

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ August 29, 2017

ATTENDANCE

Diane Arnzen	Caron Daugherty	Tracy James	Greg McVey	Lindsay Steighorst
Trish Aumann	Shirley Davenport	Kathy Johnson	Lisa Pritchard	Lisa Vinyard
Michael Booker	Chris DeGeare	Kathy Johnston	Dale Richardson	Allan Wamsley
Bob Brazzle	Daryl Gehbauer	Betty Linneman	Dan Smith	Joan Warren
Sarah Bright	Richard Hardin	Dena McCaffrey	Jacob Smith	Tasha Welsh
Mark Byington	Kathleen Harris	Amy McDaniel	Mark Smreker	Stacey Wilson
Ray Cummiskey	Kim Harvey			

CALL TO ORDER

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

- Introduction of President's Leadership Council (PLC) Members ~ PLC members and guests introduced themselves.
- Purpose of President's Leadership Council (PLC) ~ Dr. Cummiskey explained the purpose of the PLC is to provide a forum to discuss items coming before the College, to provide a way to communicate information with the campus community, and is a form of shared governance. PLC members are asked to share information learned and discussed at the meetings with his/her constituents and to bring any questions or concerns to the PLC on behalf of constituents.

Dr. Cummiskey also shared the following:

- There are a couple positions on the PLC that are currently vacant; these will need to be filled.
- In an effort to remain transparent, PLC meetings are open meetings that anyone can attend.
- To be respectful of members' time, meetings generally end no later than 4:00 p.m.

CELEBRATIONS/RECOGNITIONS

- Dr. Cummiskey congratulated the Eclipse Task Force on the great success surrounding events held on campus last Monday, August 21. The President's Office has received several letters and emails complimenting the efforts made by the College and thanking us for hosting a wonderful event.
- Dena McCaffrey invited those who have not yet seen the newly renovated Automotive Shop to visit the Career & Technical Education building to see the updates. All involved in the project are very proud of the results.
- Also in the Career & Technical Education building, the Nursing SIM Lab (NEST) is near completion; the Ribbon Cutting will be held on Wednesday, September 20.
- Computer Information Systems student Wade Stuart recently received the St. Louis Regional Chamber Game Changers Award. Recipients of the award are community college students who demonstrate exceptional persistence toward meeting their career goals. This is a well-deserved award for Wade, and he did a great job representing Jefferson College as well as non-traditional students. This was a great event honoring community college students.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the April 25, 2017, 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 stated Board actions are available via BoardDocs. He reminded all that the Board Social/Faculty Meet & Greet is scheduled for Thursday, September 14, in the Viking Room prior to the Board meeting; all faculty and staff are invited to attend the event.

Committee Presentation(s)

Institutional Committees Update ~ Trish Aumann highlighted the following:

- Council of Institutional Committee Chairs: Results from several surveys distributed last Spring semester are being reviewed.
- Institutional committees information is now available on MyJeffcoV2 under the Employee tab. Last years' meeting minutes have not yet been uploaded; however, these should be uploaded by September 1.
- Capital Projects requests are due to the Vice Presidents by September 12.

Constituent Reports and Issues

American Solar Eclipse Wrap-Up: Bob Brazzle shared the linked presentation documenting the Eclipse event held on campus last Monday, August 21. Many faculty, staff and students were involved and helped make the event on campus a huge success, and Bob extended his sincere appreciation and thanks to all involved. Some of the highlights of the day included:

- Approximately 639 cars and 3 buses paid to park on campus.
- Estimations are that approximately 2000 people were on campus for the event.
- Guests represented four countries and thirty-two states.
- The approximate profit for the day is \$7,900.
- Many personal Thank You letters and emails have been received by staff.
- Some attendees have shared their photos with us and have tagged us on Facebook posts, which we appreciate.

Enrollment Update: Kimberly Harvey reported that as of this morning, enrollment is down 13% in headcount and 7.95% in credit hours. Following is additional information pertaining to enrollment:

- Part-time enrollment is down more than full-time enrollment.
- More people are working than going to school.
- Some four-year institutions are offering financial incentives to students.
- The elimination of some developmental classes (in response to a state initiative) has had an effect on enrollment. Dr. Daugherty stated the College should realize an increase in retention rates in the future as a result of these changes.
- The new federal financial aid regulations is problematic for students and has caused some delays.
- Drops for non-payment is done more frequently than in the past; however, personal outreach to these students has been included in the process.
- Census is Monday, September 18.
- Enrollment numbers will increase as Law Enforcement Academy and dual credit enrollments have not been completed; as well, students are still enrolling in 14-week and 2nd 8-week classes.
- Personal outreach is made to: (1) all students who submit an Application for Admission within 72 hours; (2) to students who have applied to the College but have not registered for classes; and, (3) to currently-enrolled students who have not registered for classes.

Betty Linneman share that the ALL at Hillsboro has been very busy with over 80 visits since the start of the semester. Regarding the changes in developmental education, Betty stated that in the long run these students will be more successful and the College will experience higher retention rates as a result.

Dr. Cummiskey stated that enrollment always a concern, but given the state funding reductions this academic year, the decline creates more challenges for the College. He also noted that most of the community colleges in the State are experiencing a decline as well.

In response to a question regarding marketing efforts targeting non-traditional students, Dr. Harvey stated that marketing to this group is always difficult and there is always room for improvement. Dr. Cummiskey mentioned that given the budget cuts this academic year, marketing initiatives are carefully considered and prioritized.

Budget Update: Daryl Gehbauer reviewed the linked budget update outlining challenges the College is facing, update on the College's reserves, effects of the enrollment decline on the budget, and the next steps in managing the College's budget for the future.

Statewide Cost Reduction Task Force: Daryl Gehbauer provided an update on the Statewide Cost Reduction Task Force, a collaborative statewide community college effort. Highlights of the presentation included the following: (1) the Four Areas of Concentration (Employee Benefits, Regulatory Relief, Data and Benchmarks, and Procurement and Shared Services); (2) the charge of the Task Force; (3) items identified for review by the Task Force; (4) the Implementation Plan; (5) Next Steps; and, (6) future areas of concentration by the Task Force.

In response to a question regarding Jefferson College's expenses aligning with those identified by the Task Force, Mr. Gehbauer stated that while Jefferson College may not see as significant savings as some other institutions across the State in some categories, we will realize savings in other categories.

Vending Machines on Campus: Daryl Gehbauer reported that one of the areas he receives the most complaints about is the vending machines on campus. It has been decided to have fewer vending machines on campus with more product in them; the machines with lower usage will be removed (e.g., the machines in the Administration building, the Child Development Center, and the machine located on the second floor of Arts & Science I). Daryl requested that faculty and staff contact him if any machine is found to be habitually understocked and service does not improve.

Green Initiatives: Daryl Gehbauer stated that in response to a challenge by Dr. Cummiskey to use less paper on campus and "be more green," several initiatives have been implemented across campus. Some of the initiatives updated to an electronic process include: (1) print requests; (2) supply requisitions; (3) SpiceWorks (Maintenance/Buildings & Grounds requests); and, (4) leave and time reporting. Processes being considered for automation in the future include lamination requests, Orders for Payments, General Requisitions, and an expansion of Document Imaging.

From a broad perspective in the Finance & Administration division, initiatives are being/have been put in place resulting in higher efficiency and better effectiveness, including: (1) PeopleAdmin has made processes more efficient in the Human Resources Office; (2) in the last five years the data center has reduced electricity demand by 52%; and, (3) the College is much more energy efficient due to lighting improvements. The Finance & Administration division continues to progress toward implementing initiatives that result in money-savings for the College.

MyJeffcoV2: After the College was informed of significant changes and a required conversion by the third-party vendor managing the College's web portal, IT staff discussed the situation, consulted other institutions and chose to develop an in-house web portal. Implementing this newly-designed portal, requiring no third party involvement, the College will realize an annual savings of \$45,000. The new portal looks a little different but contains very similar functionality. Last Spring semester, Tracy James, Mark Smreker and Dan Smith spoke with several groups on campus regarding the conversion to MyJeffcoV2. Feedback was welcomed, however very little was received. Since the conversion that occurred the first week of July, feedback continued

to be minimal. IT staff hopes this means faculty, staff and students are able to navigate the new version with little difficulty. Tracy James reiterated that any questions or concerns should be directed to IT.

Regarding concern about information contained on the new version being accessible, Dr. Cummiskey reminded the group that everything we do is public information, and this makes it easier for the College to remain transparent and follow the Sunshine Law.

Women's Soccer: Greg McVey presented information regarding the proposal to add Division 3 Women's Soccer to the College's Athletic program, beginning 2018-2019. This proposal is quite timely as the College has only until this October (2017) to declare athletic program offerings; the next opportunity would be in four years. There will be some costs associated with this addition; however, as this recommendation is for Division 3 Women's Soccer, the College would not offer scholarships to the players. Additional information can be found in the linked presentation.

Review of Opening Week: Caron Daugherty provided a review of Opening Week. For the second year in row the College closed for the Opening Meeting, allowing all faculty and staff to come together; this has been a great way to begin the semester. Dr. Daugherty quickly reviewed some the sessions of the week, including the Think Tank Activity held on Friday, which was an opportunity for faculty and staff to brainstorm. Some great ideas came out of the session, some of which may be attainable before the end of this academic year. The session was so successful that she is considering holding more Think Tank Sessions. Dr. Daugherty extended her appreciation to those who attended the session as well as the others who offered sessions during Opening Week. A survey will be distributed soon allowing all faculty and staff to provide feedback regarding the Week's activities.

COMMENTS / DISCUSSION / INFORMATION ITEMS

College's Response to Hurricane Harvey Devastation: Inquiries have been received regarding how the College can help those in Texas affected by Hurricane Harvey. Dr. Cummiskey stated he would like a campus-wide effort organized, a singular response. Correspondence will be emailed to all staff very soon. Any help will be greatly appreciated.

Dr. Cummiskey thanked all for attending the meeting and asked attendees to share the information with colleagues. He stated that anyone is welcome to offer topics for discussion at the PLC meetings; this group is meant to provide an opportunity for feedback to be received.

NEXT MEETING DATE

September 26, 2017

ADJOURN

The meeting adjourned at 4:30 p.m.