

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ March 29, 2016

ATTENDANCE

Ayad Ali	Ray Cummiskey	Tracy James	Elizabeth Steffen
Deborah Allen	Sara Denny	Kathy Johnson	Bob Stevens
Diane Arnzen	Paul Ferber	Bruce Korbesmeyer	Lisa Vinyard (Secretary)
Trish Aumann	Julie Fraser	Nolan Luhm	Allan Wamsley
Roger Barrentine	Daryl Gehbauer	Greg McVey	Joan Warren
Betty Boyer	Tammy Gillam	Lisa Pritchard	Tasha Welsh
Jim Bringer	Richard Hardin	Dale Richardson	Liz Wiley
Patti Christen	Kim Harvey	Diane Scanga	Kenny Wilson

CALL TO ORDER

President Cummiskey called the meeting to order at 2:34 p.m.

CELEBRATIONS/RECOGNITIONS

- Tracy James introduced Ayad Ali as a new attendee at the PLC meeting. Ayad has been working in IT as a Senior Network Analyst since November.
- Nolan Luhm introduced Bob Stevens who is running for Student Senate President in April.
- Sara Denny reported the following regarding Student Senate and Student Senate representatives: (1) current Student Senate President, Liz Wiley, recently received MCCA Student Government Student Leader of the Year award. Liz was also selected to be a member of the Missouri All-Academic Team (1st Team in Missouri); and (2) the Jefferson College Student Senate won MCCA-SG Association of the Year award.
- Dr. Cummiskey shared the following kudos for Jefferson College's Xi Zeta Chapter of Phi Theta Kappa:
 - ~ The Chapter was awarded a 5-Star Status for the second year in a row.
 - ~ Also for a second year in a row, the Chapter's Action Project received a "Distinguished Theme" award. The Project was developed in celebration of Xi Zeta's 50th anniversary.
 - ~ Rashell McDermott, a current Xi Zeta chapter officer, was installed as the new Vice President of the Kappa District for Phi Theta Kappa's Missouri region.
 - ~ Matt Vaughn received the "Horizon Award" for advisor service (second year in a row).
- Kenny Wilson announced that the Health Information Technology program received full accreditation (five years) by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). HIT students are now eligible to sit for their certification exams.
- During Spring Break week, Laura McCloskey led a group of employees and students affiliated with Project SUCCESS to assist the organization Hammers of Hope by building a wheelchair ramp for a member of the community.
- Diane Scanga shared that the Commission on Accreditation for Law Enforcement Agencies (CALEA) will be conducting an on-site campus visit of the Law Enforcement Academy April 11-14. As part of the accreditation process, the LEA has to document how it complies with 189 standards.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the February 23, 2016, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Deborah Allen seconded the motion. All approved.

HOT SEAT QUESTIONS

Dr. Cummiskey reminded the group that Hot Seat questions are recorded for the benefit of those not in attendance. The video link will be sent to all employees via email and will be housed under the President's channel on MyJeffco. Questions to be addressed at the monthly PLC meetings can be submitted anonymously through constituent heads or emailed to Lisa Vinyard (lvinyard@jeffco.edu).

- **Compensation and Classification Study:** Dr. Cummiskey clarified the purpose of the study and how it will affect the College and employees. Employees need to think of it as a Master Plan for how the College hires and compensates employees. With the assistance of Fox Lawson Associates, the College will address/update the process for classifying employees, determine where the College ranks with compensation, identify gaps in classifications/salaries, address job descriptions, etc. No employee will be demoted as a result of the study nor will any employee receive a lower salary as a result of the study. Dr. Cummiskey is hopeful employees have a positive experience with the study and realize the value at the conclusion. For comparison purposes, data will be collected from approximately 20-30 sister institutions from across the Midwest. Fox Lawson Associates Consultant Dr. Jim Fox will be on campus Monday, April 4, to meet with faculty and staff; several meetings are scheduled throughout the day. Dr. Fox will describe the process for the study, review a sample questionnaire that staff will be asked to complete, and answer questions. Employees should know what to expect of the study following these meetings; all employees should make an effort to attend one of the four meetings.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey shared the following highlights from the March 17, 2016, Board of Trustees meeting:

- With the exception of one faculty member who was not voted on due to the lack of a quorum following an abstention, faculty and Certified Professional Staff were approved for re-employment (that faculty member will be presented in April for re-employment).
- The Board of Trustees is considering moving the regular monthly meeting dates to the second Thursday of each month rather than the current schedule (first Thursday following the second Monday). This will be presented for a second reading and approval in April. Five meetings will be affected by the change (June will be the first meeting affected by the change).

Committee Presentation(s)

- Sara Denny shared the [Institutional Committees Update](#) and highlighted the following:
- The Assessment Committee will go to a co-chair model.
- The Environment & Safety Committee has two upcoming events:
 - ~ Adopt-A-Highway on Thursday, April 7, 3:30 p.m. and 4:30 p.m. (two shifts).
 - ~ E-Cycling Day on Thursday, April 14, 8:00 a.m.-4:00 p.m. in the Field House (Red) Parking Lot.
- A total solar eclipse will occur on August 21, 2017, which happens to be the first day of classes for Jefferson College students. Hillsboro is one of many cities across the United States that lie in the path of totality. Many large viewing events will be planned for this scientific occurrence, so the College will need to have a discussion regarding how the day's events may affect the start of classes.
- Two events are scheduled for Friday, April 22: (1) "Ripple of Hope: Building a Culture of Peace and Understanding through the Power of Education" is scheduled in the Little Theater, 1:00-4:00 p.m.; (2) a Retirement Reception is scheduled 2:30-4:30 p.m. in the Viking Room. Although the two programs overlap, there will be a break in the Ripple of Hope program so those attending can walk over and join the Retirement Reception.

Constituent Reports and Issues

Review of Faculty In-Service Day's Armed Intruder Training ~ Diane Scanga shared an update of the program offered at Faculty In-Service Day on March 1, a collaborative effort of the Jefferson College Police Department, the CSI Team, the Faculty Senate, and the Environment & Safety Committee. The program was presented in response to a request to help prepare faculty in the event of an intruder. The program included safety basics, including an ALICE refresher, three scenario situations, a debriefing, and a question/answer session. Some of the next steps discussed included the following: (1) to expand the training across campus to include staff; (2) to expand the training to include other scenarios (e.g., multiple intruders, tornado, fire, etc.); (3) to prepare for the aftermath of a tragic situation on campus (how does the College maintain its sustainability?); and, (4) to develop a plan for ongoing training for all. In response to a question, Diane stated the Jefferson College Police Department would be happy to provide security checks on specific work areas.

[Bringing it Home – Post 911 Never Forget Exhibit](#) ~ Betty Boyer & Jim Bringer presented information on behalf of the Never Forget 9/11 Subcommittee sharing information regarding bringing the “Bringing it Home: Post 911 Never Forget Exhibit” to campus. Originally the subcommittee hoped to schedule the exhibit for September 2016, the 15th Anniversary of 9/11; however, the goal now is to bring the exhibit to Jefferson College Arnold in the Fall of 2017. It will cost \$10,000 to host the event. Betty and Jim explained there would be many individuals, school districts, jurisdictions, and police departments involved in the hosting of this event.

[Foundation Funding Request Procedure](#) ~ Patti Christen explained the purpose of the newly-developed form to be used for Foundation funding requests by programs, departments, and committees. This new process provides for more transparency and tracks how funding ties to strategic planning. The form is available on MyJeffco under the Employee tab.

PSRS Board Election Update ~ Daryl Gehbauer provided an update to the PSRS Board election. Bill Miller and Marla Moody have been nominated to represent community colleges on the Board. On April 29 ballots will be mailed out for voting; ballots are due back by May 13 and voting results will be shared on May 23. Daryl thanked everyone for their support.

Diversity Subcommittee Update ~ Tammy Gillam & Paul Ferber shared an update on the Diversity Subcommittee (a subcommittee of the Accreditation Committee). The subcommittee has started drafting a Diversity Statement for the College; work will also begin on goals and objectives in the near future. The purpose of this subcommittee is to encourage openness and to assure all students, faculty, staff and the community feel welcomed to Jefferson College. Tammy thanked all who attended the webinar just prior to this PLC meeting, *Diversity, Equity, and Inclusion*. Questions regarding the Diversity Subcommittee or about the webinar should contact Tammy or Paul.

[Enrollment Initiatives](#) ~ Roger Barrentine, Trish Aumann, Kim Harvey & Kenny Wilson provided an overview of some new, creative initiatives the College is implementing in an attempt to turn enrollment around and to serve our community, some of which include the following:

- “VIP” Registration ~ this initiative offers incentives for current students to register for classes sooner rather than later. Marketing to the VIPs is resulting in positive outcomes (e.g., following an email and text to targeted students, there were over 2100 webpage hits on the landing page).
- [Jefferson College Showcase](#) ~ this event is scheduled for April 12, 3:00-8:00 p.m. on the Hillsboro campus and April 25, also 3:00-8:00 p.m., at Jefferson College Arnold. Many departments have shown interest in participating in this event. A large marketing campaign for the event will be taking place, including some new marketing strategies via social media.

- [Careers in Education Information Fair](#) ~ scheduled for April 6 at Jefferson College Arnold, 7:00-8:00 p.m.
[Health Occupations & CTE Programs Open House](#) ~ scheduled for April 20, 3:30-6:30 p.m. This event is targeting 9th and 10th grade high school students; however, anyone is welcomed to attend. Radio station KSLZ-FM 107.7 will be on site for this event.
- Trish Aumann talked about implementing “Team Jeffco,” a volunteer group that would participate in community events promoting Jefferson College and our programs. This is one way to be more visible in and around the County.
- Kudos were offered to Roger Barrentine and his staff for all their hard work with these marketing campaigns. Roger reminded the group that marketing Jefferson College is not the job of one person or one office; everyone at Jefferson College needs to take on the role as marketer and share the great things going on at the College.

[Noel Levitz Student Satisfaction Inventory](#) ~ Kim Harvey discussed the upcoming Noel Levitz Student Satisfaction Survey. Students were first asked to complete the survey in April 2014; the purpose at that time was to obtain baseline data when the College implemented the One-Stop Shop, but also to get baseline data for HLC. Students will be able to take the survey for three weeks beginning the week of April 4. Data will be shared after results are received from Noel Levitz.

Healthy Campus Award Application Process ~ Julie Fraser shared that Jefferson College has once again submitted a *Healthy Campus Award* application. The College has been notified that our application is in the top 12 in the country; we are now in the next phase of the application process which is due by April 15. Last year Jefferson College was recognized with an Honorable Mention award at the national level, a very prestigious award since only seven institutions are recognized in the country (Jefferson College being the community college recognized).

Update on Employee Feedback Exercise ~ Ray Cummiskey provided an update from November PLC exercise. Activities are going on across campus with a couple constituent groups addressing the exercise on employee feedback. Diane Arnzen shared the following feedback from Certified Professional Staff:

- ~ The College needs to focus on/celebrate the positive initiatives and good things taking place.
- ~ Shared governance needs to be defined.
- ~ Constituents feel communication is not a major issue on campus; however, some felt information is available in too many different formats/locations, as well as too many emails.
- ~ The College is a special place to work because of (1) the overall environment on campus; (2) a great love of students and the energy they bring; and (3) colleagues.

One PLC member shared that she felt more comfortable speaking in the smaller groups (at PLC) rather than the larger group at Certified Staff meeting; so perhaps the smaller group settings is a better way to obtain accurate feedback. Dr. Cummiskey stated there is work to be done and the College needs to determine how we go forward with the information. There are areas where more dialogue is needed, but there are also areas we can implement more quickly. Work will continue on this initiative.

COMMENTS / DISCUSSION / INFORMATION ITEMS

Dr. Cummiskey requested all to encourage graduates to share their Jefferson College story with him so he can include it in his Commencement speech.

NEXT MEETING DATE

April 26, 2016

ADJOURN

Meeting adjourned at 4:21 p.m.