

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ August 27, 2019**

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**ATTENDANCE**

Diane Arnzen	Ray Cummiskey	Tracy James	Dena McCaffrey	Lora Warner
Trish Aumann	Chris DeGeare	Mark Janiesch	Lisa Pritchard	Allan Wamsley
Roger Barrentine	Daryl Gehbauer	Kathy Johnston	Diane Scanga	Tasha Welsh
Michael Booker	Carrie Greer	Erin Lawson	Lindsay Steighorst	Karen Wicks
Kristine Bogue	Kim Harvey	Holly Lincoln	Lisa Vinyard	Stacey Wilson
Sarah Bright	Ryan Humphres	Nolan Luhm		

**CALL TO ORDER**

President Cummiskey called the meeting to order at 2:33 p.m.

New members to the President's Leadership Council (PLC) were introduced and welcomed. Dr. Cummiskey shared that the purpose of the PLC is to provide a forum to discuss topics/issues important to the College as a whole; it is a form of shared governance meant to foster communication across campus. All PLC members represent a constituent group, department, or academic school at the College, and the goal is for members to share information received at each meeting with constituents and departmental colleagues and to bring any questions or concerns to the PLC on behalf of constituents. A few other items shared regarding the monthly meetings: (1) the goal is for meetings to end no later than 4:00 p.m.; (2) there are a couple positions on the PLC that still need to be filled for this academic year; (3) in an effort to remain transparent, PLC meetings are open meetings that anyone can attend; and, (4) agenda items can be added by any PLC member.

**CELEBRATIONS/RECOGNITIONS**

- Daryl recognized Pat Shoff who designed a form for the FAST system that Millennium (who owns FAST) is featuring at their international conference in Canada later this year.
- Congratulations to Chris DeGeare for recently receiving his Ph.D.
- Kudos to Lora Warner and Erin Bova who spearheaded the Welcome Week activities for students. Events were scheduled for every day of the week, and some days involved the JCA and Imperial sites as well. Much appreciation to Erin and Lora for the planning of the successful activities.

**APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the April 30, 2019, meeting minutes. Diane Arnzen 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 briefly reviewed the agenda from the July 25, 2019, Board of Trustees meeting highlighting the following:

- The next Board meeting is scheduled for September 12. Prior to the meeting is the annual Board Social / Faculty Meet & Greet in the Viking Room; all faculty and staff are invited to attend.
- The Board approved the Community Service Leave Policy & Procedure that provides employees a vehicle to participate in community events and community service. Patience is requested as the Community Service Task Force continues to fine-tune the process.

As always, information pertaining to the Board of Trustees is always available via BoardDocs.

## **Committee Presentation(s)**

[Institutional Committees Update](#) ~ Diane Arnzen shared highlights of the monthly Institutional Committees reports. Her complete report can be reviewed via the linked document. Dr. Cummiskey reminded the group that information received at institutional committee meetings, PLC meetings, etc. should be shared with constituents and department colleagues.

Reminded all that all committees are open and anyone should feel free to attend.

## **Constituent Reports and Issues**

*Academic Calendars* / [2021-2022](#), [2022-2023](#), [2023-2024](#) ~ Allan Wamsley discussed the proposed academic calendars, explaining the Curriculum Committee drafts the documents, incorporating feedback and information received from departments across campus as well as constituent groups. The calendars are still in draft form, so any feedback and/or suggestions can be submitted to Allan or Gerard Uhls by September 15.

There was a brief discussion regarding a law passed last spring affecting start dates for school districts (K-12); while the law does not impact post-secondary education, it could impact the ATS program as well as dual credit classes. We may take the law into consideration in the future when building calendars.

[Board of Trustees Procedure VI-003, Arts & Science Education and Career & Technical Education – Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements](#) ~ Stacey Wilson and Michael Booker reviewed the proposed changes to Board Procedure VI-003. Some of the changes include the following:

- Verbiage has been updated to reflect the new academic schools and correct administrator titles (e.g., VPI, Dean, and Associate Deans).
- Degree and certificate programs have been updated to reflect current offerings.
- The residency requirement has been reduced from 24 credit hours to 15 credit hours.
- “Encourages” rather than “requires” a student to participate in Commencement.
- Supports edits pending for Board Procedure VII-003, Student Advising and Registration, Attendance, Course Policies, ... which have already been vetted.

*Classification & Compensation Study* ~ Carrie Greer reported that the Study is in the final phase. Informational meetings were held on Monday, August 26; employees asked some good questions, and some hard-hitting questions. A majority of the concerns were in regard to job descriptions being too general and not accurately reflecting the position responsibilities and concerns with job titles. The Task Force meets on Wednesday, August 28, to discuss the issues brought forward in the information meetings. During the appeals phase, employees should contact Carrie Greer with questions. Staff is encouraged to initiate an appeal if there is any concern; this is the time to repair the job descriptions. Dr. Cummiskey commended the Task Force for their work with this important Study.

*Budget* ~ Daryl Gehbauer shared the following in regard to the FY '20 budget:

- Enrollment is a big factor with the budget, so Daryl presented three potential enrollment scenarios (decreases of 7.5%, 8%, and 9%) and the impacts of each. Budget assumptions for this academic year included a 4% enrollment decrease, and while still fluid, currently enrollment is down 7.5%.
- Positions starting later than expected has been positive for the budget; as well, some positions budgeted to begin in July have been pushed back to a January start date. Daryl clarified that these positions are not going unfilled because they are not important, this is just one way to manage the shortfall.
- Currently the College is receiving what we were budgeted from the State, and we are hoping for no withholds.

While the College is facing some challenges, we are able to manage the decrease right now and continue putting funds in reserves.

**Generation Z Presentation** ~ Roger Barrentine and Holly Lincoln shared interesting data and statistics regarding Generation Z (Gen Z) students including:

- A generational overview of Baby Boomers, Gen X, Millennials, and Gen Z, the differences between all four generations, and the percentage of each generation of students at Jefferson College.
- A generational comparison of communication and technology.
- Traits and perceptions of college for Gen Z students (we have to convince Gen Z that they need our services).
- Tips for communicating with Gen Z (e.g., using mobile and app-based technology; quick responses; texting {preferred communication}); be as tech-savvy as they are).
- Many institutions are already marketing and communicating with Gen Z (they want “true” marketing).

**Enrollment Discussion** ~ On behalf of the SEM Committee, Kathy Johnston facilitated a discussion regarding how to take the Gen Z information and turn it into actionable items that can be utilized and possibly implemented in SEM planning for recruiting and maintaining students. Lengthy discussion ensued; following are some of the comments and suggestions:

- Last Spring a Parent Night was held and was very successful; Gen Z students like for their parents to be involved, so more parent involvement should continue to be integrated into events (e.g., orientation). Also, how do we market more to parents and include them in conversations?
- Gen Z seems to be missing some of the problem-solving skills that previous generations possess.
- It would be beneficial to have a “chatbot” or something similar to assist with the website.
- When implementing new initiatives/resources for students, we need to measure the success/impact to determine if it is something should be continued.
- The College should consider a Viking app.
- How does online fit with Gen Z? Is Jefferson College meeting the challenges with this mode of delivery?
- Should the College consider offering a more broad schedule of online classes to attract more varied students?
- Have we compared our online fees to other institutions? Gen Z students are better consumers and compare prices, and they will take classes from the institution that has the most affordable online fees.
- Gen Z expects quick turnaround; how do we identify what expectation(s) are reasonable?

Kathy was appreciative of the discussion and gained some insight; the SEM Committee will need to continue the discussion and determine what would have the most impact on students. Are there initiatives in place that should be replaced with something different that may be more beneficial to students or that would attract new students?

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

None

### **NEXT MEETING DATE**

September 24, 2019

### **ADJOURN**

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Lisa Vinyard  
Administrative Assistant to the President