

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ August 25, 2015

ATTENDANCE

Linda Abernathy	Caron Daugherty	Daryl Gehbauer	Dena McCaffrey
Trish Aumann	Shirley Davenport	Richard Hardin	Lisa Vinyard (Secretary)
Roger Barrentine	Chris DeGeare	Kathleen Harris	Joan Warren
Betty Boyer	Sara Denny	Kim Harvey	Tasha Welsh
Marty Brand	Nicole Dutt	Tracy James	Kenny Wilson
Sarah Bright	Julie Fraser	Bruce Korbesmeyer	Allan Wamsley
Patti Christen			

CALL TO ORDER

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

As this was the initial meeting of the 2015-2016 academic year, the meeting was opened with attendees introducing themselves along with stating the office/constituent group/committee he/she represented. Dr. Cummiskey welcomed attendees representing the Leadership Academy. He reviewed the purpose of the President's Leadership Council (discussion, consensus and communication) and reminded attendees to share information with their constituents/colleagues. Going forward, information shared at PLC meetings will be linked on the agenda and/or minutes; therefore, documents distributed, presentations, etc. should be sent electronically to Lisa Vinyard.

CELEBRATIONS/RECOGNITIONS

- Congratulations to Lisa Pavia-Higel whose one-act play, *Tales from the Mommy Wars*, was selected as a finalist for the Arnold Community Theater One-Act Festival. Lisa is also directing another one-act play called *Leftovers*.
- Kudos to Chris Otto and Lisa Armbruster for representing Jefferson College in a three-year National Endowment for the Humanities grant project titled *Native Americans in the Midwest: Bridging Cultures at Community Colleges*. The purpose of this grant was to extend the study of the ten Historic Tribes of Ohio to community college participants across the country.
- Congratulations were extended to Allan Wamsley who was recognized as the B. Ray Henry Service/Innovation Award winner and to Cindy Rossi, Marialana Speidel, Deb Shores, and Mark Smreker for receiving the Jefferson College Foundation's Outstanding Achievement Awards. These five faculty and staff members were honored at the College's Opening Meeting on Monday, August 10.
- Job Well Done to Stacey Wilson who recently was the recipient of an unsolicited testimonial from an incoming student.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the April 28, 2015, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Chris DeGeare seconded the motion. All approved.

ACTION ITEMS ~ None

COMMUNICATION & FEEDBACK

Board of Trustees Update

The August 13, 2015, Board of Trustees meeting [Quick Summary](#) was distributed via email along with the meeting agenda for review.

Committee Presentation(s)

Sara Denny shared the following:

- The first meeting of the Council of Institutional Committee Chairs is scheduled for Monday, August 31, 2015.
- The first PACE event is scheduled for September 17, 2105 (a cappella group Vocal Edge).
- An institutional committees' update will be distributed with the PLC agenda beginning next month.
- All committee information is kept up-to-date on the Committees tab on MyJeffco.

Constituent Reports and Issues

Sara Denny reported on behalf of Student Senate. Thanks were extended to those faculty and staff who participated in and donated to Purple Day/Purple Week. Club Spirit Day was celebrated at both the Hillsboro and Arnold sites. Student Senate Awareness Day and Student Senate elections are scheduled, and the Masquerade Ball is scheduled for Friday, October 2.

Departmental Issues and Ideas

Department of Labor (DOL): Proposed Changes to Overtime Regulations ~ Tasha Welsh announced that in July the DOL published a proposal updating the Fair Labor Standards Act requirements. The proposal presented will require changes in how some College staff are classified (non-exempt versus exempt) due to salary. The current proposal calls for an increase in minimum non-exempt salary from the current \$23,660 to \$50,440. If the proposal is approved with this increased salary, all positions currently graded as 8, 9, and 10 would become non-exempt positions, and those positions currently classified as exempt would be transitioned to be paid in arrears (paid hourly). The DOL proposal is currently open for comments. Tasha hopes to receive information regarding a final decision in the near future. She also stated information will be communicated with faculty and staff and a payroll schedule published when a decision has been made by the DOL.

Proposed Retirement Incentive ~ Tasha Welsh distributed a draft [Retirement Incentive Proposal](#) being presented to the Board of Trustees for approval in September. If approved, information will be shared with all faculty and staff following the September Board meeting. The deadline to apply will be Monday, January 4, 2016.

Budget Update ~ Richard Hardin reported that FY15 is looking better than expected due to approximately \$300,000 in additional state aide and receipt of additional tuition. A deficit of \$944,604 was budgeted, and the College will end with a deficit of approximately \$600,000 (a deficit of \$500,000 is budgeted for FY16). The FY16 budget includes an enrollment decrease of 2%, unfortunately right now the College is down 8.6%. Daryl Gehbauer reported that several other schools are also experiencing a decrease in enrollment. Dr. Cumiskey stated budgets may have to be tightened if enrollment doesn't rebound. He also reminded everyone that the College is in very good financial shape, and the core of the institution's financial stability is solid.

Master Plan Update ~ Daryl Gehbauer explained that the Master Plan it is a long-range plan (10-year plan) to look ahead and provide strategic recommendations for the future direction of the College in terms of the College's educational planning and facilities. The last Master Plan for the College was in 1993. Daryl explained that thirteen architectural firms, all with expertise in educational and facilities assessment, were invited to submit proposals; 11 firms submitted. The firms were assessed and scored by a committee. Four firms have been invited to submit (anonymously) a design for the new Library project as the final phase of selection. Designs are due by September 22. The College anticipates a ten- to twelve-month timeframe to complete the Master Plan.

Capital Projects Update ~ Daryl Gehbauer provided an update on [Capital Projects](#).

As a result of the State Legislature approving a bond issue (HB 19) that included Jefferson College's request for \$1.7 million for a Library renovation/upgrade, a committee will be convened in the near future to begin the initial planning for this project.

Trish Aumann gave an update on Capital Projects and Action Plans for this academic year and reminded the group that an Instruction Sheet, forms, and the new Strategic Planning Procedures Manual are posted on College Reports tab.

Fall Enrollment Report ~ Julie Fraser distributed a Fall [Enrollment Report](#), dated August 25, 2015, providing a date-to-date comparison. As of today, overall enrollment is down 8.6%. Discussion ensued regarding possible contributing factors to the decline, enrollment updates for various programs, and steps being taken to address enrollment issues/concerns.

Proposed A+ Changes ~ Julie Fraser distributed a document from the Missouri Department of Higher Education requesting feedback on two possible options addressing the anticipated shortfall in [A+ Funding for FY 2016](#). All comments must be received by MDHE no later than Wednesday, September 2; the department intends to address the plan at the CBHE meeting on Thursday, September 3, 2015. Jefferson College has shared this information with students and will continue to communicate with students and families regarding MDHE's decision.

Administrative Procedures regarding Institutional Committees ~ Caron Daugherty stated her office will be updating the Administrative Procedures to accurately reflect the current institutional committees' structure. Also, Caron would like to see the institutional committees' framework to be in place by May each year rather than August as this would help facilitate committee meetings earlier in the fall semester and even possibly during Opening Week.

Student Participation System Update ~ Kim Harvey and Sarah Bright distributed documents outlining [Student Participation System Enhancements for Fall 2015](#) and the new [administrative withdrawal](#) procedure.

MoSTEMWINS Update ~ Kenny Wilson and Chris DeGeare provided an update on the MoSTEMWINS grant.

NEXT MEETING DATE

September 29, 2015

ADJOURN

There being nothing further, the meeting adjourned at 4:31 p.m.