

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ April 25, 2017**

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**ATTENDANCE**

Deborah Allen	Ray Cummiskey	Carrie Greer	Kathy Johnson	Earl Neal
Trish Aumann	Caron Daugherty	Richard Hardin	Bruce Korbesmeyer	Lisa Pritchard
Roger Barrentine	Shirley Davenport	Kathleen Harris	Holly Lincoln	Lisa Vinyard
Robert Brieler	Chris DeGeare	Kim Harvey	Betty Linneman	Allan Wamsley
Sarah Bright	Daryl Gehbauer	Tracy James	Greg McVey	Tasha Welsh
Patti Christen				

**CALL TO ORDER**

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

**HOT SEAT QUESTION**

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 are housed under the President's channel on MyJeffco (the password is "Jefferson"). Questions to be addressed at the monthly PLC meetings can be submitted anonymously through constituent heads or emailed to Lisa Vinyard ([lvinyard@jeffco.edu](mailto:lvinyard@jeffco.edu)). Two questions were received:

- **Can you provide some specific examples of budget cuts to the College's athletic teams (soccer, baseball, etc.)** Dr. Cummiskey responded that every division, department and office was considered during the budget discussions. In the Athletics department, each sport experienced an overall budget cut of approximately 10%; as well, some positions in the Athletic department are being combined. The Athletics department has also been challenged to recruit some non-scholarship athletes to each team. There has been considerable interest in the pool remaining open; at this point, discussions are ongoing with the Board.
- **When will we know about the final state budget?** Dr. Cummiskey explained the State of Missouri budget process, beginning with the Governor's State-of-the-State Address where a budget is initially proposed. Following the Governor's announcement, the House of Representatives works on the budget, where a smaller decrease in higher education was passed (6.6% decrease) compared to the Governor's original 10% decrease. The budget then goes to the Senate. The Senate almost immediately restored the Governor's original higher education cuts, suggesting a 9.9% budget decrease overall. Because the budget amounts differ, following Senate approval the budget then moves on to a Conference Committee. The final budget is ratified and sent to the Governor's desk by the first Friday in May (by state constitution). The state legislative process seems to be in a bit of disarray, so it is possible Governor Greitens may call the Legislators back into session. Regarding Jefferson College's budget, it appears the worse-case scenario that has been anticipated covers us if the Senate's version of the budget is ratified.

**CELEBRATIONS/RECOGNITIONS**

- The Veterinary Technology program has received full accreditation for six more years.
- Patti Christen stated that preliminary estimations indicate the Jazz & Jeans event made over \$50,000. Patti thanked the volunteers from all across campus who supported this successful event. A pizza party will be thrown honoring the winners of the basket contest. Dr. Cummiskey also thanked everyone for participating and shared that it was a great event!

**APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the March 7, 2017, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Robert Breiler seconded the motion. All approved.

**ACTION ITEMS**

None

## **COMMUNICATION AND FEEDBACK**

**Board of Trustees Update** ~ An overview of the April Board of Trustees meeting was provided. Some agenda items approved at the meeting included faculty promotions, an articulation agreement with the Hillsboro School District, the purchase of new seating for the Fine Arts Theater, and a new Foundation board member (replacing a member who recently passed away). As well, many community members were present regarding the possible closure of the pool. Several community members addressed the Board voicing their concern; as a result, the Board declined action on the second reading of the 2017-2018 budget, and it will be included on the May Board of Trustees meeting agenda for consideration.

Dr. Cummiskey reminded the group that Board of Trustees information can be always be reviewed through BoardDocs.

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

**Institutional Committees Update** ~ Trish Aumann highlighted the following:

- Accreditation Committee:
  - ~ The Quality Initiative Subcommittee has been working with representatives from the Data Analysis Task Force and the Student Intervention Task Force collaborating on the Quality Initiative.
  - ~ The Assurance Argument Task Force is focusing on the drafts for each of the Criteria as well as the Federal Compliance Filing.
  - ~ The Mission/Vision/Values Task Force has circulated a survey for all faculty and staff to complete. Students have not been included in this process yet.
  - ~ Kim Harvey provided a brief summary of the HLC Conference explaining HLC's focus and emphasis continues to be assessment and student persistence, completion and retention rates at both the institutional and program levels (Criteria III and IV). HLC expects institutions to have a Plan in place so it can be implemented and analyzed with supporting data. The College's visit is scheduled for March 11-12, 2019. Dr. Cummiskey added that the HLC is taking a greater stand in terms of advocacy on behalf of higher education with states and the federal government; therefore, HLC will be more engaging in terms of activities related to funding and seeking support from the Federal and State Legislatures.
- Assessment Committee: The Co-Curricular Outcomes and Assessment Measures Training for Critical Thinking and Effective Communications has been completed. As well, progress continues to be made on the Assessment Handbook.
- The Cultural Events and Outreach Committee has recently sponsored two successful events ~ the TedX and Ripple of Hope presentations.
- Curriculum Committee: Items recently considered and approved by the committee were reviewed.
- Employee Support Committee: The Employee Recognition Banquet will be held on Thursday, May 4.
- Environment & Safety Committee: Recently-sponsored events included an "R U Okay" day, the "It's on Us" campaign, and a Denim Day is scheduled for tomorrow, Wednesday, April 26.

Dr. Cummiskey shared that he is always impressed with the amount of work being completed by the committees, subcommittees and task forces. Job well done to all involved.

### **Constituent Reports and Issues**

**Process for Institutional Committee Recommendations** ~ Trish Aumann provided a brief overview of the process for institutional committee recommendations. The process was originally approved in February 2015. Following the approval, feedback was received regarding areas that needed to be revised. To shorten the turn-around time for recommendations, the process was scaled back from a ten-step process to an eight-step process. Timelines have been added to help streamline the process and eliminate confusion. As well, steps were incorporated to close the communications loop. The process will be uploaded to MyJeffco on the Committees tab. New Committee Chairs will be provided the information via the Council of Committee Chairs. Guidelines for assessment of this new process are not yet in place; however, Trish is hopeful these will be developed early in the new academic year when new committee membership and Committee Chairs are in place.

Dr. Cummiskey reiterated the important role of Administrative Liaisons: (1) to assist with the process rather than govern the process; (2) to bring recommendations forward (keeping the process flowing smoothly); and, (3) to share information with the other Administrators (critical especially when there is a cost involved with a recommendation). Dr. Cummiskey requested that meeting agendas be distributed prior to the meetings so the campus community is aware when and where committees are meeting what will be discussed.

To help determine if changes are needed in the institutional committee structure, a survey will be sent out shortly to all faculty and staff, allowing everyone an opportunity to provide feedback.

*ETS Success Navigator Update* ~ Betty Linneman shared that when the COMPASS was retired it was replaced with ACCUPLACER and the ETS Success Navigator (“Navigator”). The Student Learning and Support Committee has continually reviewed the use of the Navigator and recently voted to discontinue using this measure (with the PLC’s approval) as the results have not been quite as robust as was originally hoped. As well, the usefulness of the Navigator has been minimized due to the redesign of developmental education, and feedback has been received indicating the retrieval and analysis of student data is difficult. For those students who have already taken the Navigator, their profile would be honored and the data from the student profiles can still be utilized. In response to a question regarding the College’s obligation to offer multiple measures for placement, Shirley Davenport stated there are multiple measures and avenues in place for students.

Dr. Cummiskey stated that Betty has the PLC’s blessing to move forward with discontinuing the ETS Success Navigator.

*Budget Update* ~ Daryl Gehbauer reported that the 2017-2018 Budget Assumptions were presented to the Board of Trustees in March, which is much earlier than normal; this was done, in part, due to the critical decisions required by the Board (e.g., the large budget reduction). The Board approved the tuition increase early so students were aware of the increase prior to enrolling for classes. As mentioned earlier, many community members attended both the March and April Board meetings, offering a fairly vocal challenge to the potential closure of pool. The Board challenged the Administrative Team to provide them with options for keeping the pool open; this information was provided at the April Board meeting. After considering the options provided, the Board decided not to approve the 2017-2018 Budget Assumptions at the April Board meeting and requested a Retreat be scheduled to discuss the pool; this Retreat will be held on Monday, May 1.

If the Board chooses to keep open the pool, the Administrative Team will find a way to do this. Discussions included:

- Decreasing the President’s Discretionary Fund; however, reducing this fund is risky as the College utilizes these funds for emergency situations.
- Applying for grants through the Jefferson Foundation; the application process does not begin until December.
- Instituting a nominal fee for pool usage. (Many community members have stated they are willing to pay a fee to keep the pool open.)
- In response to a question regarding community members using the pools at the YMCA and the Arnold Rec Center, it was stated the community members are not interested as they are both too expensive (many users of the College’s pool receive senior waivers and pay nothing) and both pools are too cold (the College’s pool is warmed).
- Researching the possibility of an outside agency (YMCA or other agency) operating the Jefferson College pool.
- Determining actual usage of the pool, how often they use the pool, and more specific costs. (Last year it cost \$80,000 to operate the pool, not including utilities. Trying to identify a cost per person is difficult.)
- Performing a thorough assessment to determine a clear vision of what repairs are necessary to keep the pool open.
- Discussion ensued regarding the Board’s recent actions related to the 2017-2018 budget. With several employees losing their jobs, concern was raised that the Board seems to be changing their mind about the pool closure in response to the community voicing concern. Dr. Cummiskey stated that budgeting is complex, and he appreciated everyone’s time and effort in this year’s budgeting process.

Daryl stated that given the reductions (including a significantly smaller President’s Discretionary Fund), there is not much flexibility with the budget, so hopefully the College will not face any surprises during the academic year. The

College is not anticipating these struggles to be over next year; however, future-year challenges may be more manageable due to the recommendations being suggested by the Administration and considered by the Board. The systematic approach taken has helped the Administration and the Board identify what is needed and plan for future years (e.g., tax levy, tuition increase, etc.).

Following the May 1 Board of Trustees Retreat, the budget will be adjusted accordingly and again presented for approval to the Board of Trustees in May.

*Library Update* ~ Included in the recommended 2017-2018 budget cuts was the closure of the Jefferson College Arnold Library. Caron Daugherty reported that faculty and staff are advocating for the Arnold Library to remain open, and after reviewing and considering the numbers and support, she is in favor of keeping it open as well. Initial discussions included relocating the Workforce Development Office to this location; however, as a result of continued discussions, it has been decided to relocate the Workforce Development Office into Room 325 rather than the Library. The current Library space will be converted to honors and education classroom space. A smaller space will be utilized for the Library. The intent is now to keep the JCA Library open with limited hours. Staff is reviewing logistics to determine services what will be retained.

Caron offered a “shout out” to Lisa Pritchard and her staff for maintaining the cohesiveness of services within their department for the past six (6) months.

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

Chris DeGeare is continuing to work on the teach-out of the biomedical electronics department; an adjunct instructor has been hired. The recent bad press pertaining to the College, potential cuts and the closing of this program is causing concern. There has been confusion in both college-level and Area Technical School programs. Perhaps we need to consider implementing a concerted marketing effort promoting the College to clear up the recent negative publicity and to reassure the College’s stability. It can only benefit the College to market ourselves, correcting these perception issues and reminding the community that we are here for years to come.

Greg McVey stated that as a result of the three recent hot-seat questions directed at the Athletics department, he invites anyone with questions to stop by and have a conversation with him regarding the department. The Athletics department has been involved with the budget discussion and has been affected like all other departments across campus; they are very transparent, and Greg looks forward to sharing information with anyone interested.

Dr. Cummiskey stated that the next PLC meeting is scheduled for May 25; however, this meeting may be cancelled. The PLC will reconvene in August if the May meeting is cancelled.

Dr. Cummiskey reminded all to please share the information received at the PLC meeting with colleagues.

#### **NEXT MEETING DATE**

May 30, 2017