

TEAM
MEETING MINUTES
December 6, 2016 – BOARD ROOM

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

Members Absent: Patti Christen

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 9:10 a.m. 		
Minutes	<ul style="list-style-type: none"> The minutes from the November 29, 2016, meeting were presented for approval. After review, and with noted changes, the minutes were approved for posting. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> Dena re: Growth Association. Dena spoke with Donna Larson. Donna will follow up with Dena after the first of the year. Daryl update on the student needing medical assistance at the choir concert Sunday. The student is doing well. There was an issue of 911 dispatch and taking a longer time than normal for emergency response to arrive. There was a discussion on what the operating procedure should be when 911 is called and emergency response does not get here in a timely fashion. Dr. Cummiskey asked Daryl to follow-up to ensure a situation is handled properly when there is a delay in 911 response. 		
Hot topics	<ul style="list-style-type: none"> 		
Budget	<ul style="list-style-type: none"> The first meeting with the Budget Board subcommittee will be this Thursday. The primary focus will be to talk about the larger assumptions, i.e. enrollment, tuition/fee increases, salary, and raises. Daryl said he will be suggesting some money set aside for the reclassification study. Tasha will touch base with the consultant to get an update on the reclassification study for the budget meeting on Thursday. Dr. Cummiskey said we will be working toward a balanced budget this year. The Team retreat was tentatively scheduled 		

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	for January 24, 2017, in Arnold from 8:00 a.m.-12:00 p.m.		
Planning	<ul style="list-style-type: none"> • 		
Division/departmental updates	<p>Division/departmental updates</p> <ul style="list-style-type: none"> • President – (1) Capital Campaign continues for the Library with the demolition party, employee party and community demolition party on Friday. Dr. Cummiskey will ask Patti to ensure Team is well versed with the campaign so everyone is knowledgeable and has good talking points especially related to funding. (2) The Superintendent meeting will be next Tuesday. (3) Team meeting will be next Tuesday only if Hot Topics are received. If there is a Team meeting it will be from 10:00-11:00 a.m. Otherwise the next Team meeting will be January 3rd the first day back from winter break. (4) Dr. Cummiskey said it would be helpful to get any Board topics for the January meeting loaded prior to leaving on break. (5) Next Tuesday the Board election process opens up for the two open Board positions. The process will run December 13-16, 2016, 8:00 a.m.-4:30 p.m., and January 3-17, 2017, 8:30 a.m.-4:30 p.m. Two Board openings are available. (6) The President’s Council meeting is tomorrow. The Coordinating Board meets next week on Thursday. • Instruction – (1) The Arnold Library will close at 1 p.m. on Friday and will not be open on Saturday morning beginning with the spring 2017 semester. Usage does not justify being open longer hours or extra days. (2) The Associate of Arts in Teaching (AAT) will be listed on the MCCA site for those institutions to link to who will be participating. (3) CAO meeting was on Friday. East Central shared governance. North Central assessment plan. The MDHE system mission review was discussed at the CAO meeting. Truman is an underserved region; Missouri State serves the South Central region (also underserved), and Northwest MO State will cover the northern tier of the state. Rusty sent out the common curriculum committee updates for SB 		

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	<p>997, and the group has its first conference call meeting December 16. The initiative will be moving forward. Leslie Buck represents Jefferson College. (4) Special features regarding Jefferson College on the mission review. A portion at the end says that Jefferson College has special feature programs in criminal justice, police training, food service, fire science and safety, and cyber/counterterrorism. It was discussed that cyber/counterterrorism should not be listed. Vet Tech should be listed. Caron will ask Rusty to list Vet Tech.</p> <ul style="list-style-type: none"> ○ Arts and Science Education – (1) MOUs for dual credit are being sent out. (2) HLC application for extension of Dual Credit is being sent. ○ Career and Technical Education – (1) Dena thanked everyone for donating to the Adopt-A-Family. (2) The Facebook 12 days of Christmas give-away has been great, and there has been a lot of buzz about it. Dena said she is seeing great comments from students as to why they need the gift cards. ● Finance and Administration – (1) Daryl presented two permission to fill forms for Building Tech II positions. Both of these positions were from retirees. The positions were approved and signed. (3) Good progress is being made on the ADA parking issue. Three options were reviewed. A combination of the options will be used which will actually add more accessible parking spots. ● Student Services – (1) Kim attended the Title IX Compliance Institute and will be sharing additional information as she reviews our procedures. (2) Various initiatives are being done to help build enrollment, including postcard campaigns, call-a-thons, social media posts, and text messages. First spring drop for nonpayment will be this Thursday. Kim will send out year to year enrollment stats. (3) SEMO has proposed a Transfer Mentor Program with Jefferson. A draft partnership agreement has been shared, and SEMO has asked Caron and Kim to co-present on 		

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	<p>this program at the COTA conference in February. (4) Caron said the ITT building in Arnold would be a great building to use as a center for EMS and Law Enforcement type training, and for SEMO to have some type of a presence. (5) Kim said she and Greg are in discussions with Daniel Harris for another diversity presentation for student-athletes in January. (6) Six students have applied for the All USA Scholarship, and two individuals will be selected.</p> <ul style="list-style-type: none"> • Foundation • PR/Marketing – Roger said in the next two weeks there will be two new billboards going up along Highway 55. • Human Resources 		
Next meeting date	<ul style="list-style-type: none"> • The meeting closed at 11:20 a.m. • The next Team meeting, if hot topics are received, is scheduled for December 13, 2016, 10:00-11:00 a.m. in the Board Room. 		