

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ August 30, 2016

ATTENDANCE

Deborah Allen	Ray Cummiskey	Kim Harvey	Earl Neal
Diane Arnzen	Caron Daugherty	Karen Hester	Lisa Pritchard
Trish Aumann	Shirley Davenport	Kathy Johnson	Dale Richardson
Roger Barrentine	Chris DeGeare	Kathy Johnston	Joel Vanderheyden
Michael Booker	Sara Denny	Terry Kite	Matt Vaughn
Robert Brieler	Daryl Gehbauer	Bruce Korbesmeyer	Lisa Vinyard
Sarah Bright	Carrie Greer	Holly Lincoln	Joan Warren
Patti Christen	Richard Hardin	Greg McVey	Tasha Welsh
Kaytlyn Clark			

CALL TO ORDER

President Cummiskey called the meeting to order at 2:33 p.m.

- Introduction of New Members ~ New PLC members and guests introduced themselves.
- Purpose of President's Leadership Council (PLC) ~ Dr. Cummiskey explained the purpose of the PLC as follows: (1) to provide a forum to discuss items coming before the College; (2) to provide a way to communicate information with the campus community (attendees are asked to share information with his/her constituents); and, (3) is a form of shared governance.

Dr. Cummiskey reminded the group that PLC meetings are open for anyone. While there is a set agenda distributed prior to the meeting; any member can request to add items prior to distribution. Hot Seat questions are included every month; however, due to the length of this month's agenda, Hot Seat questions were removed and will be included again at the September meeting. (Just as a reminder, the Hot Seat questions are recorded and published on MyJeffco for all to view.)

CELEBRATIONS/RECOGNITIONS

- Health Campus Award ~ Congratulations were extended to all who played a role in Jefferson College winning this prestigious award. Jefferson College is one of only five institutions to receive the award, and the only community college in the nation. This award recognizes the work of many over the past few years to offer a wellness program on campus.
- Dr. Cummiskey congratulated Shirley Davenport who recently received her Ph.D.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the May 31, 2016, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Chris DeGeare seconded the motion. All approved.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey shared that his office is beginning the process of adding more materials into the BoardDocs Library. All past Board of Trustees meeting minutes are now loaded in the BoardDocs Library and are searchable. Soon additional College materials (e.g., Faculty/Staff Handbook, BAT-FAT Statements of Understanding, etc.) will be included in the BoardDocs Library as another resource.

Dr. Cummiskey also shared that the Board of Trustees has recently added Professional Development as an agenda item to future meetings.

Access to Board of Trustees meeting information is available through BoardDocs.

Committee Presentation(s)

Institutional Committees Update ~ Sara Denny shared the following:

- Initial committee meetings are being scheduled.
- The Council of Chairs met during opening week. In an effort to reduce meeting times, some new processes may be adopted, including approving minutes electronically.
- All committee information can be found on the Committees tab in MyJeffco, including meeting minutes and agendas. Additionally, the committees video is linked on the Committees tab.

Dr. Cummiskey reminded the group that institutional committee participation is a way to get involved in the decision-making processes and shared governance.

Constituent Reports and Issues

Closing the Loop was mentioned during opening week. Dr. Cummiskey stated the College is going to make a concerted effort to bring closure with issues that arise or that are being addressed.

Updates

- Budget Review ~ Richard Hardin provided budget updates for 2016 and 2017. FY17 includes small deficit (\$215,000). The budget planning process for FY18 will begin earlier this year in an effort to solicit additional employee feedback prior to building the budget.
- Library Renovation Project ~ Dale Richardson presented updated information regarding the Library renovation project including the following: office relocations; the new Viking Room Annex; and wayfinding signage. Additional information shared included: architectural drawings are available for viewing; book collections and shelving are relocating to off-campus storage; the Library closes for construction on Friday, December 16; the total project construction timeline is estimated to be 10-12 months; the Foundation is looking into a Feasibility Study for funding the Library project; there will be naming rights options with the Library remodel.
- Health Insurance Update ~ Tasha Welsh explained the College is required to bid insurance every three years. Cigna provided the lowest and best bid; therefore, it is being recommended to the Board to switch to Cigna. The Health Insurance Review Committee was included in the decision-making process. Tasha shared the following regarding Cigna: (1) Cigna offers online enrollment, which will be a great benefit to view options online and enroll online; (2) Cigna offers 24/7 customer service; (3) once approved, Cigna will set up a toll-free phone line for employees to access to ask questions regarding the available plans; (4) regarding dental insurance, Cigna offers more providers than Delta Dental; therefore, dental insurance through Cigna is included in the recommendation to the Board. All questions can be forwarded to Tasha.
- Automotive Remodel ~ An update was provided regarding the remodel of the Automotive Technology garage/classroom. The remodel went out for bid; however, the timeline associated with the renovation caused an inflated cost for the project (the construction schedule was too challenging, driving the cost up). After consideration, the decision was made to develop a more normalized construction schedule which will result in more bidders and will lower the cost of the project. In response to a question, Dr. Cummiskey stated the funding earmarked for the Automotive Technology remodel will not be redirected to the Library renovation.

[FAFSA](#) ~ Sarah Bright reviewed the new Prior-Prior Year (PPY) / Early FAFSA Completion explaining that, effective with the 2017-2018 award year, income from two-years prior will be used when completing the Free Application for Federal Student Aid (FAFSA) (for the 2017-2018 school year, 2015 income tax information will again be used). Along with this change, the FAFSA will now be available for completion on October 1 each year (for the 2017-2018 school year, the FAFSA will be available this October 1, 2016). The cut-off is also moving up, requiring students to get their FAFSA completed earlier than in previous years. The Department of Education is hopeful these changes will help students. Students will be notified of these changes beginning in October.

Employee Feedback Exercise ("4 Questions") Update & Posting ~ Caron Daugherty shared that the "4 Questions" associated with the employee feedback exercise are now posted on MyJeffco (on the Employee tab under the Constituent Groups channel as well as the President's Office channel). Additionally, meeting minutes are now being taken during the Administrative Team meetings, and those minutes can be found under the President's Office channel.

Student Satisfaction Survey ~ Kathy Johnston and Holly Lincoln reviewed results from the Noel Levitz Student Satisfaction Survey. This survey was originally utilized in 2014, and the College hopes to continue soliciting feedback via the Noel Levitz survey every two years.

Opening Week Review ~ Caron Daugherty reported on Opening Week thanking all for the feedback regarding the week's activities. The data will continue being compiled and will be shared when finalized. The key takeaway was that employees overwhelmingly appreciated the closing of campus so all could attend the Monday meeting; however, employees would rather have received the state of the College.

- Closing the Loop on the Opening Session Questions ~ Daryl Gehbauer provided an update on the following two matters:
 - ~ [ADA Access to the Fine Arts Theater](#): This issue is currently under discussion. Daryl reviewed what changes have been made at the Fine Arts Theater and potential plans for additional ADA parking at the FA Theater.
 - ~ Printing will continue to be done in-house. Angi Bassin has been hired as a full-time employee with the printing company we are contracting with, so there should be a seamless transition for employees.

Great Places to Work Survey ~ Ray Cummiskey & Tasha Welsh reported on the Great Places to Work Survey and expanded on the email that was sent out to all employees. This survey has been used for six years, and given this year's disappointing results, the College intends to look at the results long and hard in an attempt to determine why the dramatic results. Constituent group leaders have been consulted regarding soliciting feedback from their colleagues. It was pointed out that, although the survey is anonymous and confidential, if an employee is concerned with being identified due to his/her role, the "Other" option can always be chosen. A meeting will be scheduled on October 4th to begin addressing the issues.

Updates to Board of Trustees Policies & Procedures (Outcomes of BAT-FAT Statement of Understanding) ~ Caron Daugherty shared updates to Board of Trustees Policies & Procedures resulting from the most recent BAT-FAT negotiations. Updates are suggested to employee personal days and to online and hybrid instructional assignments; as well, a new Classroom Cell Phone Use policy and procedure is being suggested. Caron hopes to submit all updates for consideration by the Board at the same time. It is also being recommended that the changes be made retroactive to July 1, 2016.

Phi Theta Kappa Updates ~ Matthew Vaughn & Karen Hester wanted to acknowledge some of the successes of Jefferson College's local chapter of PTK, including its Five-Star Chapter status for the past two years. The local chapter holds recruiting events and induction ceremonies twice a year. PTK is a great

leadership opportunity for students. Matt and Karen thanked the College for helping to fund trips to regional conferences.

Dr. Cummiskey thanked those who have asked questions during the PLC meetings and those who have submitted Hot Seat questions to encourage discussion. He requested that attendees continue bringing questions forward and to share information with constituents following the meetings -- to share the knowledge. Additionally, he reminded all that guests are always welcome.

COMMENTS / DISCUSSION / INFORMATION ITEMS

None

NEXT MEETING DATE

September 27, 2016

ADJOURN

The meeting adjourned at 4:48 p.m.