

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ September 29, 2015

ATTENDANCE

Deborah Allen	Ray Cummiskey	Richard Hardin	Dena McCaffrey
Diane Arnzen	Caron Daugherty	Kim Harvey	Lisa Pritchard
Trish Aumann	Shirley Davenport	Kathy Johnson	Lisa Vinyard (Secretary)
Roger Barrentine	Sara Denny	Bruce Korbesmeyer	Tasha Welsh
Marty Brand	Julie Fraser	Nolan Luhm	Allan Wamsley
Patti Christen	Daryl Gehbauer		

CALL TO ORDER

President Cummiskey called the meeting to order at 2:35 p.m.

CELEBRATIONS/RECOGNITIONS

- Kim Harvey congratulated Shanna Meyer for being named the Missouri School Counselor Association's 2015-2016 Advocate of the Year. Shanna will be recognized in November by the State.
- Julie Fraser announced that Sarah Bright has been selected as one of five individuals across the State of Missouri to participate in the Missouri Association of Student Financial Aid Professionals (MASFAP) Leadership Development Program. Congratulations to Sarah!
- Jefferson College has recently been awarded honorable mention in the Active Minds Healthy Campus selection process. Five institutions in the country were recognized for receiving the award, and two schools received honorable mention. The Active Minds Healthy Campus Award celebrates leadership, innovation, collaboration, and excellence emerging from colleges and universities and inspires locally-driven change across the country. The award recognizes U.S. colleges and universities that are prioritizing health and making great progress toward creating a campus that fosters the health and well-being of students.
- Dr. Cummiskey thanked Marty Brand, the Buildings & Grounds staff, and Jacob Hughes (welding instructor), in addition to the local fire departments, for everyone's quick response to the fire in the CTE building in August. Everyone worked together, turning what could have resulted in a horrible outcome into a manageable situation. Daryl Gehbauer stated that as a result of the fire, some modifications and improvements are being made in the exhaust system.
- Nolan Luhm was introduced as the Student Senate Vice President.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the August 25, 2015, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Patti Christen seconded the motion. All approved.

ACTION ITEMS ~ None

COMMUNICATION & FEEDBACK

Board of Trustees Update

The September 17, 2015, Board of Trustees meeting [Quick Summary](#) was distributed via email along with the meeting agenda for review.

Committee Presentation(s)

Sara Denny shared the [Institutional Committees Update](#) (linked on this meeting agenda) and highlighted the following:

- The Accreditation Committee is preparing to convene a task force to prepare the College's Assurance Argument for the Higher Learning Commission.
- The Curriculum Committee created an Academic Calendar Subcommittee to draft a three-year calendar for consideration.
- The Environment & Safety and Cultural Events Committees are co-hosting the e-Cycle event on Friday and Saturday, October 9-10. Funds raised at this event benefit student clubs.
- The Student Enrollment Management Committee has created a campaign for spring registration called *Come Grow with Us*.
- Submissions for the Employee Support Committee's "Pat on the Back" are due on September 30.
- The Rah Rah Committee is planning the upcoming President's Picnic.
- Strategic Planning ~ Action Plans and Capital Projects requests are currently being reviewed; presentations are scheduled for November 10, 1:30-4:30 p.m.
- PACE events are ongoing.

Constituent Reports and Issues

Cost Savings Measures Discussion ~ State funding was up last year, which is good, but the College's projections for enrollment were off (the budget called for an approximate 2% enrollment decrease, but credit hours are actually down approximately 7%). Given this budget gap, the Team has been trying to identify areas where a potential budget savings might be seen. Dr. Cummiskey asked for feedback from faculty and staff. Some suggestions discussed included the following:

- Utilities ~ because there are fewer classes in the summer months, the College may see a savings if classes were consolidated into fewer buildings allowing utilities to be shut down, or significantly reduced, in at least one building. It was stated that even shutting down a particular floor and/or section of a building(s) should result in a savings. Buildings & Grounds staff (B&G) are always cognizant of utilities costs during the fall and spring semesters as well – the areas that can be zoned, are zoned out and utilities are switched to an "unoccupied" mode over the winter holiday break.
- Conduct Summer Intersession in the same manner as Winter Intersession by offering only online courses for this three-week period.
- The replacement of windows next year will hopefully result in a savings.
- B&G will confirm that all lighting is motion-sensor controlled.
- Confirm all lighting has been converted to LED.
- Climate controls in buildings is difficult as it takes time to restore a comfortable environment after the adjustment has been made. This will continue to be reviewed and updated.
- There has been debate regarding leaving computers and printers on rather than shutting down at the end of the day. There is a savings when these devices are turned off, or at least if they go into a "Sleep" or "Hibernation" mode.
- Is there a way to generate more money for the College (e.g., increase dual credit tuition, increase rental fees for outside groups, increase other fees charged by the College, etc.)? There may be small areas we can consider making adjustments; however, the College is not a money-making business, so we have to be cautious with large increases.
- Hope to continue experiencing increases in funding from outside sources (grants, etc.).

The past few years it has been necessary to budget funds from the College's reserves; our goal is that in 2016-2017 it will not be necessary to access reserves.

There has been discussion of the Governor adding 5-6% to higher education budgets for 2016-2017; however, historically, there has been a requirement to freeze tuition concurrently. An increase from the State would be great, but it would benefit the College more if a tuition increase could also be approved.

Dr. Cummiskey thanked everyone for sharing their thoughts.

Certified Professional Staff Charge ~ Diane Arnzen presented updates to Administrative Procedure outlining the [Certified Professional Staff Charge](#), including the addition of language addressing skills development and professional development opportunities. Members of the Certified Professional Staff have agreed these two areas should always be a focus of the Certified Professional Staff membership. Diane stated the inclusion of this language would not necessarily commit the Certified Professional Staff to these charges.

The PLC agreed the proposed changes were acceptable and should be distributed to other constituent groups for feedback.

BAT-FAT Recommended Policy Amendments ~ Daryl Gehbauer reported that part of the BAT-FAT negotiations in Spring 2015 included the following changes in Board of Trustees Policy and Procedure: (1) updates to [Board of Trustees Procedure IV-009 - Recognition of Faculty](#), delineating dates of the BAT-FAT process; and (2) a minor update to [Board of Trustees Policy II-019 - Enrollment in Jefferson College Classes](#). Both updates will be included on the October Board of Trustees meeting agenda for a first reading.

COMMENTS / DISCUSSION / INFORMATION ITEMS

- Nolan Luhm shared the following regarding upcoming Student Senate events: (1) the Masquerade Ball will be held this Friday, October 2, 7:00-10:30 p.m.; and, (2) Shocktober is scheduled for Friday, October 23, 6:00-8:30 p.m.
- Tasha Welsh should soon receive final feedback from Coventry regarding renewal of health insurance. The Health Insurance Review Committee will be convening, and includes representatives from each constituent group on campus, as well as representatives of each policy type (POS and high deductible) and each type of coverage (employee only, spouse, children, and family). Health insurance renewal will be on the October Board of Trustees meeting agenda.
- Human Resources staff has been preparing to introduce PeopleAdmin, an electronic applicant tracking system, on October 15. User Manuals will be available soon for review on MyJeffco. The system has been tested and good feedback has been received. Training will occur as positions become available. After October 15, all job postings will be made electronically and all applications will be online. Search committee members will now be able to review applicant files online. Lisa Pritchard requested a training session for Library staff so they are prepared to assist individuals with the process.
- The Board of Trustees is also going electronic in October by utilizing BoardDocs, a web-based program to access all Board meeting materials electronically. Utilizing BoardDocs will allow the Board to have quicker access to the meeting materials and will open access to everyone. iPads will be distributed to the Board members so they can follow along in meetings. Dr. Cummiskey stated the long-range goal is for the campus to continue going “more green” by utilizing electronic methods when possible, using less paper, and developing processes that streamline access to information.

NEXT MEETING DATE

October 27, 2015

ADJOURN

There being nothing further, the meeting adjourned at 3:30 p.m.