to submit a letter of support for their new BS degree in Veterinary Technology, which would allow AAS Vet Tech grads to earn an online BS degree. They also want us to poll our Veterinary Technology students to gauge interest in their program. Concern was expressed about this.</p> <p>ACTION:</p> <p>6. Chris will let MU know that their request will be presented to the Vet Tech Advisory Committee for their input.</p>

<p>Budget MCCA \$30M State Funding Request – Jefferson College Priorities</p> <p>Permission to Fill Forms</p>	<p>Initiatives, including implementation of new programs such as Cyber-Security:</p> <ul style="list-style-type: none"> • Addition of advisors/navigators; technology related to proactive advising. • Workforce Development, including a Manufacturing and Innovation or Workforce Development Innovation Center. • Safety and security, including electronic key systems, fiber optics; student mental health initiatives. • Growing the Law Enforcement Center. • New programs recommended by community stakeholders from the Perkins V Assessment. <p>Daryl presented a Permission to Fill for James Dixon’s former position.</p> <p>Daryl noted that \$80,000 should be added to next year’s budget for dual credit scholarships.</p>
<p>Civic Engagement</p>	<p>No discussion.</p>
<p>Planning Year-Round Registration</p>	<p>Discussion was held about allowing students who enroll in fall classes to enroll in the following spring semester classes at the same time. This would help students in planning their academic year out, and could also help with retention and enrollment. Allan suggested removing faculty names from the Class Schedule and rebuilding it.</p> <p>FURTHER DISCUSSION NEEDED.</p>
<p>Division/Departmental Updates President</p> <p>President-Elect</p> <p>Interim Dean of Academic Services/CAO</p> <p>Dean of Instruction</p> <p>Finance and Administration</p> <p>Student Services</p> <p>Foundation</p> <p>PR/Marketing</p> <p>Human Resources</p>	<p>Ray:</p> <ul style="list-style-type: none"> • Team was asked to submit items for the January 9 Board meeting. • The next Board Work Session is tentatively scheduled for February 27. • Team needs to plan a visit to Harris-Stowe. <p>Dena – No report.</p> <p>Allan – No report.</p> <p>Chris – No report.</p> <p>Daryl:</p> <ul style="list-style-type: none"> • SPOL will be discussed today. <p>Kim – No report.</p> <p>Karen – No report.</p> <p>Roger – No report.</p> <p>Tasha – No report.</p>
<p>Adjournment</p>	<p>Adjournment: 11:46 a.m. The next Team meeting will be January 7, 2020. Miriam will take minutes.</p>
<p>Additional Documents</p>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. Federal Compliance Matrix

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