

TEAM
MEETING MINUTES
August 2, 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: Caron Daugherty

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 9:20 a.m. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> Board Agenda Items: MOU foundation Tentative load Assistant Controller hire BAT FAT discussed (September Board) Purchases Print Shop – GFI received bid Executive Session item Shirley asked if the memorial for Melissa Curfman-Falvey would be advertised in the Leader. Roger stated that the deadline for publication had already passed and that a campus email and announcement would be sent regarding the program. 	Dr. C Approved Patti Dena Tasha Tasha Daryl Daryl Kim Roger	August 2, 2016
Hot topics: “Graphics Signage Procedure – Event – Related/Directional Yard Signs and Campus Clutter”	<ul style="list-style-type: none"> Roger discussed two different type signs: event-marketing and event-directional. The cost and labor for event-marketing signs (3 max) is currently being absorbed by the Marketing & PR department. Presently there is not an administrative policy and procedure for placing signs and taking them down. Event-directional signs are outsourced at a cost of \$31 per sign, paid by requesting department. Signs that have been made for the same event each year should be kept, and that is not happening. Signs are left up around campus long after events, creating campus clutter, and additional work in subsequent years. Even though the permanent directional signage has been installed around campus, which was supposed to help eliminate yard signs, particular event signs are still being requested. In terms of signage, it is not a priority for Graphics. A discussion ensued with the following suggestions: <ul style="list-style-type: none"> Marketing uses an outside source and charge back departments. Online ordering with Marketing providing a template, and Roger’s group checks the wording and branding before submitting the order. 	Roger – follow up at the next Team meeting	August 16, 2016

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<p>Campaigning on Campus or Free Speech</p> <p>Viking Room and Annex booked together</p> <p>Department of Education Settlement</p>	<ul style="list-style-type: none"> ○ Buildings & Grounds could go around campus checking for outdated signs, collected and held in B&G for a certain amount of time. ○ Roger prefers outsourcing all event-directional signs because of the time it is taking away from the graphics staff. ● Dr. Cumiskey asked Roger and his department to do more fact finding in regards to outsourcing and what options are available and follow up with this at the next Team meeting. ● A question was asked regarding an employee wearing a campaign button. Is this appropriate or is it considered campaigning for a certain candidate? It was decided as long as an employee is not actually campaigning by asking people to vote for a certain candidate or sending out emails on company time, it could be an infringement on their freedom of speech to ask them not to wear or display a campaign button, bumper sticker etc. ● Daryl distributed a list of Viking Room and Annex booked together over the last year. The restrooms in the Annex will still be accessible, if scheduled ahead of time. Alternative accommodations will need to be made in advance if the Viking Room is not adequate and additional space is needed. The sound system in the cafeteria will be checked and repaired so this space can be utilized as well. ● Kim announced that the Department of Education has offered a final settlement for the Title IV Program Review. Once the settlement agreement is received, it will be shared with the Board of Trustees for review and approval. 		
Budget	<ul style="list-style-type: none"> ● Dr. Cumiskey stated the intent is to have these placeholders, Budget and Planning, to have more meaningful, structured discussions on these topics in the future. 		
Planning			
Division/departmental updates	<ul style="list-style-type: none"> ● President – A temp has been brought in to upload items to BoardDocs. She will also help out when Lisa is on medical leave. ● Instruction <ul style="list-style-type: none"> ○ Arts and Science Education – 1) The STEM Academy wrapped up and was successful. 2) The new chairs are getting settled into their new positions, and it has been a smooth transition. ○ Career and Technical Education – 1) Accreditation <u>site visit</u> for the EMT program will wrap up today. 2) Bryan Herrick has been working with Pat Lamping (Jefferson County EDC) to develop a plan for JCA 325 that includes support for local entrepreneurs through services and support EDC offers, as well what Bryan’s area does to support workforce development and training needs. 3) For the statewide MCCA America’s Promise Grant, Jefferson College is planning to submit the start-up of a Medical Assisting program, the same principles/proposal as was part of the 		

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	<p>Strengthening Working Families Initiative grant the College did not receive. Most groundwork is already completed.</p> <ul style="list-style-type: none"> • Finance and Administration – 1) It has been decided GFI Digital will be housed in the print shop. Angie has applied for the position with them, and she will be hired as a full-time employee. • Student Services – 1) A request to fill for Nicole Dutt’s position will be sent. She has accepted a position at St. Louis Community College. 2) The Registrar position has closed, and Kim is hopeful to have a new hire for the September Board meeting. 3) Enrollment is up 1.1 percent. 4) Walk-In Wednesdays start this week, August 3. • Foundation – No report • PR/Marketing – 1) The Fall marketing campaign is underway. • Human Resources – No report 		
Next meeting date	<ul style="list-style-type: none"> • No meeting next week. • The next Team meeting is scheduled for 08/16/2016 in the Board Room. • Reminder - Board meeting is August 8, 2016 • Adjourned 11:30 am 		