

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ November 28, 2017

ATTENDANCE

Diane Arnzen	Chris DeGeare	Kathy Johnson	Dana Nevois	Jacob Smith
Trish Aumann	Paul Ferber	Joette Klein	Lisa Pavia-Higel	Lindsay Steighorst
Roger Barrentine	Daryl Gehbauer	Betty Linneman	Lisa Pritchard	Richard Stephenson
Michael Booker	Richard Hardin	Dena McCaffrey	Dale Richardson	Joan Warren
Sarah Bright	Kim Harvey	Amy McDaniel	Miriam Rougly	Tasha Welsh
Ray Cummiskey	Tracy James	Greg McVey		

CALL TO ORDER

President Cummiskey called the meeting to order at 2:32 p.m.

CELEBRATIONS/RECOGNITIONS

None

APPROVAL OF MINUTES

Minutes from the October 31, 2017, President's Leadership Council meeting were distributed for review. Dr. Cummiskey asked for feedback to be forwarded to Lisa Vinyard.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey shared that health insurance was passed at the Special Board of Trustees meeting on November 16th. While the College has used the same process for many years to develop the health insurance recommendation for the Board, efforts will be made over the next year to keep employees "in the loop," engaging and involving the Ad Hoc Health Insurance Review Committee on a year-round basis. Also regarding health insurance, it has recently been brought to Dr. Cummiskey's attention that when it is stated the College has experienced a "bad insurance year," some employees feel this is a negative comment assigning blame. Dr. Cummiskey stated this comment is definitely not assigning blame -- it is a reference that claims were higher than expected. The whole point of having health insurance is to keep employees healthy; therefore, employees are encouraged to take advantage of their health insurance and use it when needed.

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

Voluntary Separation Incentive Program ~ Tasha Welsh shared that an overwhelming response was received from the employee budget survey indicating interested in the College offering some form of a retirement incentive again. The Board of Trustees was informed of this and authorized Administration to draft a Program for their consideration. An Announcement was sent to all employees the week of November 20 containing information about the Program. The Program will be presented for Board approval in December, and upon approval, Human Resources will send out more specific information and the application materials. Any employee considering taking advantage of this Program is encouraged to speak with his/her supervisor.

Questions can be directed to Tasha Welsh. The list of participants will be submitted for Board of Trustees approval at the February 2018 meeting.

Dr. Cummiskey stated that offering a Voluntary Separation Incentive Program builds in financial flexibility for the College, particularly given the current unknowns regarding the 2018-2019 budget (e.g., enrollment, tuition, the State budget, etc.),

Budget Survey Results & Workgroups ~ Daryl Gehbauer provided an overview of the recent employee budget survey (linked below). Following are some of the suggestions received:

- Offer a Voluntary Separation Incentive Program.
- Identify and correct inefficiencies across campus (e.g., HVAC, lighting, class sizes, etc.).
- Review all programs across campus (e.g., academic, athletics, etc.) to determine financial viability.
- Increase tuition and/or fees.
- Consider the adoption of a year-round four-day work week.
- Review the financial impact of outsourcing services (e.g., lawn care and printing).
- Consider a tax levy (Daryl stated this is risky -- the return could be huge, but to get a tax levy on a ballot is a large expense, upwards of \$400,000).
- Reconsider closing of the pool.

The Board Budget Subcommittee will meet tomorrow, Wednesday, November 29, and a number of these issues will be discussed.

As a result of the budget survey, four (4) Budget Workgroups are going to be convened to discuss Programming, Cost Reduction, Revenue Sources, and Employee Optimization & Benefits. A number of employees have already volunteered to serve on these Workgroups. The initial meeting for the Workgroups will be scheduled prior to the holiday break in December, with individual Workgroup meetings scheduled (hopefully) in January. This tight timeline will allow inclusion of some suggestions/recommendations into the 2018-2019 budget. Dr. Cummiskey noted that some of the ideas shared above, as well as those received from the Workgroups, will be considered for immediate implementation, others will require additional research for future consideration, and some simply will not be considered for implementation due to fiscal or other limitations.

Regarding the 2018-2019 budget, as mentioned previously, there are many unknowns at this point (e.g., enrollment, tuition, the State budget, etc.), so it serves us well to remain conservative in planning the College's budget. Employees will continue to be updated regarding the budget situation. Dr. Cummiskey reminded all that the College remains a solid institution.

[2018-2019 Budget Survey Results](#)
[2018-2019 Budget Survey Comments](#)

Diversity Plan ~ Richard Stephenson and Lisa Pavia-Higel provided an update regarding the College's Diversity Plan, including the history behind its development, the charge of the Diversity Subcommittee, and the timeline and process associated with the development of Diversity Plan. Members of the Diversity Subcommittee have attended webinars, a Diversity Retreat, and other meetings and training opportunities where they gained useful information to help determine a definition as well as plans of action in developing a Plan for Jefferson College. The Plan, drafted in Fall 2016, focuses on cognitive and demographic diversity, supports current initiatives, identifies areas of improvement, uses the action project process, is based on research and best practices, and employs assessment to measure outcomes.

Part of the Plan also suggests instituting a Diversity Council as a new standing committee with representation from all constituencies, the community and the Board of Trustees. The Diversity Council would serve as an advisory board to Implementation Teams that would select action projects each academic year to work toward.

The implementation of these allows the College to maintain flexible while promoting shared governance and cross-campus collaboration.

The Diversity Subcommittee anticipates the Diversity Plan being finalized at the beginning of next year with submission to the Board of Trustees for approval at the February or March 2018 meeting.

Many employees across campus have been involved in this initiative and all were thanked for their contribution.

HLC Site Visit Discussion ~ Diane Arnzen reminded the group that HLC will be on campus March 2019. In preparation, feedback is being solicited regarding how we can best educate the campus about the upcoming visit so employees are knowledgeable about the process and Jefferson College (e.g., the budget process, the College's Mission, Vision, & Values, our demographics, etc.). PLC meeting attendees were asked to identify (fun) ways this can be accomplished, and some suggestions included the following:

- Survey employees to help determine, if they were at Jefferson College in 2009, and if they spoke with the HLC Team, what type of information was requested and what questions were asked.
- Revisit the video that was made for the 2009 visit (it included employees {faculty, staff and Administration} dancing).
- Develop a Top 10 List (similar to a David Letterman list) of things the College has accomplished/implemented since the last HLC visit. Employees could recommend the items to be included on the list as well as ranking them. This would encourage fun discussion and would involve the entire campus with departments/divisions promoting their own achievements.
- Identify an alternate method to email for sharing information.
- Display banners on light poles across campus with messages pertaining to accreditation.
- Stress that HLC provides accreditation for many institutions, not just Jefferson College.
- Develop and share a core, simple message for employees to use when answering questions.
- Implement a Prize Patrol to go across campus, quizzing employees/departments and rewarding with fun prizes.

Dr. Cummiskey stated that the individuals (faculty and staff) who have attended the HLC Annual Conference over the past several years would be good mentors for others on campus as these individuals have a good understanding and the importance of HLC and its processes.

A task force will be formed under the Accreditation Committee, charged with implementing ways to educate the campus prior to the HLC visit. Any suggestions can be shared with Kim Harvey, Diane Arnzen, or any other member of the Accreditation Committee.

Hot Seat Questions Discussion Follow-up ~ Dr. Cummiskey asked the group to review the summary of the Hot Seat Questions Discussion (data collected at the September 2017 PLC meeting), noting suggestions that could be implemented to make the Hot Seat segment more effective and informative. After reviewing the summary, the following thoughts were shared:

- Maintain anonymity.
- Respond to topics heard repeatedly across campus as if the topic(s) was submitted as a Hot Seat Question.
- Include students in the process.
- Record questions individually.
- Index questions by subject rather than date (consider linking the video to the question).
- Create an online form for submitting questions.
- Consider changing the format to a Team initiative, having the subject expert respond rather than only Dr. Cummiskey responding to questions. As well, refer to BoardDocs when the response is contained in Board materials.
- Identify a new title as "Hot Seat" sounds controversial (e.g., Team Roundtable or a "softer" title).

Dr. Cummiskey thanked the group for the feedback.

Lawn Care and Printing Outsourcing / Savings Generated ~ Daryl Gehbauer discussed outsourcing as this was mentioned several times on the budget survey, sharing an analysis and annual savings of both lawn care and printing outsourcing. Regarding printing, the College was able to secure a contract to outsource this service resulting in an annual savings of approximately \$3,300; as well, the College received a new copy machine, received a fixed rate for copies (no overage charges), and Angi Bassin was able to go from a part-time Jefferson College employee to a full-time GFI employee.

The College first outsourced lawn care in 2010 and saves approximately \$11,000 annually in contracting with an outside company for this service. Along with being able to maintain a larger footprint for the campus, the outside company also assumes liability of its employees and maintains its own equipment. The College's contract with the outside vendor calls for a specific number of mowings per season.

COMMENTS / DISCUSSION / INFORMATION ITEMS

None

NEXT MEETING DATE

January 30, 2018

ADJOURN

The meeting adjourned at 4:06 p.m.