

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ November 29, 2016

ATTENDANCE

Deborah Allen	Kaytlyn Clark	Terry Kite	Lisa Pritchard
Diane Arnzen	Ray Cummiskey	Bruce Korbesmeyer	Dale Richardson
Trish Aumann	Caron Daugherty	Connie Kuchar	Bob Stevens
Roger Barrentine	Shirley Davenport	Holly Lincoln	Lisa Vinyard
Michael Booker	Daryl Gehbauer	Dena McCaffrey	Allan Wamsley
Robert Brieler	Richard Hardin	Greg McVey	Joan Warren
Sarah Bright	Kim Harvey	Shelly Mueller	Tasha Welsh
Patti Christen	Kathy Johnston	Earl Neal	Kenny Wilson

CALL TO ORDER

President Cummiskey called the meeting to order at 2:31 p.m.

CELEBRATIONS/RECOGNITIONS

- Roger Barrentine shared that the College's Marketing & Public Relations department has, for the fourth consecutive year, [received recognition](#) from the National Council for Marketing and Public Relations (NCMPR) by receiving eight (8) "Medallion of Excellence" Awards, more than any other school in the College's district. Roger recognized his staff, Erin Bova, Tom Stuckhoff, Lauren Murphy, Amy Coomes, Matt Keeney, Kristen Sides and Joel Speth, thanking them for their consistent hard work.
- Dena McCaffrey offered kudos to Diane Scanga who was recently recognized by the Jefferson County CIT Group for her efforts in assisting a woman and her children residing near Jefferson College Imperial who were in need of assistance and protection.
- Congratulations to Katylyn Clark who received the Missouri Community College Association-Student Government Leadership Award.
- Congratulations also to Dora Mitchell who was honored as Jefferson College's recipient of the MCCA Senior Service Award at MCCA Convention.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the September 27, 2016, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Rob Brieler seconded the motion. All approved.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

[Board of Trustees Update](#) ~ Dr. Cummiskey provided a brief review of the November Board of Trustees meeting and 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:

- The Diversity Subcommittee is working to develop objectives for each of the following focus areas: institutional leadership, culture and climate, curricular programs, and co-curricular programs. These objectives will be the basis for further development of the diversity plan.

- Employee Support Committee ~
 - ~ Rah Rah is planning the College Holiday Party which will be held in the Library on December 15 with an “Elf Construction” theme. Save the Dates have been emailed, and additional details are forthcoming.
 - ~ The Holiday Decorating Contest is in full swing. Judging will be held on Thursday with winners announced on Friday.
- Environment and Safety ~ The Solar Eclipse is August 21, 2017 (the first day of the semester). The Eclipse Task Force is planning events for the day, including purchasing glasses for everyone to view the eclipse safely. Based on Faculty Senate feedback, a decision was made to convert all classes meeting 8:00 a.m.-2:00 p.m. (on this day only) to an online meeting; no face-to-face classes will meet this day at this time. Classes scheduled to meet 3:00 p.m. and after will resume the normal meeting schedule. Participation in the Solar Eclipse activities on campus will be encouraged by all faculty, staff, and students; however, since it is the first day of classes, some offices will need to remain open (e.g., Financial Aid). All offices will be closed for the viewing of the eclipse. For more information regarding activities and events going on around campus and in the County, Rob Breiler suggested people contact Bob Brazzle.

Constituent Reports and Issues

Electronic W-2s ~ Shelly Mueller shared that employees can sign up now sign up to receive his/her W-2 electronically rather than waiting for the hard copy to be mailed on January 31, explaining that consent must be given via MyJeffco. The electronic W-2s will be available much sooner, and there is a printer-friendly option. More communication will be sent out as the date gets closer.

Shelly also reminded the group that since December is a short month, pay period deadlines have been moved up to accommodate Christmas break. To assure all employees are paid appropriately, Shelly suggested that those who have not yet assigned a proxy to do so as meeting approval dates in December is critical for payroll processing.

Recommendation of Cigna as Employee Assistance Program (EAP) Provider ~ Tasha Welsh shared that the College’s contract with Personal Assistance Services (PAS), who has provided the College’s EAP, expires on December 31. This service was put out for bid, and three proposal were received with Cigna being the lowest bidder. Therefore, at the December Board of Trustees meeting, Cigna will be recommended to provide the College’s EAP. Cigna offers the same confidential counseling services as PAS. As well, with Cigna being the College’s healthcare provider, contracting with them for EAP services will offer a seamless transition if an employee needs to utilize his/her healthcare benefits following use of EAP benefits.

Department of Labor (DOL) Update ~ Tasha Welsh stated the DOL guidelines that were supposed to be implemented on December 1, 2016, have been postponed until further notice. A Campus Announcement will be published stating all changes anticipated to take effect on December 1 will be delayed until the DOL implements the changes. The DOL intends to appeal the judgement. The College is ready for the transition if/when the guidelines are implemented.

Open Enrollment in the College’s new healthcare provider, Cigna, is available through Friday, December 2, and employees who have not completed their enrollment should do so before this time. Those who do not enroll will automatically be enrolled in the employee-only OAP health plan.

Performance Funding Measures ~ Joan Warren reported that for the first time in five years Jefferson College has met all five Performance Funding targets. The College’s confirmation letter from the Missouri Department of Higher Education can be found on the College Reports tab. The following five Performance Funding Measures can be met through improved performance or sustained excellence: (1) Three-year Graduation and Transfer Rate (met through improved performance); (2) Math

Developmental Student Success (met through improved performance); (3) Successful Completion of all Credit Hours (met through improved performance); (4) Licensure/Certification Exam (met through sustained excellence); and, (5) Tuition and Fee per FTE (met through sustained excellence).

Kudos were extended to everyone who helped in this important achievement of helping our students be more successful, which will ultimately result in additional funding for the College over the years.

The 2014 Senate Bill 492 requires all institutions to measure a sixth Performance Funding target beginning in 2016-2017. Community colleges' measure will involve 2014-2015 graduate success rates. Discussion ensued regarding how this new measure will affect the College regarding how and what data is collected.

Town Hall Task Force Updates ~ Dr. Cummiskey reminded the group that the Town Hall Task Force was put in place to address concerns shared at the October Town Hall meeting. Membership of the Task Force will be proportional of each constituent group, and will consist of approximately 20-24 volunteers. Mr. Reeves has met, both individually and collectively as a group, with the constituent groups.

- Faculty Senate met with Jim Reeves on November 18, and as of this date, a follow-up meeting has not be scheduled.
- Classified staff held two open sessions with Mr. Reeves, and approximately 25-30 classified staff attended. Several classified staff members have volunteered to serve on the Task Force.
- Certified staff met with Jim Reeves on November 7. Four certified staff members volunteered for the Task Force.

Jim Reeves continues to facilitate this process. Work is being done; however, faculty and staff were asked to be patient as this process may take some time. The long range goal is to identify issues that can be and will be addressed, and to move from complaints to solutions, which is not an easy task.

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 will 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).

- **College's commitment to diversity** ~ this topic was brought forward as a result of the following: concern about the recent election; concern about St. Louis protests; and, concerns about support for international education. Dr. Cummiskey stated that the College has always been known as a welcoming and accepting place. That being said, the College is always cognizant of the fact that diversity is something we can and should always address, by incorporating different cultures, ideas, and backgrounds in everything we do. Dr. Cummiskey recently attended a presentation in the Library by a woman from Syria; the presentation was well attended, positive and invoked interesting discussion. As well, last month student athletes participated in a training session with diversity experts, and the Jefferson College Foundation held a training session regarding approaching donors. Perhaps the most important aspect of diversity and appreciating differences among people and ideas is that we need to listen to each other.

HLC Annual Conference ~ Kim Harvey shared the following regarding the College's accreditation: the College transitioned to the Open Pathways Model in January 2013, which includes an assurance system and institutional improvement. A subcommittee is in the process of writing the required Assurance Argument addressing the criterion. Also, an (electronic) Evidence File and a Federal Compliance Filing are required as part of the Open Pathways Model. The College's Comprehensive Evaluation Visit will be held March 11-12, 2019, where information will be solicited from students, faculty and staff. Promotion for the visit will begin in Spring 2018. Kim Harvey, Sarah Bright & Connie Kuchar reported on the Spring 2016 HLC Annual Conference.

In response to a question, Dr. Daugherty and Dr. Cummiskey discussed the trend of fewer institutions receiving ten-year accreditation. With the new models, accreditations are including more follow-up from institutions, and more engagement from HLC. The expectation is continuous review and improvement (e.g., institutions are required annually to review their Assurance Argument). It is not uncommon for schools to provide follow-up reports to HLC. As well, there is more communication with the HLC than in past years.

COMMENTS / DISCUSSION / INFORMATION ITEMS

- Patti Christen offered sincere appreciation to those groups who allowed her and Julia Hampton to attend their meetings and share information the Foundation Campus Campaign. As always, the Foundation is hoping for 100% employee participation.
- The Foundation Board voted to support the Library Campus Campaign by committing to raise \$1.5 million. Patti thanked all for supporting the Foundation.

NEXT MEETING DATE

January 31, 2017

ADJOURN

The meeting adjourned at 3:52 p.m.