

## College Prepares for Re-Accreditation - Team from Higher Learning Commission on Campus March 11-12

A team of peer reviewers representing the Higher Learning Commission (HLC) will visit Jefferson College on March 11-12 to evaluate the College's ongoing ability to meet HLC's Criteria for Accreditation. In preparation for the assessment, the College has been actively engaged in a process of self-study, program evaluation, and operations improvement to advance toward strategic goals, fulfill the College's mission, and uphold the standards prescribed by the HLC.

Along with an Assurance Argument, the College submitted a Federal Compliance Review. The evidence submitted to the evaluators validates the quality of education students receive at Jefferson College.

MARCH 11-12, 2019

**HLC**  
**HIGHER**  
**LEARNING**  
**COMMISSION**

Jefferson  
College

### HLC Background

The Higher Learning Commission, established in 1895, is an accrediting body that seeks to assure that degree-granting institutions are offering high-quality education to their students and living up to their mission statements. HLC Peer Reviewers visit institutions of higher learning to observe their strengths; observe areas where improvement may be needed; and offer recommendations on how to make these improvements. Jefferson College has been accredited since 1969 with the last re-accreditation occurring in 2009. The College has always received the maximum 10-year reaffirmation of accreditation.

### Why is Accreditation Important?

There are three reasons why HLC accreditation is important for Jefferson College:

- 1 In order to receive federal Title IV funding Jefferson College must be fully accredited by the HLC, a regional accrediting body recognized by the U.S. Department of Education. Approximately 55 percent of Jefferson College students receive Title IV aid.
- 2 Many students transfer to other institutions of higher learning. Accreditation by the HLC assures that credits earned at Jefferson College will be accepted by other colleges and universities.
- 3 Receiving accreditation from the HLC assures that students are being provided a high-quality education at Jefferson College.



The Criteria for Accreditation listed below are utilized to assess each institution that is affiliated with the Higher Learning Commission:

**Criterion I. Mission**

The institution's mission is clear and articulated publicly; it guides the institution's operations.

**Criterion II. Integrity: Ethical and Responsible Conduct**

The institution acts with integrity; its conduct is ethical and responsible.

**Criterion III. Teaching and Learning: Quality, Resources, and Support**

The institution provides high quality education, wherever and however its offerings are delivered.

**Criterion IV. Teaching and Learning: Evaluation and Improvement**

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

**Criterion V. Resources, Planning, and Institutional Effectiveness**

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

**Open Pathways - Quality Initiative**

The Open Pathway is one option institutions have for maintaining their accreditation with HLC. It follows a 10-year cycle and is focused on quality assurance and institutional improvement. It allows the College to develop its own Quality Initiative to improve the quality of education the College delivers.

Jefferson College's Quality Initiative focused on implementing an attendance/participation tracking system to collect required data for federal financial aid regulations and leveraging the institutional committee structure to analyze data and submit action plans to implement student retention initiatives. The College's Quality Initiative Report Review stated, "Jefferson is to be commended for taking an end-in-mind student success approach to challenges that often are left at the mere compliance level. Instead, by engaging a wide variety of stakeholders through a standing committee structure, the College used the opportunity to leverage a positive and lasting culture shift."



## Jefferson College's Top 10



Since the last accreditation affirmation in 2009, the College has completed a multitude of initiatives that have improved learning and service to students. Some of them include:

- \$5 million renovation of Library
- Creation of an Academic Success Center
- Establishment of an attendance tracking system via HLC Quality Initiative
- Implementation of numerous safety initiatives (security cameras, crosswalks, Campus Police Department, safety training for campus constituencies)
- Growth of Career and Technical Education third-party accreditations
- Updates of campus-wide Information Technology infrastructure
- Expansion of early college opportunities via National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation, high school student completion of AA degree, high school completion of 42-hour general education core, online AA degree, and 1/3 shared cost partnerships
- Addition of Health Occupation academic programs – Health Information Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology
- Participation in health and wellness activities (Mercy on Campus Clinic, 2016 Healthy Campus Award, Jefferson Foundation Grant funding)
- Implementation of institutional process improvement/efficiency (document imaging system, online employment application/tracking system, employee web time entry, online admissions application, online graduation application, online transcripts)



Jefferson  
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# MISSION

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

**HIGHER  
LEARNING  
COMMISSION**

**MARCH 11-12, 2019**



# Workforce Development and Continuing Education Courses Address Employment and Professional Development Needs

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As a leader in non-college credit training programs, enrollment is underway for Workforce Development and Continuing Education courses at Jefferson College designed for professional development, licensure certification, and job skills improvement.

The College has intensified its resources and personnel on workforce development opportunities as a means to encourage individual career skills training, regional economic development, and employment-based success. Costs vary by course.

Upcoming on-site courses include:

## Jefferson College – Arnold

### Business Start Up Power Series

- Create a Pitch and Pitching
- Networking for the Introvert and Extrovert
- The Art of Cold Calling
- Local Resources for Funding and Networking Opportunities

### Computer

- Beginning Microsoft Access 2016 – Fast Course
- Beginning Microsoft Excel 2016 – Fast Course
- Intermediate Microsoft Excel 2016 – Fast Course
- Advanced Microsoft Excel 2016 – Fast Course
- Social Media Basics

### Professional Development

- Diversity Awareness
- Lean Sigma Overview (online course)
- Basic Life Support (BLS) for Healthcare Providers
- Basic Sanitation

### OSHA

- OSHA 10-Hour Safety: General Industry
- OSHA 10-Hour Safety: Construction Industry
- OSHA 30-Hour Safety: General Industry
- OSHA 30-Hour Safety: Construction Industry

### Construction Trades

- Fire Service: Instructor 1
- Business of Plumbing
- Plumbing Estimation
- Plumbing Math
- Plumbing Blueprint Reading
- Plumbing Code Part 1
- Plumbing Code Part 2
- Plumbing: Backflow Prevention

### Plumbing Backflow Prevention Training and Certification Program

- Plumbing Backflow Prevention: Training and Certification Program (ASSE)
- Backflow Prevention Assembly Tester Recertification Training and Exam (ASSE 5110)
- Arc Flash (NFPA-70E-2015) Electrical Safe Work Practices

## Jefferson College - Hillsboro

### Healthcare

- Basic Life Support (BLS) for Healthcare Providers
- Medical Assistant\* (hybrid course)
- Certified Medication Technician (CMT)\*
- Certified Nurse Assistant (CNA)\* day or evening option
- Insulin Administration

### Manufacturing

- Manufacturing Technician\* (Level 1 and 2)
- Construction and Mechanical Occupation (CAMO) Academy

### Construction Trades

- HVAC Mechanical Code
- Fuel Gas Codes and Pipe Sizing

### Plumbing Backflow Prevention Training and Certification Program

- Plumbing Backflow Prevention: Training and Certification Program (ASSE)
- Backflow Prevention Assembly Tester Recertification Training and Exam (ASSE 5110)

### Professional Development

- Drinking Water Operator Program
- Wastewater Operator Program
- Basic Sanitation
- ServSafe Certification for Managers

\*Tuition assistance may be available for career training programs such as Medical Assistant, Manufacturing Technician, CNA, and CMT.

Jefferson College also partners with CareerStep to provide online career training in a variety of fields including Medical Coding and Billing, Medical Transcription and Editing, Medical Administrative Assistant with EHR, Pharmacy Technician, Computer Technician, Executive Assistant, Medical Billing, ICD-10 for ICD-9 Coders, and Microsoft 2010.

Thousands of courses are also available online 24-7 through 14 providers such as Ed2GO, American Management Association, U Got Class, Jade Learning, and PROTrain.

A complete list of course titles, descriptions, meeting times, and costs is available at [www.jeffco.edu/jcce](http://www.jeffco.edu/jcce). Additional course sessions may be added quickly to meet community requests. For questions about Workforce Development and Continuing Education courses, call extension 3144.



## Spring Play “One Slight Hitch” Feb. 28-March 3

# PACE

Jefferson College’s PACE (Performing Arts and Cultural Enrichment) series will continue with the presentation of the spring play production “One Slight Hitch” February 28-March 3, directed by Communication and Theatre Professor Dr. Rebecca Ellison.

Shows are Thursday, February 28, at 10 a.m., Friday and Saturday, March 1-2, at 8 p.m., and Sunday, March 3, at 2 p.m. in the Fine Arts Theatre on the Hillsboro campus. The play contains adult language and adult situations.

When it comes to something old, something new, something borrowed, and something blue, few brides expect the something old to be an uninvited ex-boyfriend. It’s Courtney’s wedding day, and her mom, Delia, is making sure that everything is perfect. The groom is perfect, the dress is perfect, and the decorations (assuming they arrive) will be perfect. Then, the doorbell rings and everything breaks loose...so much for perfect. What starts as a happy and busy wedding day turns into a non-stop comedy of errors. A seemingly normal family shows its dysfunctional side in this play that contains the physicality of a farce and the believability of a drama. Stand-up comedian Lewis Black wrote the play.

Individual event tickets are \$5 for adults and \$2 for students/senior citizens/ matinee shows. Advance tickets may be purchased by calling Ellison at (636) 481-3367 or by emailing [rellison@jeffco.edu](mailto:rellison@jeffco.edu) with date of performance, type and amount of ticket(s) to reserve. Reserved tickets need to be picked up at least 15 minutes prior to show time or they will be sold to other patrons. Tickets will also be sold at the door depending on availability.

Jefferson College offers several live dramatic productions each year, ranging from Shakespeare to murder mysteries to musicals. Students and community members are welcome to audition for plays based on details found in the audition announcements. Volunteers are also very much welcome to support the theatre productions by assisting in set construction and technical work.



*One Slight Hitch*

It's Courtney's wedding day, and her mom, Delia, is making sure that everything is perfect. The groom is perfect, the dress is perfect, and the decorations (assuming they arrive) will be perfect. Then, like in any good farce, the doorbell rings. And all hell breaks loose. So much for perfect.

\*\*Please note- this play contains adult language and adult situations\*\*

**Thursday, February 28, 10 AM**  
**Friday, March 1, 8 PM**  
**Saturday, March 2, 8 PM**  
**Sunday, March 3, 2 PM**

**TICKETS**  
\$5 general admission  
\$2 students/seniors/matinees  
Support the Vikings Vault by donating canned goods in exchange for a ticket (for any performance)!  
(Learn more at [www.jeffco.edu/Vikings-Vault](http://www.jeffco.edu/Vikings-Vault))

Purchase tickets by phone or email:  
(636) 481-3367 or [rellison@jeffco.edu](mailto:rellison@jeffco.edu)

# Indoor Pool and Fitness Center Open House Feb. 24

To highlight wellness activities available to the public, Jefferson College will host an open house in connection with the Viking Fitness & Aquatic Membership program at the Indoor Pool and Fitness Center on Sunday, February 24, from 1-4 p.m. in the Field House on the Hillsboro campus. The free event is open to everyone.

Attendees will be able to view the facilities, meet staff, ask questions, and purchase a Vikings Fitness and Aquatic Membership, which combines the use of the state-of-the-art Fitness Center and Indoor Pool. To provide flexibility, both annual memberships and daily admission are available.



As one of only a few public indoor swimming facilities in Jefferson County with a variety of individual and family-friendly activities, the Jefferson College pool features designated swimming lanes and a variety of exercise equipment for aquatic activities like water basketball and volleyball. Facilities also include a grandstand for family members and spectators.

In late February, an inflatable obstacle course and water polo will be added for enjoyment on Thursday evenings.

Other aquatic opportunities at Jefferson College include:

- Children's Learn to Swim Classes
- Private Swim Lessons
- Daily Open Swim Sessions/Lap Swim
- Recreation Water Activity Classes
- Lifeguard Classes

Tours will also be available for the Fitness Center, which is equipped with Matrix machines, treadmills, rowing machines, elliptical and stationary bikes, and an abundance of free weights for strength training. The Field House features indoor and outdoor walk/run track and activities such as basketball and volleyball on the gym floor. A wheel chair lift system also allows access to the upper level.

For more information about the Indoor Pool and Fitness Center Open House, visit [www.jeffco.edu/Viking-Fitness-Aquatic-Membership](http://www.jeffco.edu/Viking-Fitness-Aquatic-Membership) or contact Field House/Pool Coordinator Marie Self at (636) 481-3391.

A large promotional graphic for the "Open House" event. At the top, it features the "Viking Fitness &amp; Aquatic Membership" logo and the "Jefferson College" logo. Below this, the words "OPEN HOUSE" are written in large, bold, red letters on a yellow brushstroke background. Underneath, the event details are listed: "Sunday February 24, 1-4 PM" and "Jefferson College Field House". A note states "Fitness Center &amp; Pool open for walk-through" and "Viking Fitness &amp; Aquatics Memberships available for purchase". The graphic is divided into two main sections. The top section, titled "INDOOR POOL" in large white letters, shows a photograph of people swimming in a pool. Below this, it describes the pool's features: "Features designated swimming lanes and a variety of exercise equipment for aquatic activities like water basketball, volleyball, &amp; polo." A small disclaimer reads: "Children under the age of 10 must have an adult in the pool accompanying the child at all times. Those 15 and younger must be accompanied by a parent or guardian age 18 or older." The bottom section, titled "FITNESS CENTER" in large white letters, shows a photograph of a gym with various exercise machines and free weights. Below this, it describes the center's equipment: "Equipped with Matrix machines, treadmills, rowing machines, elliptical and stationary bikes, and an abundance of free weights for strength training. Individuals may also walk/run on the indoor track and participate in activities such as basketball and volleyball on the gym floor. The Field House has a wheel chair lift system to allow access to the upper level." The number "239" is visible in the bottom right corner of the graphic.

## College to Host 40th Anniversary Mastodon Fair March 19-23

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As a leader in providing educational programs and opportunities for people of all ages, Jefferson College will host the 40th Anniversary Mastodon Fair the week of March 19-23 in the Field House on the Hillsboro campus. It is the largest combined art and science fair in the United States.



The purpose of the scholastic event is to emphasize the close connection between art and science. It encourages scientific achievements, showcases artistic talent, and rewards dependability and perseverance. Students in Kindergarten through 12th grade from seven counties are invited to participate. The deadline for registration/entries is 11:59 p.m. on February 18.

In connection with the MASRF 40th Anniversary, organizers are seeking stories from past participants, along with community volunteers and judges. If you're interested, contact Samantha DeClue at [samantha.declue@mastodonfair.org](mailto:samantha.declue@mastodonfair.org) or call (314) 529-1329. For additional information about the Mastodon Art and Science Regional Fair, visit [www.mastodonfair.org](http://www.mastodonfair.org).





# BOARD OF TRUSTEES

*All monthly agenda items and supporting materials are posted online via the Board Docs site accessible through the Jefferson College website homepage at [jeffco.edu](http://jeffco.edu) clicking on “About” > “Leadership” > “Board of Trustees” links.*

## ***Items approved and/or discussed:***

### **January**

- HLC Preparation /Update (Trish Aumann and Allan Wamsley {Criterion 5} Sarah Bright and Amy Kausler {Federal Compliance})
- Day of Service Presentation (Amy Kausler, Suzie Welsh, Diane Arnzen, and Anastasia Luettecke)
- Consent Agenda Items (Minutes, Financial Statement, Investments Report, and Final Faculty Load - Spring 2019)
- Purchase - TIG Welders
- Approval of Applicants - Voluntary Separation Incentive Program
- Approval of Appointment - Executive Director of Development (Karen Wicks)
- Revision to Board of Trustees Policy II-011.02, Leaves of Absence: Sick Leave (First Reading)
- Revision to Board of Trustees Policy II-02, Reimbursement of Professional Study Expenses (First Reading)
- Revision of Board of Trustees Policy IV-002.02, Academic Year Appointments (First Reading)
- Revision of Board of Trustees Procedure IV-010, Online and Hybrid Instructional Assignments (First Reading)

Regular meetings are held the second Thursday of most months and are open to the public. Each meeting can also be followed live via the BoardDocs site mentioned above.

### **Board dates for 2019 are:**

February 14	May 9	September 12
March 14	June 13	October 10
April 11	July 25	December 5

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# Jefferson College

## FOUNDATION

## Foundation Welcomes Karen Wicks as New Executive Director

Jefferson College is proud to welcome Karen Wicks as the new Executive Director of Development for the Jefferson College Foundation. She started her new position in late January.

“I’m excited to join Jefferson College and look forward to securing funds to enhance educational programs and provide scholarships for students,” she says.

Karen comes to Jefferson College from Southern Illinois University Edwardsville where she had been employed since 2011 and was the Senior Director of Development for the School of Education since 2017. She has nearly 30 years of higher education experience dating back to 1989 when she was employed at her alma mater, Southeast Missouri State University.

“I think Karen brings a special combination of fundraising knowledge and higher education experience,” said College President Dr. Ray Cummiskey. “We’re really excited to see her join our staff.”

She brings development experience in strategic planning, implementation and evaluation of fundraising programs including comprehensive campaigns, major gifts, annual giving, planned giving, and corporate/foundation relations. Karen also has experience in alumni relations, donor relations, event planning, management of volunteers, advancement services, budgeting, developing policies and procedures, and personnel management.

In addition to being a community college graduate, Karen holds a Bachelor of Science degree in Business Administration and a Master of Science degree in Administration from Southeast Missouri State University.



# Radio Personality J.C. Corcoran to Emcee Jefferson College Foundation Jazz & Jeans Event April 13

J.C. Corcoran, one of St. Louis' most recognizable radio and television personalities, will be the celebrity master of ceremonies during the Jazz & Jeans Dinner, Music and Auction hosted by the Jefferson College Foundation on Saturday, April 13.

The fun, uplifting event raises funds to support student scholarships, emergency loans, textbooks, and quality programs at Jefferson College. Event underwriters include Emerald Sponsor - Enterprise Bank and Trust, and Ruby Sponsor - Production Castings, Inc.



Corcoran hosts "The Morning Showgram" on Classic Rock 93.1 KBDZ. His 6-9 a.m. daily broadcast includes everything from what's happening around town to his vault of celebrity interviews and lots of classic rock. He is also a columnist, local Emmy winner, author, father, and is the only St. Louis morning radio host to lead two separate shows to the #1 ranking for adults.

It's hard to name a celebrity Corcoran hasn't interviewed or a topic to which he hasn't added his unique perspective. His books, "Twenty Years of JC...The Man, The Legend, The Lawsuit" and "Real Life Stories of JC and The Breakfast Club or Twenty Minutes in the Dark with Madonna" were area best-sellers for Virginia Publishing. In 1998, his annual home-opener baseball radio special was added to the archives of the Major League Baseball Hall of Fame in Cooperstown, New York.



Whether it's his memorable interviews with stars like Tom Hanks, Oprah, and David Letterman, one-on-ones with sports figures like Bob Costas, Tony LaRussa and Terry Bradshaw, or bizarrely funny bits like the birthday break-in at St. Louis newsman Mike Bush's house, nearly everyone seems to have a memorable J.C. Corcoran story.

Jazz & Jeans guests are invited to wear their most comfortable jeans and enjoy a relaxed evening. The event will begin with a social hour (open bar) and silent/mobile auction at 5:30 p.m., followed by dinner, musical entertainment by the Jefferson College Jazz Band, Fund-a-Future presentation, and a special performance by local professionals and alumni.

Jazz & Jeans tickets are available for \$75 per person (tables of 10/\$750) and must be purchased in advance at [www.jeffco.edu/foundation](http://www.jeffco.edu/foundation). The reservation deadline is April 5. The event will be held at Jefferson College, "The Jewel of Jefferson County," in the Field House on the Hillsboro campus.

# February 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3			6	7	8	9
10	11	12	13	14	15	16
				<b>PACE</b> <b>Eighth Blackbird</b> 5 PM <i>FA - Theatre</i>  <b>Board of Trustees Meeting</b> 5:30 PM <i>Admin. Board Room</i>	<b>Futsal League</b> 7 PM <i>Field House - Gym</i>	
17	18	19	20	21	22	23
	<b>Campus Closed</b> <i>Presidents' Day</i>				<b>Baseball vs Bryant &amp; Stratton</b> 1 PM, <i>Baseball Field</i>  <b>Mario Kart™ Night with Legion of Gamers</b> 5 PM, <i>FA 03C</i>	<b>Baseball vs Bryant &amp; Stratton</b> 12 PM, <i>Baseball Field</i>  <b>Basketball vs Moberly</b> 2 PM <i>Field House - Gym</i>
24	25	26	27	28	1	2
			<b>Missouri State HS Sectional Basketball</b> 6 PM <i>Field House - Gym</i>	<b>PACE</b> <b>"One Slight Hitch" Play</b> 10 AM <i>FA - Theatre</i>	<b>Friday Speaker Series</b> 11:45 AM <i>SC - Viking room</i>  <b>Futsal League</b> 7 PM <i>Field House - Gym</i>  <b>PACE "One Slight Hitch" Play</b> 8 PM, <i>FA - Theatre</i>	<b>Baseball vs Crowder</b> 12 PM <i>Baseball Field</i>  <b>PACE "One Slight Hitch" Play</b> 8 PM, <i>FA - Theatre</i>