

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

ATTENDANCE

Diane Arnzen	Sara Denny	Tracy James	Lisa Pritchard
Trish Aumann	Cindy Draper	Kathy Johnson	Dale Richardson
Roger Barrentine	Julie Fraser	Joe Kohlburn	Lisa Vinyard
Michael Booker	Jason Gardner	Bruce Korbesmeyer	Allan Wamsley
Patti Christen	Daryl Gehbauer	Connie Kuchar	Lora Warner
Ray Cummiskey	Richard Hardin	Nolan Luhm	Tasha Welsh
Caron Daugherty	Kathleen Harris	Dena McCaffrey	Liz Wiley
Shirley Davenport	Kim Harvey	Greg McVey	Kenny Wilson
Chris DeGeare			

CALL TO ORDER

President Cummiskey called the meeting to order at 2:36 p.m.

CELEBRATIONS/RECOGNITIONS

- Nolan Luhm shared that Kaytlyn Clark was elected as Student Senate President and Bob Stevens elected as Student Senate Vice President for 2016-2017.
- Dr. Cummiskey thanked the ATS students and faculty involved with the recent construction of a retaining wall by ATS building.
- The Law Enforcement Academy has received positive feedback from the site evaluators associated with the recent CALEA visit. Site evaluators have indicated they will recommend full accreditation for Jefferson College's LEA. Congratulations to Diane Scanga, Paul Ferber and all others involved in this process.
- The College's dual credit program was recently granted accreditation from the National Association of Concurrent Enrollment Partnerships (NACEP).

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the March 29, 2016, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Roger Barrentine 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 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).

- **Open Door Policy** – Dr. Cummiskey discussed his Open Door Policy and its meaning ~ giving faculty and staff the opportunity to stop by to share an issue or concern and know that the administrator is willing to listen. An Open Door Policy is about being approachable, and administrators hope staff are comfortable enough to discuss matters and to share concerns with them. Dr. Cummiskey invites all employees to visit, and he will listen to concerns and hopefully have a better understanding of a situation following the conversation. If it is a personnel matter that needs to be discussed with the immediate supervisor, Dr. Cummiskey will advise the individual appropriately. Faculty and staff were encouraged to stop by his office any time for an informal discussion.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey shared the following highlights from the April 14, 2016, Board of Trustees meeting:

- Several positions were filled, and several more will be on the May Board agenda for consideration.
- A brief presentation on HLC Annual Conference will be provided at the May meeting.

Committee Presentation(s)

Sara Denny shared the **Institutional Committees Update** and highlighted the following:

- Commencement is scheduled for Saturday, May 14; the Arts & Science Education program will begin at 10:00 a.m., followed by the Career & Technical Education program at 2:00 p.m.
- The Ripple of Hope event that was held on Friday, April 22, was very well attended. Five panelists from varied faith backgrounds facilitated great discussion regarding building a culture of peace and understanding through the power of education.
- The Retirement Reception was also held on Friday, April 22.
- The Curriculum Committee approved multiple proposals.
- Quality Work Environment Task Force is considering bringing a speaker to the Opening Meeting in August.

Constituent Reports and Issues

Athletic Department Update ~ Greg McVey and Jason Gardner shared information regarding the Athletic Department and the athletes. The Athletic Department has seen a lot of success on the field, court, as well as the classroom. The Office of Student Athlete Success has been in place since Fall 2005, and it serves approximately 120 student athletes each semester. Some of the functions of the Student Athlete Success Office include: serving as the athletes' academic advisor, monitoring academic progress, assisting with transfer matters, and assisting with community service activities. The goal for all student athletes is to make academics the first priority, but they are also encouraged to be leaders in and out of the classroom. Following are a few **statistics** shared:

- Since Fall 2005 there have been approximately 54-56 Academic All-American athletes.
- Over 250+ student athletes have transferred to four-year school and have continued participating in their sport.
- Several teams have earned the recognition as Academic Team of the Year based on their overall GPAs.
- Student athletes graduate at a higher rate compared to the general student population.
- All student athletes participate in community service.

Mathematics Pathways Update ~ Connie Kuchar shared that there are currently four pathways:

(1) quantitative reasoning; (2) statistical reasoning; (3) elementary education; and, (4) STEM-Prep. The Missouri Mathematics Pathways Taskforce (MMPT) is working to establish learning outcomes for each pathway and anticipates sending the information for focused group review over the summer to gather feedback. Additionally, the group will draft a letter to four-year institution Presidents soliciting support for the pathways.

MDHE Mission Review Update ~ Trish Aumann shared information obtained at a recent MDHE meeting concerning the MDHE Mission Review. The purpose of the meeting was to organize the process. In response to a question by the Legislature regarding why the Mission Review was not complete, MDHE has fast-tracked this matter and plans to have the review done by early fall. An outside consultant will be hired to assist with this project as well as two-year and four-year representatives.

Dr. Cummiskey shared information as well regarding the Mission Review stating that MDHE was challenged to explain differences between four-year school requirements; regarding community colleges, there needs to be consistency across the state.

Showcase Update ~ Kim Harvey shared that the first Showcase held on Tuesday, April 12, was very successful. Click [here](#) to review statistics from the event. Fifty students attended the Showcase at Arnold on April 25, with an estimated 170 people in attendance. Twenty new students met with advisors and registered for classes; additional registrations are anticipated following receipt of test scores. Kudos were extended to Sara Denny, the Student Senate, and student athletes for volunteering at the Showcases.

Dena McCaffrey shared that 57 students attended the Health Occupations Open House on April 20. Tracy James and IT team were thanked for having technology available for the Open House; and Roger Barrentine and the Marketing & Public Relations staff were thanked for their hard work with marketing the event and the top-rated marketing materials produced in their department.

HLC Annual Conference Update ~ Kim Harvey shared the following highlights from the HLC Annual Conference:

- 11 College personnel attended the conference, including 5 criterion co-chairs.
- Some areas of emphasis included the following: assessment; faculty qualification; federal compliance; and how to move beyond compliance.
- Many informative and interesting breakout sessions were offered, including once on the Top Five Sited Core Components.
- The College's visit date will be shared approximately two years prior to visit.
- Congratulations to Caron Daugherty, Chris DeGeare, and Trish Aumann who presented *From the Ground Up: Building a Culture of Integrated Planning*. Their session was well attended, and they did a great job answering questions.
- Dr. Cummiskey shared that the President's Track focus was on graduation rates and faculty credentials. Institutions will continue to be scrutinized on graduation rates as an area of needed improvement as HLC and other accrediting bodies receive feedback from CHEA (The Council for Higher Education Accreditation) and other organizations regarding this issue.

Budget Update ~ Daryl Gehbauer

- A Budget Forum is scheduled for Tuesday, May 3, in the Little Theater.
- Budget Assumptions will be presented for a first reading at May 12 Board meeting and include the following projections:
 - ~ An expected deficit of \$269,000 next year.
 - ~ An estimated enrollment decline of 2%.
 - ~ Approval of additional state funding which would result in an approximate \$500,000 increase to the College budget.
 - ~ A salary increase of 2%.
 - ~ The sale of an ATS house resulting in approximately \$200,000.
 - ~ Increased bookstore revenues resulting in an approximate \$125,000 increase to the College budget.
 - ~ An increase in the Technology Fee from the current \$3.00 to \$5.00 (effective January 2017).
 - ~ No tuition increase as requested by the Governor.

Dr. Cummiskey shared that the state budget is on the Governor's desk, and it includes a requested increase in equity funding to help bridge the gap between university and community college funding distributions. These would be new monies for community colleges and would roll over each year; additionally, these funds are not tied to performance funding.

Safety Initiatives Update ~ Caron Daugherty discussed the Instructional Division Task Force formed to address safety in the classrooms and on campus. Faculty and staff from many departments are involved in this ongoing effort. The group anticipates offering training during Opening Week in August, including training adjunct faculty, certified staff, and classified staff. Updates were provided regarding blue-screen technology (a 3rd party system, Alertus, is now in place) and magnetic strips for doors (a device that locks doors from the inside). Dale Richardson shared that the magnetic strips have been received on campus but have not yet been distributed. Feedback is being solicited regarding communication and distribution of the strips. It was suggested that information be shared at Opening Week regarding both Alertus and the magnetic strips. Caron will work with Roger Barrentine and his staff regarding communication with employees.

Competency Based Education Subcommittee ~ Chris DeGeare & Kenny Wilson provided an update on the [Competency-Based Education](#) Subcommittee's work (CBE), including the concept of CBE, how it benefits student, progress with offering CBE, and next steps.

Follow-up to Employee Feedback Questions & Next Steps ~ The Division Chairs took the "Four Questions" to faculty at division meetings in January, February, and March. (Click [here](#) to review the compilation of the feedback received from faculty.) To date, feedback has been received from the PLC, certified staff, and faculty; classified staff will be reviewing the questions soon. Dr. Cummiskey would like to discuss the next steps. A process needs to be identified to address the feedback/concerns. Some matters will rise to the top (e.g., shared governance) and will be included with strategic planning process.

Addressing this feedback has taken longer than anticipated; however, the project has become bigger than originally expected. The hope for this project is to gain insight and benefit for faculty and staff.

COMMENTS / DISCUSSION / INFORMATION ITEMS

Patti Christen thanked all for the tremendous support for the Foundation's upcoming Jazz & Jeans event scheduled for Saturday, April 30. So many College faculty and staff have shown incredible support for the event and it is much appreciated.

NEXT MEETING DATE

May 31, 2016

ADJOURN

The meeting adjourned at 4:11 p.m.