

**ADMINISTRATIVE TEAM  
MEETING MINUTES  
March 10, 2020  
ADM Board Room**

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**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:**

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 9:04 a.m.
Approval of Minutes	There were no minutes presented for approval.
<b>Review of Action Items/Closing the Loop</b> Complete College America	No discussion.
Year Round Registration	<ul style="list-style-type: none"> <li>● Fall 2020/Spring 2021 registration opens Monday, March 23.</li> <li>● Kim compiled all questions that were asked and answered them in a work group. She will share the information with Team.</li> </ul> <p><b>FURTHER DISCUSSION REQUIRED.</b></p>
DESE Civil Rights Compliance Site Visit	<ul style="list-style-type: none"> <li>● The visit went very well and there were no findings.</li> <li>● Chris thanked everyone for their efforts and he was also thanked for his work on it.</li> </ul> <p><b>NO FURTHER DISCUSSION.</b></p>
Provost Search	<ul style="list-style-type: none"> <li>● Dena provided an update on the status of the Provost search.</li> <li>● Faculty members need to be identified for the next screening committee.</li> </ul> <p><b>FURTHER DISCUSSION REQUIRED.</b></p>
<b>Hot Topics</b> Committees Discussion	<ul style="list-style-type: none"> <li>● Team discussed which office should coordinate the College's involvement with the County Fair.</li> <li>● Responsibility for the Civic Engagement Plan was also discussed. It was originally intended to fall under CEOC, but that group has a lot of responsibilities.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. The PR &amp; Marketing Office will take responsibility for the College's involvement with the Jefferson County Fair.</li> </ol>
MCCA Call for Proposals	<ul style="list-style-type: none"> <li>● Anastasia is submitting a proposal for LMS.</li> <li>● Dena encouraged Team to get the word out to faculty and staff that proposals are welcome.</li> <li>● Guided Pathways and the Observatory were suggested as topics.</li> <li>● The Professional Development Series, Leadership Academy, and Staff Appreciation Day were suggested as one topic to showcase our efforts regarding professional development.</li> </ul>

	<p><b>NO FURTHER DISCUSSION.</b></p>
MCCA Annual Recognition and Excellence Awards	<ul style="list-style-type: none"> <li>● Team discussed which members would work on identifying specific award nominees: <ul style="list-style-type: none"> <li>○ Classified Staff Achievement Award – Dena</li> <li>○ Award of Distinction – Karen</li> <li>○ Mel Aytes Faculty Innovation Award – Chris</li> <li>○ News Media Award – Roger</li> <li>○ Outstanding Faculty – Chris</li> </ul> </li> </ul> <p><b>FURTHER DISCUSSION REQUIRED.</b></p>
Partnership with DOC	<ul style="list-style-type: none"> <li>● A potential discounted tuition rate for DOC employees was discussed. No action will be taken at this time.</li> </ul> <p><b>NO FURTHER DISCUSSION.</b></p>
Fall 2020 Day of Service – October 9	<ul style="list-style-type: none"> <li>● Due to the original date being the day on which timesheets are processed, a new date was selected.</li> <li>● Daryl asked about the CSO form to provide the list of approved community service sites for permission.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. The fall 2020 Day of Service will be held on October 9.</li> <li>3. Ray will reach out to Amy Kausler to check the status of the CSO form and the list of approved sites.</li> </ol>
ASII-307	<ul style="list-style-type: none"> <li>● Michael Booker submitted a capital project proposal to renovate ASII-307 into a media development suite with recording booths.</li> <li>● Kim indicated that Kathy Johnston is also planning to submit a proposal to renovate the space as a Transfer Center.</li> <li>● With multiple interests in the space, it was agreed that no decision would be made on ASII-307 until a bigger look is taken at all spaces.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>4. Allan will lead a group to look at space on campus, so by this time next year they will have an idea of what is available.</li> <li>5. Chris will let Michael know that his capital project will not move forward at this time, because a work group is being developed to look at spaces on campus.</li> </ol>
Academic Service-Learning	<ul style="list-style-type: none"> <li>● It was recommended by the CEOC Chair that the term Service-Learning should be renamed Academic Service-Learning.</li> <li>● There would be a Board Policy update required, which Amy Kausler and Connie Nash could work on.</li> <li>● Ray suggested checking with Career Technical faculty on the proposed change.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>6. Chris will ask Technical faculty if they are comfortable with the title change.</li> </ol>
Revisions to Board Procedures VI-003 and VII-003	<ul style="list-style-type: none"> <li>● The revisions will be reviewed at the March 24 Team meeting.</li> <li>● Questions can be directed to Allan prior to the meeting.</li> </ul> <p><b>FURTHER DISCUSSION REQUIRED.</b></p>

<p>Coronavirus</p>	<p>Discussion was held regarding plans related to the Coronavirus:</p> <ul style="list-style-type: none"> <li>● Some area colleges have established web pages with resources and updates on the coronavirus.</li> <li>● Anastasia is developing instructions for faculty and students in the event that instruction would need to be moved online.</li> <li>● Tasha suggested putting together a Pandemic Task Force. Daryl will work on getting the Task Force together within 48 hours to have a plan in place before Spring Break.</li> <li>● Ray suggested sharing with faculty, staff, and students that additional cleaning is being done during this time.</li> <li>● It needs to be reinforced that if faculty or staff are feeling sick, they should stay home.</li> <li>● If an employee has been in contact with someone who has been diagnosed, they will be allowed to work from home.</li> <li>● A faculty member who is scheduled to travel to France next week will be advised to prepare for the possibility of having to self-quarantine if CDC warnings increase for that country. <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html</a></li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>7. A Pandemic Task Force meeting will be held at 8:00 a.m. tomorrow, in the Board Room. If the people identified cannot attend in person, they can conference in.</li> <li>8. Roger will get an announcement out before the end of the week.</li> </ol>
<p>Years of Service/Retirement Recognition</p>	<ul style="list-style-type: none"> <li>● Team talked about holding the Years of Service event in conjunction with another event on campus to encourage participation, such as the April Board meeting or the Honors Recognition Ceremony</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>9. Human Resources and the Employee Support group will plan the event on April 28, prior to the Honors Recognition Ceremony.</li> </ol>
<p><b>Budget</b> Permission to Fill Forms</p> <p>Budget</p>	<ul style="list-style-type: none"> <li>● Permission to Fill requests were presented: <ul style="list-style-type: none"> <li>○ Director of Workforce Development – Dena</li> <li>○ 19-hour Enrollment Services position (new) – Kim</li> <li>○ ATS Director (cannot renew contract, refill) – Chris</li> <li>○ Nursing Clinical Coordinator – Chris</li> <li>○ EMT/Paramedic Program Director (has been temporary staffing) – Chris</li> <li>○ CIS Cybersecurity faculty position (upcoming) – Chris</li> </ul> </li> <li>● Other vacant positions that will need to be addressed: <ul style="list-style-type: none"> <li>○ Position to support IR and Allan’s department (formerly held by Kristen Sherman)</li> <li>○ Enrollment Services Information Analyst (Doug Cady’s position, upcoming in summer)</li> <li>○ Building Services Tech for JCA (part-time people filling in for now, Daryl is looking into whether full-time is needed)</li> </ul> </li> <li>● Daryl thanked everyone for inputting their budget. There were a few glitches in the process, and they are learning from it.</li> </ul>

	<ul style="list-style-type: none"> <li>● The first reading of the budget should be in April with the second reading in May. Contracts could go out sooner. The disadvantage is not knowing what state funding will be.</li> </ul> <p><b>NO FURTHER DISCUSSION.</b></p>
<b>Planning</b>	No discussion.
<p><b>Division/Departmental Updates</b></p> <p>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><b>Ray:</b></p> <ul style="list-style-type: none"> <li>● Admin Team and Team will not meet next week.</li> <li>● Ray asked that anyone planning to attend the Growth Association Initiation Breakfast on April 16 to let him know.</li> <li>● Agendas are filling up for the next two PLC meetings.</li> <li>● The Board dinner will take place before the April Board meeting. They are starting the transition to Dena reviewing the agenda. There is no July meeting, so Team should anticipate their needs for the June meeting.</li> <li>● Board Work Sessions – March is focused on the budget; Roger and Carrie will present on Admissions and Marketing. April is on the agenda, but it may not be needed.</li> </ul> <p><b>Dena:</b></p> <ul style="list-style-type: none"> <li>● Nothing to report.</li> </ul> <p><b>Allan:</b></p> <ul style="list-style-type: none"> <li>● The Cybersecurity video and quiz were uploaded to Blackboard for those who could not attend.</li> </ul> <p><b>Chris:</b></p> <ul style="list-style-type: none"> <li>● One of the Breaking Traditions applicants won at regional, and two others won at state.</li> <li>● Feedback from the All-Faculty meeting was positive; the Cybersecurity session was appreciated.</li> <li>● The DESE AEL grant is being finalized; Julie Johns will submit next week.</li> <li>● Chris is reviewing the Perkins 5 Comprehensive Local Needs Assessment (CLNA) draft report.</li> <li>● Burning Glass demo; it provides labor market insights and career exploration tools, a program insight tool to see alignment with labor markets, IPEDS outcomes, etc. Pricing for community colleges is \$12,000 for all three modules.</li> <li>● Allan attended a demo for the Guided Pathways Purpose First work group.</li> </ul> <p><b>Daryl:</b></p> <ul style="list-style-type: none"> <li>● The Arnold bookstore will be closed during Spring Break. Daryl is checking with Holly about how to serve JCA students who might not be able to get to Hillsboro during that week.</li> </ul> <p><b>Kim:</b></p> <ul style="list-style-type: none"> <li>● A Fox/Seckman High School registration event is scheduled at JCA on April 2.</li> <li>● Pathways to Prevention is scheduled for April 3 in the Field House.</li> <li>● Club Awards Night is scheduled for 6:00 p.m. on Friday, April 7.</li> <li>● There were 722 students named to the Fall 2019 Dean’s List.</li> </ul> <p><b>Karen:</b></p> <ul style="list-style-type: none"> <li>● Jazz &amp; Jeans – There are 12 sponsors, \$27,000 in sponsorships so far, with 50 donated items. Karen is going out this afternoon to work the</li> </ul>

<p>PR/Marketing</p> <p>Human Resources</p>	<p>Imperial/Arnold area for items to auction. She is also working with a consignment place in Chesterfield for memorabilia, and bringing back a bourbon tasting item for a live auction.</p> <p><b>Roger:</b></p> <ul style="list-style-type: none"> <li>● An email will go out today regarding feedback for the Strategic Plan, looking to present to civic groups and clubs. Reach out to Trish Aumann, wants to wrap up process by mid-April.</li> <li>● Roger is working with the Library and Kim on awareness of the upcoming census. There will be a brief BOT presentation on Thursday.</li> <li>● Roger spoke at the Lion's Club about the Vikings' Vault, they made a \$250 donation.</li> <li>● April is Community College Month, and Roger's staff is putting together some events. A calendar of events will come out in the next week.</li> </ul> <p><b>Tasha:</b></p> <ul style="list-style-type: none"> <li>● The first call was conducted with the implementation rep for the PeopleAdmin Position Management module. Tasha will provide more information as she learns more about it. Designing workflows for the position management piece, but sill also streamline hiring proposals and job postings workflows. Hiring posting will pull straight in to the hiring proposal. Tasha will be talking to Team about what each person needs to approve with hiring. The deadline to complete the implementation of the module is in June.</li> </ul>
<p><b>Adjournment</b></p>	<p><b>Adjournment:</b> 11:48 a.m.</p> <p>Team will not meet during Spring Break. The next Team meeting is scheduled for 9:00 a.m. on March 24. Miriam will take minutes.</p>
<p><b>Additional Documents</b></p>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. Service-Learning Name Change Memo 2-2020.docx</li> <li>2. FINAL REVISIONS BP VI-003 for approval 3-4-20.docx</li> <li>3. PROCEDURE # VII-003 Revisions 3-4-20.docx</li> </ol>

Respectfully submitted,  
Shannon Schoenky  
Senior Administrative Assistant to the Vice President of Student Services  
and  
Miriam R. Helms  
Senior Administrative Assistant to the President-Elect and Instruction