

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ February 23, 2016**

**ATTENDANCE**

Deborah Allen	Caron Daugherty	Kim Harvey	Lisa Pritchard
Diane Arnzen	Shirley Davenport	Tracy James	Dale Richardson
Trish Aumann	Chris DeGeare	Kathy Johnson	Lisa Vinyard (Secretary)
Roger Barrentine	Sara Denny	Joe Kohlburn	Allan Wamsley
Patti Christen	Julie Fraser	Bruce Korbesmeyer	Joan Warren
Kaytlyn Clark	Daryl Gehbauer	Nolan Luhm	Tasha Welsh
Ray Cummiskey	Richard Hardin	Dena McCaffrey	

**CALL TO ORDER**

President Cummiskey called the meeting to order at 2:31 p.m.

**CELEBRATIONS/RECOGNITIONS**

- Daryl Gehbauer welcomed Dale Richardson, Jefferson College's new Director of Buildings & Grounds.
- Kim Harvey shared that Enrollment Services Specialist Stacey Wilson recently received unsolicited kudos from a student stating that Stacey is an "amazing and awesome" student advisor. Great Job, Stacey!
- Julie Fraser reported that the College's baseball team and Sara Denny were recently featured in the national NJCAA magazine for their work/participation with several initiatives they have supported.
- Nolan Luhm introduced Kaytlyn Clark, current Student Senate Secretary, who plans to run for Student Senate President.
- Joe Kohlburn, Emerging Technologies Librarian, was welcomed to the meeting.

**APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the January 26, 2016, meeting minutes. Roger Barrentine made a motion to approve the minutes as presented; Kim Harvey seconded the motion (it should be noted that some minor changes were received prior to the start of the meeting). All approved.

**HOT SEAT QUESTIONS**

Dr. Cummiskey reminded the group that Hot Seat questions would be recorded for the benefit of those not in attendance. Questions to be addressed at the monthly PLC meetings can be submitted through constituent heads or emailed to Lisa Vinyard ([lvinyard@jeffco.edu](mailto:lvinyard@jeffco.edu)).

- (1) In the February Employee Birthday Meeting, a question was brought forward regarding **the bidding process for professional services**. At the February Board of Trustees meeting, the company awarded the contract to conduct the College's Compensation & Classification Study was not the lowest bidder. Dr. Cummiskey stated that while the College usually awards contracts to the lowest bidder, in this situation, the contract was awarded to the best bid/bidder. The higher bidder offered more face-to-face services and, the subcommittee felt they would offer a more thorough study. The Board questioned the recommendation of the higher bid, and one Board member voted against the recommendation; however, the item did pass. The study will start immediately and will start with faculty compensation followed by the staff classification and compensation.
- (2) **How does the College benefit from the President making frequent trips to Jefferson City and Washington D.C.?** Regarding travel to Washington, D.C., Dr. Cummiskey stated his goal is to remind Legislators of the initiatives that are important to the following: (1) Jefferson College;

(2) Missouri community colleges; and, (3) students. Some of these initiatives include the importance of Pell Grant funding, the re-instatement of year-round Pell Grant funding, and the Higher Education Authorization Act which also supports funding for community college students. Dr. Cummiskey stated it is also important for community colleges to maintain connections with the federal Legislators.

Dr. Cummiskey explained that he travels to Jefferson City on a monthly basis. State funding is critical, so the MCCA Presidents/Chancellors Council makes sure Legislators understand the concerns of community colleges, answers questions of Legislators and explains how decisions made at the state level affect community college students. It is easy for community colleges to get lost in higher education funding as 85% of all higher education funding from the state goes to four-year schools; community colleges maintain a constant presence in Jefferson City to keep the community college voice heard.

**ACTION ITEMS** ~ None

## **COMMUNICATION & FEEDBACK**

### **Committee Presentation(s)**

*Student Senate:* Nolan Luhm reported that Senate Awareness Days are scheduled for Wednesday, March 2, and Thursday, March 3. Student Senate has also implemented a monthly volunteering program.

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

- The Diversity Subcommittee met in January and in February regarding identifying goals for institutional transformation including leadership, curricular and co-curricular programming, and campus climate and culture.
- The Assessment of Non-Academic Area Subcommittee met to discuss how to assess areas other than academic programs/disciplines.
- TedX - A call for proposals and call for subcommittees went out this week; the event will be held on Saturday, April 2, at 6:00 p.m. The theme is "Connections."
- Ripple of Hope - this year the presentation will focus on interfaith; Interfaith St. Louis will be on campus on Friday, April 22, 2016.
- Curriculum Committee - Recent curriculum approvals were reviewed.

Dr. Cummiskey reminded the group to review the Committee minutes often to keep abreast of all Committee work underway.

### **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](mailto:lvinyard@jeffco.edu) or x3101).

Dr. Cummiskey shared the following:

- Administrator contracts were extended in February.
- Faculty and Certified Professional Staff re-appointments will be on the March agenda.
- Congratulations to Bruce Korbesmeyer who was hired on a tenure-track contract (previously a one-year temporary contract) at the February meeting.

- The architecture firm TRi was selected to help with the upcoming renovations in the Library. A committee has been convened to begin the project. This renovation will displace the Library, Library staff, the Testing Center and Disability Support Services. Construction on the Library should begin this upcoming summer with a two-year timeline to complete the project; this timeline is necessary to meet the state funding requirements. Dr. Cummiskey explained that the architects will work with stakeholders to determine what is wanted and needed in the Library. Public sessions will be scheduled to get feedback.
- The March Board of Trustees meeting is scheduled for March 17, which is during Spring Break week.

## **Constituent Reports and Issues**

*Financial Update / FY16 & FY17* ~ Daryl Gehbauer stated there has not been much change since the January PLC financial update, and he provided the following:

- Regarding FY 2016, revenues are down approximately \$400,000 due to enrollment; however, there have been some savings in expenses to offset this deficit.
- Regarding FY 2017, the College is budgeting for a \$500,000 deficit in the general fund. The Board Budget Subcommittee (Steve Meinberg and John Winkelman) will meet with Dr. Cummiskey and Daryl Gehbauer this Thursday, February 25, to discuss the budget assumptions for FY17. Initially, a 3% salary increase was included in the budget assumptions; in response to the Board Budget Subcommittee's request, an increase of 2% was calculated and will be shared this week with the Subcommittee. Additionally, the College is budgeting for a 2% decrease in enrollment. The College will not be able to address all the openings resulting from the retirement incentive this year; this does not mean these positions will not be filled, just possibly not this year. Budget discussions for FY17 will continue until the budget is finalized.

*Master Plan Update* ~ This process has begun. TRi (the College's Master Plan architect) is working with Comprehensive Facilities Planning, an educational consultant, on the first phase of the plan, educational assessment. A large amount of data has been requested associated with this assessment, which will take approximately seven months. The second phase will be the facilities assessment. Dale Richardson will be the project lead on the Master Plan project.

*Library Renovation Update* ~ The architecture firm TRi was approved in February as the architect for the Library project. TRi has a consultant for this project as well to address the Library programming, Library Planning Associates. TRi will be doing the building design and will assist with the bidding of construction. Daryl shared that the Library will look different from the outside as well as we want the Library to be a focal point for the College. The design of the Library will be shared campus-wide when finalized. Dale Richardson will be the lead on this project as well.

*PSRS Board Nominations* ~ Currently there is no community college representation on the PSRS Board, and there are two openings to be filled this spring. Two individuals have been selected to represent community colleges: Marla Moody and Bill Miller. On April 29 ballots will be mailed out for the voting with ballots due on May 14. We are hopeful the community college nominees will be voted onto the PSRS Board to represent community colleges and community college needs.

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

- Fox Lawson & Associates (FLA) was selected as the consultant.
- Contract will be finalized in the very near future.
- Project committees will be formed.

- There are two phases of the study: phase one is faculty compensation, and phase two is staff classification and compensation.
- Faculty compensation will be addressed first. There is an aggressive timeline associated with this phase with April 15 being the target date to have the study completed. A project committee will be convened, comprised of mostly of faculty, but also classified, certified, and administration representation. The initial meeting of the committee will be held the week of February 29. This committee will provide oversight and will help with the communication with constituent groups. This committee will also provide input regarding the selection of peer institutions recommendations for comparison purposes.
- Information is being collected and shared with FLA (e.g., the Jefferson College Organizational Chart, Salary Schedule, job descriptions, Board Policies & Procedures, etc.).
- Soon information will be available on the MyJeffco Employee tab regarding the Classification and Compensation Study with a specific channel dedicated to the study.
- The timeline for the Classification and Compensation Study for staff will not be as aggressive.
- Tasha stated that faculty and staff should not be worried or fearful of the study. This study is long overdue (the last Compensation & Classification Study was conducted over 20 years ago) and will look out for the best interests of employees.

*HLC Reaccreditation Presentation* ~ Caron Daugherty & Kim Harvey presented the [Process and Timeline for Reaccreditation with the Higher Learning Commission](#) as an update for all.

### **COMMENTS / DISCUSSION / INFORMATION ITEMS**

*Fall 2016 Registration Rally* ~ Kim Harvey reported that in the past the College has held an April registration event promoting fall registration. In an effort to bring more students to campus, a registration event is scheduled for Tuesday, April 12, 3:00-8:00 p.m. Faculty have been invited to participate in the event to promote their program/discipline. The event will be publicized, and we hope to have a good turnout.

*PLC Meetings* ~ Dr. Cummiskey stated there has been more engagement in the past couple PLC meetings, and he is happy with the communication taking place. He encouraged faculty and staff to bring issues or questions to the group to be addressed. The November PLC exercise was good, and Dr. Cummiskey will bring back some the previous discussions and topics to a future PLC meeting.

*Commencement* ~ Kim Harvey offered kudos to the first graduating C.A.P. class; these students will be graduating this semester from the Fox School District and Jefferson College, receiving both their high school diploma and their Associate of Arts degree. This is quite an accomplishment for these students. The students will be recognized during Commencement prior to recognition of the Summa graduates.

*Upcoming Webinar* ~ The Diversity Subcommittee, affiliated with the Accreditation Committee, will be viewing a webinar titled *Diversity, Equity & Inclusion Training for Faculty & Staff*. This should be a good webinar, and information will be shared campus-wide for anyone interested in participating.

### **NEXT MEETING DATE**

March 29, 2016

### **ADJOURN**

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