

TEAM
MEETING MINUTES
September 6, 2016 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, Kim Harvey, Shirley Davenport, Dena McCaffrey, Roger Barrentine, Patti Christen, Tasha Welsh

Members Absent:

Guests: Tracy James

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Ray Cummiskey called the meeting to order at 9:45 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> August 30, 2016 minutes will be approved at the September 13, 2016 meeting. 		
IT Update	<ul style="list-style-type: none"> Tracy James presented the following update on the IT Department: (1) The SAN array and server was purchased and installed over the summer. (2) The internet and WAN has been upgraded to 1GB. (3) The cellular signal booster for the TC building has not been completed. (4) Database replication and disaster recovery. What does the college want to be able to access and have up and running in case of a disaster? After a lengthy discussion, it was decided that priorities may change depending on the type of disasters that could occur. Tracy will identify the types of disasters that could happen, for our area, and look at what kind of data would be needed for each one and send to Team. (5) A desktop alert system was installed over the summer. (6) IP based PA systems are being evaluated. (7) The Library move is going well. (8) Dan Smith and Ayad Ali attended VMware training in Chicago. (9) Nelnet Enterprise online payments and payment plan are complete. The ebilling is being tested and is going well. (10) Tracy participated in a Syber Security Audit meeting in June, and attended the CIO meeting following the audit meeting. (11) Document imaging solutions are being discussed. (12) The COS online form is now online and functioning. (13) Tracy attended the Syber Security conference in Jeff City on August 		

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	30. The purpose of the conference was to raise awareness and preparedness across the state to fight cyber criminals and keep data safe.		
Review of action items / closing the loop	<ul style="list-style-type: none"> • Service Learning/Matt West coin – Caron and Roger had renderings of the coin from Matt. This is a memorial coin to be distributed to Veterans at the Veteran’s Day celebration on campus. Dena will suggest to Gerard Uhls to possibly tie this in with the Meineke Veteran’s Day free oil change event. • Event-marketing signs update – Roger is discussing this with Amy Cooms and will report to Team at the next meeting. • BAT-FAT policy revision documents – Caron said she has received feedback from constituent groups. Dr. Cummiskey said to review all the feedback received to decide how significant the revisions will be. 	<p>Dena – discussion with Gerard Uhls</p> <p>Roger – report at next meeting</p>	9/13/2016
Hot topics <ul style="list-style-type: none"> • Board Book Deadline • Fire Alarm Review • Promotion and Tenure: Board Procedure IV-006.02 & Academic Rank and Board Procedure IV-002.03 Conditions of Appointment (inconsistent) • Fundraising Approval Form 	<ul style="list-style-type: none"> • Dr. Cummiskey reminded everyone that the Board Book deadlines need to be adhered to in order to get the book sent out in a timely fashion. He asked that he or Lisa receives a heads up if the deadline absolutely cannot be met. • Dr. Cummiskey reported some of the discussion that came up in the review was: (1) Coordinating expectations are needed. (2) An all clear has to be announced by the fire department prior to re-entering the building. (3) Leave the building via the door closest to your department. (4) Stay 25 feet away from the building after exiting. (5) Identify a safe area to meet. (6) Ensure everyone exits the building. • A copy of each procedure was distributed, and after reviewing the procedures, it was decided Dena and Shirley will review the procedures further to discuss at a later date. • Patti distributed a copy of a fundraising approval form. This form was reviewed and discussed. 	<p>Dena & Shirley review procedures</p> <p>Patti – review/update form &</p>	9/13/2016

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	Patti asked for any input to be emailed to her. Patti will then update the form and present it at the next meeting.	present at next meeting	
Budget	<ul style="list-style-type: none"> • 		
Planning	<ul style="list-style-type: none"> • 		
Division/departmental updates	<ul style="list-style-type: none"> • President – Dr. Cummiskey stated he has accepted a position to represent the PLC on the Coordinating Board. This is a 2 year appointment, and the meetings are usually the second Thursday of the month. Travel dates this week are Wednesday and Thursday. He will return in time for the Board meet and greet on Thursday at 4:30 p.m. • Instruction <ul style="list-style-type: none"> ○ Arts and Science Education – Work on MOU’s have started for dual credit at the high schools. ○ Career and Technical Education – Dena will be attending the Governor’s Workforce Development Conference in KC this week. • Finance and Administration – Daryl will be attending the Care Plan meeting tomorrow and will be in late. • Student Services – There will be a resource planning meeting on Thursday to discuss the ITT students that will be displaced due to the closing of all ITT Tech campuses. A College fair will be held on September 19, 2016, 9:00-11:30 a.m. Kim said there will be a live broadcast every Wednesday on JCTV. • Foundation – The Viking Classic Golf Tournament is September 19. • PR/Marketing • Human Resources 		
Next meeting date	<ul style="list-style-type: none"> • The meeting closed at 12:05 p.m. • The next Team meeting is scheduled for September 13, 2016 in the Board Room. 		