

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ September 26, 2017**

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**ATTENDANCE**

Diane Arnzen	Caron Daugherty	Tracy James	Dana Nevois	Lisa Vinyard
Trish Aumann	Shirley Davenport	Kathy Johnston	Lisa Pritchard	Allan Wamsley
Roger Barrentine	Chris DeGeare	Betty Linneman	Dale Richardson	Joan Warren
Mark Byington	Daryl Gehbauer	Amy McDaniel	Jacob Smith	Stacey Wilson
Patti Christen	Kim Harvey	Greg McVey	Lindsay Steighorst	Kenny Wilson
Ray Cummiskey	Ryan Humphres			

**CALL TO ORDER**

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

**CELEBRATIONS/RECOGNITIONS**

- Chris DeGeare recognized Business Management adjunct instructor Ron Trucks who was recently awarded a \$2,000 scholarship from WGU.
- Kenny Wilson shared that while at Mercy recently for a site visit he encountered five (5) graduates of the PTA and OTA programs who were working there. It was nice to see the relationship between the College and Mercy grow.

**APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the August 29, 2017, meeting minutes. Mark Byington made a motion to approve the minutes as presented; Greg McVey seconded the motion. All approved.

**ACTION ITEMS**

None

**COMMUNICATION AND FEEDBACK**

**Board of Trustees Update** ~ Dr. Cummiskey provided a brief overview of the September Board of Trustees meeting(s) including the need to schedule a second Board meeting due to the lack of a quorum at the regularly-scheduled monthly meeting. Concern was brought forward by some employees regarding the effects of delaying the approval of action items, especially if it affects adjunct faculty pay. Dr. Cummiskey stressed that no employees' pay was delayed.

BoardDocs has recently undergone a "face lift." For the most part, functionality is the same; however, anyone having difficulties navigating and obtaining information or if a question(s) arises, feel free to contact Lisa Vinyard.

Dr. Cummiskey reminded all that information pertaining to the Board of Trustees is always available via BoardDocs.

**Committee Presentation(s)**

**Institutional Committees Update** ~ Betty Linneman highlighted the following:

- The Accreditation Committee has been working on goals for this year, including the following: complete the final draft of the Assurance Argument and the final draft of the Federal Compliance filing; complete Phase Five of the Quality Initiative and prepare the final report; begin the marketing for the College's upcoming comprehensive evaluation; complete the Diversity Plan; and, complete the review of the

College's Mission/Vision/Values statements. Betty also provided an update on each of the Accreditation Committee's subcommittees.

- The Assessment Committee is continuing to revise the draft of the Assessment Handbook. The departments that had Co-curricular Outcomes of Critical Thinking and Communications training will begin implementing assessments this fall.
- The Cultural Events Committee has agreed to sponsor the Take-Back the-Night event and are considering goals for this academic year.
- The Curriculum Committee approved several proposals. The Academic Calendar Subcommittee will reconvene soon.
- The Employee Support Committee's main focus this academic year is on-boarding and new employee resources and training. They are also organizing the College's Holiday Party.
- The Environment & Safety Committee is holding a litter pickup on October 5. As well, two new voting members have been added to this committee; the charge of the committee has been slightly revised; and, a three-pronged effort has been implemented to help with hurricane relief.
- The Strategic Enrollment Management & Retention Committee: The campaign and registration for Wintersession classes will begin October 23, and Spring 2018 registration begins November 8. The goal of this committee is to determine institutional goals for enrollment, retention, persistence and completion, and to identify what data to track. As well, the committee will form an Advising Task Force to discuss strategies to utilize advising campus-wide as a tool to retain students.
- The Strategic Planning Committee has reviewed the Capital Projects process.
- The Student Learning & Support Committee has been reviewing the charge and purpose and is currently researching to determine if a refocus is necessary.

### **Constituent Reports and Issues**

[Fundraising Requests](#) ~ Patti Christen shared the Foundation's Notification of Departmental Solicitation & Fundraising Activities form and explained the purpose of the newly-created form is to serve as a communication tool so the Foundation is aware solicitation requests and fundraising efforts across campus. Submission of this information to the Foundation will alleviate repeated donation requests of businesses and organizations. Patti stated notification of approval will be made within one or two business days after receipt of the form in the Foundation Office. It was requested that Kathy Johnston receive the notification of approval for student clubs so she can forward the information to the appropriate student club advisor and/or club president. Patti clarified that program grants (e.g., Project SUCCESS) do not need to be reported to the Foundation Office. The form is available on the Foundation's webpage.

*Project SUCCESS 20<sup>th</sup> Anniversary Celebration* ~ Diane Arnzen invited PLC members to the Project SUCCESS 20<sup>th</sup> Anniversary Celebration Reception beginning at 3:30 p.m. tomorrow (Wednesday, September 27). Jefferson College is fortunate to have received this grant for 20 years from the Department of Education.

[Mission/Vision/Values Update](#) ~ Trish Aumann and Kenny Wilson provided information regarding the Mission/Vision/Values Task Force and discussed the charge and goal(s) of the Task Force, [process overview](#) and next steps, as well as the proposed Mission statement, Vision statement, and Values statement, all of which are critical to the College's Strategic Plan. The PLC agreed the Task Force should move forward with the next steps, which include sharing the [draft statements](#) with internal constituents and external stakeholders. A page has been created on the Jefferson College website for submission of feedback. Following receipt of feedback from all parties, the goal is to return to the PLC in January with final statements.

[Jefferson College Arnold 10<sup>th</sup> Anniversary Celebration](#) ~ Kathy Johnston distributed a flyer regarding the upcoming Open House Celebration recognizing the establishment of Jefferson College Arnold ten years ago. This event will also provide an opportunity to show the College's appreciation of the Arnold community, the Arnold Recreation Center and the Arnold Library as well as showcase the facility and the College's programs

and services. Advisors will be present to register students for the Spring 2018 semester and Financial Aid will be available as well.

Hot Seat Questions Discussion ~ Dr. Cummiskey wanted to give the PLC an opportunity to provide feedback regarding the Hot Seat Questions segment of the PLC meetings and to discuss the format and determine if changes were necessary to the segment. Members were encouraged to review the questions located on the tables and to have a discussion with colleagues regarding the questions. Each table was requested to identify someone to capture thoughts and ideas. The small groups were given approximately 20 minutes for discussion. Following are some of the thoughts and ideas shared:

- Students should be given the opportunity to participate in the Hot Seat Questions segment (e.g., submit questions) and should have access to the recorded videos.
- One common theme was the segment should be more of a dialogue or loop allowing constituents an opportunity to submit follow-up questions/feedback. Technology/apps are available that could be utilized in implementing this type of segment; or consider converting to a more blog-type process.
- Small group discussions are more beneficial and encourages more opportunity for feedback.
- Pros and cons were discussed regarding the anonymity aspect of submitting questions.
- In response to a question, Dr. Cummiskey stated that one or two questions are received each month which he answers; however, if several are received, he will answer these over the course of a couple months.
- Some employees have the perception that Dr. Cummiskey controls everything on campus; delegating some of the Hot Seat Questions for other staff may help with alleviating this perception.
- One member stated it would be nice if the College could get to a point where employees felt comfortable submitting questions with the name attached, rather than feeling the need to submit anonymously to assure protection from consequences for asking a question(s). Submitting a question pointedly makes the employee more accountable and will result in more respectful situation. How do we create a more trusting environment so employees feel comfortable tying their name to a question?
- It was suggested that, as an option to anonymous questions, include an option for the submitter to include his/her name. As some employees include his/her name with a question(s), it might lead to others feeling more comfortable submitting non-anonymous questions as well.
- Dr. Cummiskey stated that answers to most of the Hot Seat Questions can be found on the website, on MyJeffco, or via BoardDocs.

Dr. Cummiskey and the PLC members agreed this was a good discussion. Additional feedback (questions/concerns/ideas) can be sent to the President's Office. The President's Office will compile the comments into one document and share with the PLC.

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

None

#### **NEXT MEETING DATE**

October 31, 2017

#### **ADJOURN**

The meeting adjourned at 4:02p.m.