

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ January 26, 2016

ATTENDANCE

Deborah Allen	Caron Daugherty	Kathy Johnson	Elizabeth Steffen
Diane Arnzen	Sara Denny	Bruce Korbesmeyer	Lisa Vinyard (Secretary)
Roger Barrentine	Julie Fraser	Nolan Luhm	Allan Wamsley
Michael Booker	Daryl Gehbauer	Betty Linneman	Joan Warren
Marty Brand	Kathleen Harris	Ashley Mangrich	Tasha Welsh
Patti Christen	Kim Harvey	Lisa Pritchard	Liz Wiley
Ray Cummiskey	Tracy James		

CALL TO ORDER

President Cummiskey called the meeting to order at 2:30 p.m.

CELEBRATIONS/RECOGNITIONS

- Dr. Cummiskey congratulated the Physical Therapy Assistant program staff for receiving “Continued Accreditation” (full accreditation) through its accrediting body, the Commission on Accreditation in Physical Therapy Education. The program’s next review will be in 2018.
- The newly-renovated Fitness Center recently opened. Dr. Cummiskey offered Kudos to everyone involved in this project.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the November 24, 2015, meeting minutes. Patti Christen made a motion to approve the minutes as presented; Roger Barrentine seconded the motion. All approved.

ACTION ITEMS ~ None

COMMUNICATION & FEEDBACK

Board of Trustees Update

Everyone now has access to monthly meeting information via BoardDocs. Instructions to access Jefferson College’s BoardDocs sight was again included on this month’s PLC agenda. Dr. Cummiskey encouraged everyone to visit and become familiar with the site. Questions should be directed to Lisa Vinyard (lvinyard@jeffco.edu or x3101).

Committee Presentation(s)

Sara Denny shared the [Institutional Committees Update](#) and highlighted the following:

- The Curriculum Committee’s Institutional Credit Subcommittee for Internships is considering the development of a technical internship course for CTE; the Subcommittee is also gathering information for internships in Arts & Science Education.
- The Environment & Safety Campus Safety Initiative Task Force will be researching ways to use funds for safety technology and improvements as well as instructional safety planning. Training will be held on March 1, Faculty In-Service Day.
- The Strategic Enrollment Management & Retention Committee reported that out of 671 students signed up for pending aid in the fall semester, only 58 were in default after the payment deadline. The pending aid option has been a success.

Constituent Reports and Issues

Financial Update / FY16 & FY17 ~ Daryl Gehbauer provided the following information regarding fiscal years 2016 and 2017.

FY 2016 ~ The budget included approximately \$500,000 from the College's reserves; however, this amount may increase due to the following: (1) the budget included an anticipated 2% decrease in enrollment, but the College is actually down 6% (\$400,000); and, (2) the retirement incentive program will cost between \$300,000-\$350,000. Budget managers have done a great job in identifying areas of cost-savings; however, the College will have to access additional reserve funds to off-set the increased deficit.

FY 2017 ~ The following points were discussed regarding the FY 2017 budget:

- Enrollment continues to be unpredictable which makes budgeting difficult (this is a state-wide problem in all higher education).
- The College is budgeting for a 4% decrease in enrollment.
- The Governor has requested tuition rates not be increased for FY 2017; he has also proposed a 6% increase in Performance Funding, which will result in an additional \$300,000 for Jefferson College if approved by the Legislature.
- The College would like to include a 3% increase in salaries; however, this has not yet been decided.
- Bookstore revenues will add approximately \$150,000.
- The sale of an ATS Building Trades house should result in an approximately \$150,000-\$200,000 in revenues.
- Depending on state aid, the College could still be facing a \$1.1-\$1.4 million needed from reserves; therefore, expenses will continue to be scrutinized and cut-backs made where possible.

Budget discussions will continue until the budget is finalized.

[Jefferson College Placement Policy Proposal](#) ~ Betty Linneman, on behalf of the Student Learning & Support Committee, presented a proposed Placement Policy for review. The version of COMPASS that Jefferson College currently uses for placement is being retired by ACT effective November 30, 2016. As a result, the Student Learning & Support Committee has researched how the College will determine placement after November 30; additionally, a task force was formed to address the issue. Many of the task force members attended the Missouri Developmental Educators Consortium meeting (a state-wide group) to gain more insight about placement. The task force, along with the Student Learning & Support Committee, are seeking feedback on the Proposed Placement Policy (linked above). Betty also shared the [Proposed Placement Policy Timeline](#) and the new [Advising Course Placement Chart](#).

Foundation Information:

- Patti Christen reported that 25% of Jefferson College's faculty and staff have contributed to the Foundation's Campus Campaign, this is up from last year's 13%; Patti thanked everyone who has donated. A final analysis of the Campus Campaign will be shared with the Board of Trustees at the February 18 meeting.
- The Foundation's Annual Jazz & Jeans Dinner, Dance & Auction is scheduled for Saturday, April 20; this year's theme is "Education: a Never-Ending Journey." Once again, the Foundation will be asking for basket donation for the silent auction. As in the past, winners of the campus basket competition will be invited for a celebration at the Ault House. Patti hopes to present information to faculty and staff regarding the basket competition at upcoming constituent meetings.
- Patti also reported that the Foundation hired an Event Coordinator to support Patti & Marie Jennewein with the Jazz & Jeans event; the Foundation is providing the funding for this position.

[Capital Projects Update](#) ~ Allan Wamsley, on behalf of the Strategic Planning Committee, provided an updated on the final rankings of Capital Projects requests (see link). Many projects were submitted for consideration but could not be funded; those Capital Projects not funded this year should be re-submitted next year for consideration.

Compensation & Classification Study ~ Tasha Welsh shared the following regarding the upcoming Compensation & Classification Study:

- The last Compensation & Classification Study was conducted over 20 years ago.
- The first phase of the study will address faculty compensation, followed by the compensation & classification of all staff (including job descriptions, grading of positions, and planning for maintaining these in the future).
- Two consultants have been invited to provide a presentation to a subcommittee (made up of representatives from each constituent group) during the first week of February. Both consultants have experience with education, and specifically with community colleges.
- The goal is to have a recommendation to the Board at the February 18 meeting.
- Following approval by the Board, faculty and staff can expect communication from Human Resources regarding the Study and associated timeline.

COMMENTS / DISCUSSION / INFORMATION ITEMS

Follow-up Discussion to November PLC Exercise ~ Dr. Cummiskey reviewed feedback from the November 24, 2015, PLC meeting “exercise.” The exercise consisted of the following questions and feedback (accessed via the links):

- [What makes Jefferson College a special place to work?](#)
- [Provide ideas for creating opportunities for open dialogue and transparency between employees and administrators.](#)
- [Define shared governance.](#)
- [What do you see as being barriers to effective campus communication?](#)

The information gathered from the November exercise has been discussed to determine what is now known and themes that emerged as a result of the exercise. The most important question is how to determine what employees really want to know and how to assure employees that asking tough questions is acceptable? In response, Dr. Cummiskey is implementing the use of a “Hot Seat,” to be used for employees to ask any question he/she wants answered. Questions can be submitted anonymously via the constituent group chair if the employee prefers. Dr. Cummiskey wants employees to know that he will answer all questions; if he is unsure of the answer, he will do his best to find the answer. Whether he likes or agrees with the question(s) brought forward is irrelevant – the question/concern will be answered.

Hot Seat Questions:

(1) What is being done with “**phones** (in classrooms) **and locks** (on classroom doors)”?

Dr. Cummiskey deferred to Daryl Gehbauer who provided the following: A subcommittee has been formed to review potential security upgrades, including phones and locks. Daryl explained that at this time, he is unsure if phones will be placed in all rooms, but a number of different options are being considered (e.g., emergency FOBs, an emergency alert system via the computer system, and how the College can best utilize current infrastructure). Regarding doors, from cost and access standpoints, Daryl stated that initially the College may consider exterior doors. Another technology being considered is utilizing Jeffco911 text messaging. Communication is the main issue -- how does the College communicate with the entire campus in an emergency situation? Other schools have been consulted to determine how they are addressing these issues, and examples of what some of them are doing were shared. Changes will be made at Jefferson College as decisions are finalized.

- (2) With **succession planning** in mind given the **upcoming retirements**, has feedback been solicited campus-wide from departments being directly affected by these retirements?

Dr. Cummiskey stated he has charged supervisors to be doing exactly this – to analyze all positions and talk with staff prior to going forward with budget preparations. As everyone already knows, some positions have already been posted (e.g., faculty, a Vice President position); these are the more timely positions that needed to be filled immediately. Understandably, the College cannot immediately fill all 24 positions being vacated on June 30, so positions are being discussed to determine those that must be filled right away; additionally, with the upcoming Compensation & Classification Study, some positions may be held until this process is completed to determine a status. With the budget shortfalls, all funding is being carefully scrutinized.

Dr. Cummiskey stated the Hot Seat questions will be answered each month, and this segment of the PLC meetings may be recorded by JCTV for viewing by all. Dr. Cummiskey stated he is willing to join constituent group meetings, if requested, to answer Hot Seat questions.

Because the November exercise resulted in good feedback, it has been suggested that other groups do similar exercises to encourage communication and feedback.

Dr. Cummiskey reminded PLC attendees of the importance of sharing information received at these meetings with constituents and other employees.

NEXT MEETING DATE

February 23, 2016

ADJOURN

There being nothing further, the meeting adjourned at 4:02 p.m.