

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ November 24, 2015

ATTENDANCE

Linda Abernathy	Ray Cummiskey	Richard Hardin (<i>left meeting at 2:40 p.m.</i>)	Connie Kuchar
Deborah Allen	Caron Daugherty	Kim Harvey	Holly Lincoln
Diane Arnzen	Shirley Davenport	Tracy James	Connie Nash
Trish Aumann	Chris DeGeare	Kathy Johnson	Dana Nevois
Roger Barrentine	Sara Denny	Joette Klein	Lisa Pritchard
Michael Booker	Julie Fraser	Bruce Korbesmeyer	Allan Wamsley
Erin Bova	Linda Fuentes (Secretary)	Nolan Luhm	Joan Warren
Marty Brand	Daryl Gehbauer	Dena McCaffrey	Tasha Welsh
Patti Christen	Carrie Greer		

CALL TO ORDER

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

CELEBRATIONS/RECOGNITIONS

- Shirley Davenport shared that student Dustin Politte has been selected to participate in the Missouri All Collegiate Band which will be performing at the Missouri Music Educators Association (MMEA) Conference in January.
- Bob Brazzle has been selected by Hillsboro High School to participate in the Project Lead the Way Committee. Bob has also been very involved in the K-12 Initiative for Science standards.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the October 27, 2015, meeting minutes. Dena McCaffrey 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

As was stated last month, with the College's use of BoardDocs, everyone now has access to monthly meeting information. Instructions to access Jefferson College's BoardDocs sight was again included on this month's PLC agenda. Dr. Cummiskey encouraged everyone to visit the sight and become familiar with this new presentation; all 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:

- There are several upcoming PACE shows.
- The Accreditation Committee's Diversity Subcommittee met recently.
- Capital Projects presentations were made in November; rankings will be determined in December.
- The Student Senate is sponsoring a family for the holidays; contributions would be appreciated.

Caron Daugherty shared that the Schedule Review Team (SRT) met on November 23 and have discussed offering three, four-week intersessions for Summer 2016; courses to be offered would be limited to online, three-credit hour courses only (with the intention to offer additional courses Summer 2017 {e.g., CTE courses}). Members of the Schedule Review Team are available to answer questions. Feedback can also be given to Dr. Daugherty, Division Chairs or Deans. The SRT will meet again on December 4 to continue discussion regarding this initiative and to consider feedback received.

Constituent Reports and Issues

Campus Use / Free Expression Policies ~ Dr. Cummiskey reminded the group that revisions to these Board Policies and Procedures are necessary due to changes in state law designating all public university and college outdoor spaces as “free expression zones,” giving citizens the right to use these zones as they see fit (unless it interferes with the business of the college/university). Jefferson College has been restrictive in the past, and we, like other institutions, will now be required to allow individuals to espouse their opinions. Additionally, a new “Expressive Activities” Policy/Procedure has been drafted acknowledging this new law; the other Board Policies and Procedures linked require minor language updates. These updates will be presented to the Board of Trustees for a first reading at the December regular monthly meeting.

COMMENTS / DISCUSSION / INFORMATION ITEMS

Approximately four years ago the College began participating in the Chronicle’s Great Places to Work survey; many employees have participated over the years. Dr. Cummiskey explained that administrators wanted to explore with the PLC how employees look at the College and how they feel about coming to work every day, so they began analyzing the Great Places to Work survey results.

The PLC was broken down into smaller random groups, and each group was charged with answering two questions: one common question for all tables (*What makes Jefferson College a special place to work?*), and a second question, including one of the following.

- (1) *Provide ideas for creating opportunities for open dialogue and transparency between employees and administrators.*
- (2) *Define shared governance.*
- (3) *What do you see as being barriers to effective campus communication?*

Each group was asked to consider its questions and give thoughtful, honest feedback. An administrator was assigned to each table to facilitate initial communication. Feedback is available at the links below.

- [*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?*](#)

Dr. Cummiskey asked for feedback regarding next steps. How should this information be used?

- There was a lot of value in going through this exercise; participating in the dialogue was very beneficial. Even though there may be differences in opinions, many felt it is worthwhile to have the dialogue and hear the feedback. There were no wrong answers, just differences of opinions and an opportunity to have a common understanding of other’s perspectives. It would be great if an exercise such as today’s could take place on a larger scale to include more employees.
- It would be very beneficial if the notes from today’s meeting were shared campus-wide along with a request for additional suggestions (e.g., what is missing?).

- Employees might appreciate and respond better to smaller meetings (such as today's) with Dr. Cummiskey to have this type of dialogue; they might feel more comfortable sharing in this type environment. Additionally, it was felt that smaller focus groups are more productive and result in better feedback.
- People can dwell on the negative; this exercise makes people think about the positive aspects of the College as well.
- The College needs to focus on addressing two or three issues at first rather than trying to do too much at once.
- The College has implemented some good initiatives recently to shift focus on positivity (e.g. Employee Support Committee's Pat on the Back). We need to continue highlighting "good things" and positivity going on at the College.
- Implement a process for employees to present questions/ideas/concerns on a larger scale while recognizing the "fear factor" voiced.
- Remind constituent groups to communicate information with their members as well as department wide. Dialogue needs to be taking place at the department-level and within constituent groups, etc. Look at new ways to communicate with employees.
- There seems to be a sense of negativity with building comradery across campus (e.g., employees' ability to walk around to say "Hello" to colleagues). The casual communication is closing down because of the preconceived notion that if an employee has time to say Hello, that employee doesn't have enough work to do (employees shouldn't have time to walk around; employees should be working). The College needs to focus on rebuilding that sense of community and building comradery. It was pointed out that employees do have an opportunity to get to know others across campus via committee work; there are opportunities to work with others. Perhaps have a discussion at the committee level regarding what can be done to encourage the comradery.
- There are challenges in involving the part-timers and evening employees.

Dr. Cummiskey stated that, going through this process, the role of the PLC is very important. The goal in developing the PLC was/has always been to have more discussion /dialogue like today; unfortunately this is not always achieved due to the amount of information provided in the meetings. It was evident that getting employees engaged is critical. Today's dialogue was very valuable; it provided insight into the College's goings-on and will help administrators address issues and communicate with employees. Dr. Cummiskey stated he hopes to continue this PLC meeting format.

Work to address communication issues and employees needs will not end today. Moving forward, Dr. Cummiskey wants to find methods to focus on the critically-important issues. There will be challenges along the way, but the College wants to know what issues employees feel are important.

Dr. Cummiskey thanked everyone for sharing their feedback and opinions today. Again, it was very helpful and provides the administrators with a better understanding of the Great Places to Work results.

NEXT MEETING DATE

January 26, 2016

ADJOURN

There being nothing further, the meeting adjourned.