

**ADMINISTRATIVE TEAM
MEETING MINUTES
January 28, 2020
ADM Board Room**

MEMBERS (presence denoted by check):

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|--|--|--|
| <input checked="" type="checkbox"/> Ray Cumiskey | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Roger Barrentine |
| <input checked="" 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: Trish Aumann, Tracy James, Dan Smith, Mark Smreker

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Approval of Minutes	<p>The minutes of the December 10, 2019, and January 7, 2020 Team meetings were presented for approval. Kim had provided suggested changes to Shannon. Dena asked for clarification on two items.</p> <p>MOTION TO APPROVE: Daryl SECOND: Roger; All Approved.</p>
Key Deliverables Draft	<p>Trish Aumann provided an updated draft of the Strategic Plan definitions and Proposed Strategic Priorities and Goals with key deliverables. Team reviewed the documents provided. It would be beneficial to include in the descriptions of key deliverables an explanation of how things will be measured. Ray emphasized that data will be needed to demonstrate that the key deliverables impacted the goals.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Allan indicated that updates will be made to reflect Team suggestions, and it will be sent out by the end of the week. Team members will be asked to respond and provide feedback.
IT Update	<p>Tracy James and Dan Smith presented on implementing multi-factor (MFA) or two-factor (2SV) authentication to provide additional protection for MyJeffco usernames and passwords. There are companies that offer the two-factor authentication, but at a cost. A Google system is available at no charge, but would require users to be redirected to a generic Google login page when they click on the MyJeffco login button. Once the username and password are entered, the user would have to enter an additional number to complete the login. That number could be provided to users in several ways, including a text, phone call, email to another email address, or a key that could be plugged into a computer. The process could be implemented as mandatory, or users could opt in or out. Tracy noted that if Team would like to move to this, a timeframe to implement it would need to be determined, as well as if it would be mandatory.</p> <p>Tracy explained that IT currently disables MyJeffco email accounts after 24 months of inactivity. They would like to shorten that to 12 months of inactivity, and eventually six months. Accounts are not deleted and all information remains in place, but users must contact the Help Desk to get</p>

	<p>accounts reactivated. There are currently 19,652 active accounts, but only 5,899 (30%) of those are current students and employees.</p> <p>Deactivation of suspended students' email accounts will be added to the next Team agenda for discussion.</p> <p>ACTION:</p> <p>2. IT will start disabling inactive MyJeffco email accounts after 12 months, with an eventual move to six months. Tracy will prepare information to be presented during the March 5 Faculty In-Service Day. Tracy will also look into creating a public web page with information on how to login to MyJeffco using Google.</p>
<p>Review of Action Items/Closing the Loop DESE Civil Rights Compliance Site Visit</p>	<p>Dena reminded everyone of the Team Google drive that Chris created for everyone to upload content for the visit. If others in your area need access to upload links/artifacts, please reach out to Chris. This will remain on the agenda until the site visit in early March. Team will review this thoroughly at an upcoming meeting, probably February 18.</p> <p>FURTHER DISCUSSION NEEDED.</p>
Early College Update	This topic was deferred until next week.
<p>Hot Topics February Board Work Session</p>	<p>The work session will focus on property, including a discussion on effectively serving the Highway 30 corridor. This will be discussed again at Team on February 18.</p> <p>FURTHER DISCUSSION NEEDED.</p>
In-Service Day Agenda	This topic was deferred until next week.
SkillUP Grant Update	<p>The current grant year ends September 30, 2020. There will be no funding in the next fiscal year to support the grant personnel, which is needed to track each student. The SkillUP Coordinator's position is currently 100% grant-funded. This will need to be included in budget discussions. Chris noted that he can provide additional information at a future meeting.</p> <p>ACTION:</p> <p>3. Daryl suggested adding a 19-hour/week position into the budget, with the College paying for 10 hours of the position, and also including 25% of the Senior Student Services Specialist-Workforce Development's salary.</p>
SkillsUSA Fundraising Proposal	<p>Chris reported that Joe Candela's Welding class would like to sell name plates that they produce to raise funds for SkillsUSA. Team had no concerns as long as Chris could verify that the College would be reimbursed for materials used. He noted that the proceeds would be put into the SkillsUSA fund and then reimbursement for materials used would be done.</p> <p>NO FURTHER DISCUSSION.</p>

Budget	<ul style="list-style-type: none"> Allan noted that Anastasia Luettecke's position may need to be updated if his position is moved. Allan presented a Permission to Fill form for a full-time Testing Center position. Two part-time positions, one 29-hours/week and one 19-hours/week, are being combined to create this full-time position.
Civic Engagement	No discussion.
Planning Updates on Strategic Enrollment Management	No discussion.
Division/Departmental Updates President President-Elect Interim Dean of Academic Services/CAO Dean of Instruction Finance and Administration Student Services Foundation PR/Marketing Human Resources	<p>Ray:</p> <ul style="list-style-type: none"> No report. <p>Dena:</p> <ul style="list-style-type: none"> No report. <p>Allan:</p> <ul style="list-style-type: none"> Reference checks for the Director of IR search should be done today. Degrees When Due is in full swing. <p>Chris:</p> <ul style="list-style-type: none"> No report. <p>Daryl:</p> <ul style="list-style-type: none"> Participation in Leadership St. Louis will be delayed until next year. <p>Kim:</p> <ul style="list-style-type: none"> No report. <p>Karen:</p> <ul style="list-style-type: none"> No report. <p>Roger:</p> <ul style="list-style-type: none"> No report. <p>Tasha:</p> <ul style="list-style-type: none"> No report.
Adjournment	Adjournment: 11:41 a.m. The next Team meeting will be held on February 4, 2020.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> Draft Strategic Plan Terms and Definitions for 2020-25 Proposed Strategic Priorities and Goals with Key Deliverables Update Team Jan 2020 DRAFT 2020-03-05_Schedule_Faculty In-Service

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