

TEAM
MEETING MINUTES
January 17, 2017 – BOARD ROOM

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

Members Absent:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Ray Cummiskey called into the meeting on speaker phone from Jefferson City. 		
Approval of Minutes	<ul style="list-style-type: none"> The minutes from December 6, 2016, and January 3, 2017, were approved for posting. 		
Review of action items / closing the loop	<ul style="list-style-type: none"> 		
Hot topics: Budget – Dr. Cummiskey	<ul style="list-style-type: none"> Budget – Dr. Cummiskey announced the Governor cut \$176M out of the state budget. The good news is the distribution of funds, by formula to community colleges is 16%. The bad news is the budget commitments already for this year. Governor Greitens inherited this situation and he is trying to keep the budget balanced, the decision to withhold funding is not entirely surprising. Jefferson College will lose about \$637,000 which is equal to the amount of the state’s January payment. With no money sent in January this creates a cash flow issue for Jefferson. The team discussed where possible cuts could be made. Some discussion items were a moratorium on travel and professional development, supplies, current open positions, cutting raises, and look into tuition and fee increases. Next Tuesday is the Team Budget Retreat, and Dr. Cummiskey asked everyone to meet with their departments, crunch numbers and bring to the table ideas as to where budget cuts can be made. Tasha will send out a list of open budgeted positions for this year. Dr. Cummiskey said this is not a reflection on what we have done up until now, we have done well. Dr. Cummiskey said, at this point until we know how to handle this, sit on everything that 	<p>Tasha will send out a list of open positions.</p> <p>All – review budget with departments and bring to Team Budget Retreat next week a list of possible cuts.</p>	

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<p>JSI Contact Development Group – Dr. Cummiskey</p> <p>Purchase Approval Revisions – Daryl</p> <p>FY2018 Enhancement Grant Application – Dena</p> <p>Grant Checklist – Dena</p> <p>Fall Registration Dates – Kim</p> <p>Communications Center Phone Tree - Kim</p> <p>Title IV – Kim</p>	<p>is not an absolute must. By the February Board meeting we hope to have a plan in place to show the Board where the College might be.</p> <ul style="list-style-type: none"> • Dr. Cummiskey said regarding the Jefferson Sheltered Workshop group. If we get involved, who is the best person to serve on the Board? Please send any suggestions to Dr. Cummiskey. • Daryl said this is reviewing and trying to develop a tiered approval for Purchase requisition and OFP. Under \$5000 roughly 80% are in that value, but represented only 20% of a larger amount. Daryl said he would like to, tentatively, have the immediate supervisors' approval on amounts below \$5000, and Dean/Director/VP approval on any amount over \$5000 or other amounts to be determined. Dr. Cummiskey suggested to try this as a test for 3 months, and then review to see if the process is working. • FY2018 Enhancement Grant Application – Dena said Jefferson's application is due to DESE by February 1, 2017. She reviewed the applications with Team. • Grant Checklist – The Nursing program is planning on submitting a \$150,000 grant request to the MSBN to support the NEST (SIM lab) expansion that was approved as a capital project. If we receive this grant, less institutional funds (plant) would be needed for this project. This is due January 31, 2017. • Kim reported fall registration begins on March 20, 2017, for all currently enrolled students. The Arnold Showcase is scheduled for April 6, 2017, and marks the first day of open registration. • Kim said a modified phone tree has been proposed with the most frequent extension that callers request. This will help ensure callers will not need to wait for an operator to transfer them. • Title IV Program Review – Settlement and repayment agreements have been signed. Updates will be shared with the campus 		

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<p>Campus Fundraising Form – Patti</p> <p>Co-Curricular Training – Caron</p> <p>Music One-Year Temporary Position - Shirley</p>	<p>community at the President’s Leadership Council in January.</p> <ul style="list-style-type: none"> • Patti presented the new updated fundraising form and will present it at PLC. Patti would like to get this online as soon as possible. This is for staff and faculty wanting to do fundraising. Patti said this form will be placed on the website under the Foundation tab. • In regards to the HLC initiative with assessment, co-curricular training workshops have been set up for February 10 and March 2. This is for training with non-academic as we move forward with assessment and student learning outcomes. This will include six hours of training through workforce development. Kim said we need a co-curricular assessment for HLC so we should move forward with this. Caron will send out the framework to the Team. It was shared at the Assessment Committee meeting. Sandy Frey has agreed to lead the training. • Shirley said this is concerning open music position that was approved last year to fill. The person who was offered the position backed out, and it was filled with a temporary for a year. She indicated they would like to offer a full-time position to the current temp. Dr. Cumiskey asked to wait until the budget discussion before making a move on filling this position. 		
Budget	<ul style="list-style-type: none"> • 		
Planning	<ul style="list-style-type: none"> • 		
Division/departmental updates	<ul style="list-style-type: none"> • President – Legislative Day is tomorrow in Jefferson City. Daryl will drive the van and will be leaving at 7:30 a.m. tomorrow. Daryl, Caron, Kim and two students will be attending. • Instruction – Caron announced CJ has turned in her resignation and her last day will be February 15. She will be moving to Colorado with her husband on a new adventure. 		

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	<ul style="list-style-type: none"> ○ Arts and Science Education – Connie and Shirley are working on the MOU for the upcoming cohort for the CAP program. ○ Career and Technical Education ● Finance and Administration – Daryl announced that one of the maintenance worker’s sister was killed in accident on 55 Friday during the ice storm. ● Student Services – The annual black history luncheon will be held February 25 in Festus at the Quality Inn from 11:00-2 pm. Please let Kim know if you would like a seat at the College table. ● Foundation – Patti announced she was looking for Marie’s replacement, as well as, someone to help get through February. ● PR/Marketing - ● Human Resources – The deadline for the employee classification study was extended to Friday. The supervisors will have an additional week as well. 		
Next meeting date	The meeting closed at 11:00 a.m. The Team Budget Retreat is scheduled for January 24, 2017, 8:00-12:00 at JCA.		