

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ February 27, 2018

ATTENDANCE

Vivian Aubuchon	Ray Cummiskey	Kim Harvey	Dena McCaffrey	Jacob Smith
Trish Aumann	Caron Daugherty	Ryan Humphres	Greg McVey	Lindsay Steighorst
Roger Barrentine	Shirley Davenport	Tracy James	Lisa Pavia-Higel	Lisa Vinyard (Secretary)
Michael Booker	Chris DeGeare	Kathy Johnston	Lisa Pritchard	Allan Wamsley
Sarah Bright	Carrie Flesh	Joe Kohlburn	Dale Richardson	Joan Warren
Leslie Buck	Daryl Gehbauer	Betty Linneman	Mark Schweiger	Tasha Welsh

CALL TO ORDER

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

CELEBRATIONS/RECOGNITIONS

- Dr. Daugherty congratulated the Radiologic Technology program for the great site visit and review from its accrediting body, the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program received high marks and accolades. Official notification should be received from JRCERT in approximately three (3) months. There is no reason to expect the program will not receive the full eight-year accreditation.
- Betty Linneman shared that the peer tutoring program received the first level of College Reading & Learning Association (CRLA) certification. It has taken several years to achieve this certification as it is a long process, and Betty and her staff are proud this has been achieved as peer tutors can now be certified.
- Betty also shared that the Testing Center recently received a surprise visit from Educational Testing Services (ETS) to review the HISET testing. Everything was deemed acceptable at the visit.
- Lisa Pritchard reminded everyone the Library will open to campus beginning Monday, March 26. The Library staff is very excited to welcome everyone, especially the students, back into the newly-renovated Library. A Book Brigade (including two ponies) is scheduled for Tuesday, March 27 at 2:00 p.m. The Grand Opening is being held on Monday, April 2.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the following minutes: October 31, 2017, November 28, 2017, and February 6, 2018. Ryan Humphres made a motion to approve the minutes as presented; Betty Linneman seconded the motion. All approved.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey provided an overview of where the College is with the budgeting process, discussing effects of a possible State cut and the changes in the CBHE's new set of performance criteria (which will also affect the College's core budget). Legislators have indicated they will be working to identify new money for higher education, although there are no guarantees. The College is hopeful higher education may end up with a little more money than what was initially projected; however, our budget is being prepared considering the worst case scenario.

Dr. Cummiskey reviewed the process for approval of the state budget – discussions regarding the initial funding bill begin in the House, move on to the Senate, then, as required by the Missouri Constitution, the funding bill is submitted to the Governor no later than the first Friday in May. The Governor can either sign the funding bill or line item veto (the Governor is allowed to take money out of the budget but cannot move

money around). If the Governor does not sign the funding bill, it goes back to the Legislature in the fall when a veto session is held. Ultimately, the state budget can be negotiated for many months.

The Board Budget Subcommittee met on Tuesday, February 20, and the Board of Trustees has a work session scheduled for Thursday, March 1, to continue the budget discussions. A tuition increase will be included on the March 8 Board of Trustees meeting agenda as this needs to be determined prior to the start of registration. As well, personnel matters need to be firmed up in preparation for the March 8 Board meeting.

Dr. Cummiskey reminded the group that all information pertaining to the Board of Trustees meetings is always available via BoardDocs (linked above).

Committee Presentation(s) ~ Betty Linneman shared highlights of the monthly [Institutional Committees reports](#).

Constituent Reports and Issues

Classification & Compensation Study ~ Tasha Welsh and Carrie Greer, Classification & Compensation Study Project Manager, provided the following update on the staff portion of the Study:

- Although the process is behind scheduled, good progress is being made.
- A classification structure draft has been developed; Carrie and Tasha are working together to confirm all staff has been included in the structure.
- Supervisors will receive this information in the near future and will be asked to review the information provided, confirming all employees are included in the draft structure and to make sure the structure makes sense. The information provided will be a listing of positions/staff and will include current title, suggested title, required qualifications, key responsibilities, etc.
- The next step will be market research.
- The Task Force has met once and provided a lot of feedback.

[MOTR Core 42](#) ~ Leslie Buck shared the following information regarding the Higher Education Core Curriculum Transfer Act (SB 997) (MOTR Core 42):

- SB 997, passed by the Legislature in Fall 2016 in response to the State's request to make sure students could transfer to other public institutions within the State of Missouri without difficulty, mandates the development of a standard core transfer curriculum and a common course numbering equivalency matrix for lower-division general education courses.
- MOTR Core 42 is the framework for general education that all Missouri public two- and four-year institutions of higher education will adopt effective for the 2018-2019 academic year.
- The goal of the Core 42 is to facilitate the seamless transfer of academic credits. Completion of the Core 42 at any public institution of higher education will transfer to every other public institution of higher education in the state and substitute for the receiving institution's general education requirement. Individual courses that comprise the Core 42 are guaranteed to transfer one-to-one among all public colleges and universities.
- An advisory committee, comprised of representatives of all 27 public two- and four-year institutions, developed two key pieces of this initiative -- the framework and the general structure of the general education program. This advisory committee has also reviewed all courses at the 27 public institutions determining which courses fit the Core 42 guidelines; this process is near completion.
- Since Jefferson's general education program already aligns with state guidelines, what we have in place fits nicely into the framework. Lesley distributed a document showing [Jefferson's alignment](#) with the MOTR courses and provided explanation.
- The MOTR Core 42 document will be finalized by the end of March for the 2018-2019 academic year.
- All courses included will be labeled MOTR and will transfer accordingly.
- Although the MOTR Core 42 is required only of public institutions, some private institutions may also adopt the guidelines.

Fulbright Initiative ~ Lisa Pavia-Higel shared the following information regarding the Fulbright Program (a private organization that receives public funding), a program designed to promote cultural understanding:

- Several community colleges have participated.
- Fulbright U.S. Scholars Program has opportunities to send administrators overseas to develop study abroad opportunities.
- Faculty from any discipline can participate as well as Administrators and Board members; a Ph.D. is not required; and, grants cover travel, lodging, and meals overseas. As well, a stipend is provided.
- International Education Administrator Seminars (IEA) are available and are designed to create study abroad opportunities (the Russia Community College Administrators Seminar is being offered this October).
- The visiting international scholar program brings an individual to campus to serve as a full-time faculty member for either a semester or full year.
- The Outreach Lecturing Fund (OLF) would bring a scholar to campus for a symposium. Fulbright pays the travel, and the host institution is responsible for transportation and meals.
- Lisa Pavia-Higel is Jefferson College's faculty liaison and is available to answer any questions. As well, visit <https://www.cies.org/> for additional information.

Student Senate Non-Discrimination Statement Survey ~ Student Senate President, Jacob Smith, stated the Student Senate was approached by LBGTQ+ Club regarding adding gender identity and gender expression to Jefferson's Non-Discrimination Statement. A survey was created and distributed to currently enrolled students at the end of January. One hundred five (105) students participated in the survey with many supporting the addition of gender identify and gender expression to the College's Non-Discrimination Statement. On behalf of the Student Senate, Jacob requested guidance with moving this recommendation forward. Dr. Cummiskey stated the College's current Non-Discrimination Statement mirrors law and revising it would go beyond the law; therefore, this will have to be reviewed institution-wide and a determination made regarding the potential impact on the institution.

Jacob stated there are a couple community colleges in the State as well as UMSL that currently include one or both of these expressions in their Non-Discrimination Statements.

Dr. Cummiskey directed the Student Senate to work with the Diversity Subcommittee to advance this recommendation.

Automotive Service and Repair Program ~ Chris DeGeare stated that, in an effort to generate revenue for the Automotive program, services are being opened up to the broader community for a fee. The College was approached by and has partnered with InstaCredit Automart for the College's Automotive program to service some of their vehicles. This program will allow for a steady of stream of work for the students and will generate some revenue to offset the program costs. Some fees are considerably less that standard charges, including flat rate charges. Every customer must approve a work order for his/her vehicle, and the work order includes a liability release and terms. Chris stated it is not the College's intention to compete with local repair shops. This program will not be publicized. College faculty and staff vehicles will continue to be serviced as well.

Hot Seat Questions ~ Dr. Cummiskey reminded the group that captured in the November 28, 2017, PLC Minutes was a follow-up to discussions regarding the Hot Seat Questions. A few suggestions included identifying a new title for this segment, categorizing the Questions/recordings, changing the format to a Team initiative which would allow responses by the content expert (rather than only Dr. Cummiskey responding), etc. Dr. Cummiskey stated that, although recently overshadowed by budget discussions, the Hot Seat Questions discussions will continue in the near future.

[2018-2019 Budget](#) ~ Daryl Gehbauer provided an overview of the College's budget planning for FY 2019, sharing the challenges the College is facing (state funding cuts which could total up to \$1 million, enrollment declines, medical insurance costs, etc.), possible areas for savings (reorganization of some departments, an increase in state aid for FY18, reducing the annual loss in a couple areas on campus, etc.), and the many ideas submitted via the Budget Workgroups (tuition/fees increases, closing the pool, temporarily suspending capital projects, discussing a tax levy, etc.). Daryl stated the budget discussions are a work in progress and nothing is off the table; all suggestions are welcome. Some areas being discussed include class sections in relation to lower enrollment and Core 42, tuition/fees increases, position eliminations, energy savings across campus, etc.

Dr. Cumiskey reminded the group that, although the College is facing budget challenges, we are still a multi-million dollar institution. Times may be tight, but it is important to remember that we will continue to serve our students and Jefferson County.

COMMENTS / DISCUSSION / INFORMATION ITEMS

None

NEXT MEETING DATE

March 27, 2018

ADJOURN

The meeting adjourned at 4:10 p.m.