

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ April 24, 2018**

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**ATTENDANCE**

Maxwell Agbakpem	Shirley Davenport	Kathy Johnston	Colleen Pratt	Lisa Vinyard (Secretary)
Roger Barrentine	Chris DeGeare	Betty Linneman	Lisa Pritchard	Allan Wamsley
Bridget Bourisaw	Daryl Gehbauer	Lindsey McColl	Tamela Reaves	Joan Warren
Rob Brieler	Saige Gehrs	Amy McDaniel	Dale Richardson	Tasha Welsh
Mark Byington	Carrie Greer	Greg McVey	Rebecca Sloan	Brandon Whittington
Gregg Crain	Kim Harvey	Laura Miskov	Jacob Smith	Stacey Wilson
Ray Cummiskey	Tracy James	Dana Nevois	Lindsay Steighorst	Kristen Yelton
Caron Daugherty	Kathy Johnson	Lisa Pavia-Higel		

**CALL TO ORDER**

President Cummiskey called the meeting to order at 2:37 p.m.

**CELEBRATIONS/RECOGNITIONS**

- Amy McDaniel reported that following the recent Missouri State Board of Nursing visit, the Nursing program is being recommended for continued full accreditation.
- Faculty in the Occupational Therapist Assistant program accompanied one of their students to Jefferson City who was the recipient of the Breaking Traditions Scholarship Award.
- Lisa Pavia-Higel reported there were approximately 70 attendees at the recent TEDx event. To date, over 8,000 people have viewed the TEDx videos published by Jefferson College, the only community college in the State of Missouri that participates in the TEDx program.
- Christina Miller, a student in Blake Carroll's Studio Art Photography course, won 1<sup>st</sup> Place in the Photographer's Forum 38<sup>th</sup> Annual College & High School Photography Contest. Her work will be featured in the May 2018 issue of Photographer's Forum magazine and will be published in the hardcover book Best of College & High School Photography 2018. The 1<sup>st</sup> Place award includes a cash prize of \$2,000 in addition to a highly regarded Fuji camera and lens system. Christina also represented Jefferson College at Art St. Louis's annual Varsity Art Exhibit.
- Greg McVey shared the following:
  - Joey Polak, redshirt-freshman infielder from Quincy, Illinois, was named the NJCAA Division 1 National Player of the Week (April 9-15) for the second time this season, and Joey will most likely be an All American.
  - Baseball won its 12<sup>th</sup> straight MCCAC Championship this season; the team is 40-8 overall on the season.
  - Softball is 38-11 overall on the season.

**APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the March 27, 2018, meeting minutes. Chris DeGeare 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 an overview of the April 12 Board of Trustees meeting that included the following items: (1) a brief statement on current status of the FY'19 budget; (2) approval of

the Mission, Vision, and Values Statements; (3) a report on Capital Projects; and, (4) a brief report on the HLC Conference.

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](#). Dr. Cummiskey provided an update on the Artwork Task Force and the Community Service Task Force.

### **Constituent Reports and Issues**

[Strategic Enrollment Management Data](#) ~ Brandon Whittington provided enrollment projections data. He explained his research in detail, including the variables that were part of the study, and thanks to his research (Trish Aumann contributed to the study as well), going forward the College's enrollment and retention plans can now be based on data rather than assumptions. As well, the College now knows where to focus attention regarding enrollment. The College has a better understanding of what can be controlled and what cannot, resulting in better enrollment predictions and what steps can be taken to try to head off potential enrollment declines and the budget impact(s). Caron Daugherty shared her appreciation and extended thanks to Brandon for his efforts with this project; he stepped up and quickly expanded his knowledge of reporting requirements of MDHE, CBHE, etc.

*Update: Classification & Compensation Study* ~ Tasha Welsh and Carrie Greer stated the first draft of the College's staff classification structure is in process, with supervisors currently reviewing the proposed structures pertaining to their respective areas. The deadline for this phase is May 1. Tasha and Carrie hope to keep moving this phase along and move on to the compensation portion of the study soon. Tasha reported that a Work Group has been identified to review a sampling of faculty files to determine placement regarding faculty compensation. This portion of the study, along with the fiscal impact, should be completed when faculty return in the fall. Tasha shared that \$100,000 has been included in the FY'19 proposed budget to begin addressing compensation associated with these two studies. A plan will be developed outlining next steps in moving forward with the study and identifying where the biggest challenges lie in disparity with both compensation and classification. A more detailed update was provided in the April 23, 2018, edition of the *President's News and Views*.

*Update: 2018-2019 Budget* ~ Dr. Cummiskey shared that the House passed a budget restoring higher education funding, and the Senate closed the community college budget. The recommendation by the House will be forwarded to the Governor for final approval, and includes a higher education budget at a level that reflects last year's funding. The reality is this budget still does not cover the College's general operating costs, and College officials are trying to address the revenue issue. There are many factors that have an effect on the short-fall, and many of these have been discussed previously. The higher education budget passed by the House limits a tuition increase to 1%, or \$1 for Jefferson College (the \$10 increase approved by the Board will not be implemented). The College's Technology Fee will be increased by \$5.

Daryl Gehbauer reported the following regarding the budget:

- The College is projecting a 5% decline in enrollment.
- Administration is still trying to include a 1.5% raise in the budget.
- Reserves must be considered when building the budget.
- The current budget assumes three (3) Lab Instructors will be replaced with a single Lab Coordinator.
- Closure of the pool is included in the assumptions.

The Lab Instructor positions and pool closing will have a big impact on the budget, so the Administration is hoping for more guidance from the Board with the first reading of the budget.

Dr. Cummiskey offered a little perspective in that this is not a single state issue; many across the country are facing similar budget situations. We are not alone in dealing with these budget challenges.

A first reading of the FY'19 budget will be included on the May 10 Board of Trustees meeting agenda.

[HLC Annual Conference](#) ~ Kim Harvey, Tamela Reaves, and Allan Wamsley shared information regarding the HLC Annual Conference, each sharing their own take-aways and session highlights from the Conference.

Kim reminded the group of the following:

- The College's upcoming comprehensive site visit is scheduled for March 11-12, 2019.
- The Assurance Argument is being prepared, and a draft should be ready soon. The Assurance Argument must be finalized no later than February 11, 2019.
- A Federal Compliance Filing will be required one month prior to our visit.
- A Student Opinion Survey will be circulated two months prior to visit.
- Diane Arnzen is heading up the HLC Promotional Task Force, a Task Force developed to help prepare faculty, staff, and students for the upcoming visit.
- Work will continue over the summer and more information will be available to share when faculty and students return in August 2018.

[Occupational Therapist Assistant Program Research on Campus Accessibility](#) ~ Six (6) OTA students shared their Jefferson College Campus Accessibility Report, a project recently completed for their program. Areas highlighted included Accessibility vs. Usability, Enablers and Barriers, Priorities for the College (short-term and long-term), and results of a Campus-wide Survey on Accessibility. Shirley Davenport commended the students for doing this very worthwhile project, stating this was "service learning at its best."

Moving forward, the College will need to determine what to do with this information. The students are hopeful the College can address some of the issues sooner rather than later, but they recognize some may be long-term projects. Students should assume some of the information will move forward. Dale Richardson stated this is good information for his department to keep in mind when addressing campus and facility needs. Dale also stated he would like to meet with the students to continue these discussions and to plan for the future.

Lisa Martin thanked Dale Richardson and Christine Platter for their assistance with this project. This was a prime example of work performed by OTAs, and both Lisa and the students appreciate being able to share it with stakeholders and PLC.

[Proposed Revisions to Institutional Committee Charges](#) ~ Betty Linneman & Kristen Yelton reviewed proposed changes to the Student Learning and Support Committee, including a reduction in the number of committee members and updates to the Purpose and Charge. The proposed changes will be sent to the constituent groups for feedback with implementation hopefully in the fall.

Kristen also shared possible changes to the Cultural Events & Outreach Committee, including changing the name to Community Service & Outreach Committee and a change in direction for the Committee. The Purpose and Charge have not yet been rewritten. Kristen hopes to send the suggested changes to constituent groups and PLC for feedback in Fall 2018.

[Proposal of New Institutional Committee](#) ~ Lisa Pavia-Higel provided information regarding the development of a Diversity Committee as a new Institutional Committee.

[Student-Athlete Drug Testing Policy](#) ~ Greg McVey and Gregg Crain presented information regarding needed updates to the Board Procedure addressing student athlete drug testing, including updated language, inclusion of a process for faculty and staff who suspect drug abuse, etc. The Athletic Department hopes to have this included on the May Board of Trustees meeting agenda for a first reading.

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

Chris DeGeare reported that Dane Nevois will serve as the Certified Professional Staff President next academic year and Chris will serve as the Vice President. Certified Staff have established a food pantry for needy students; thank you to Food Service Corporation for donating the storage area that will now house the pantry.

Gregg Crain reported that the student athletes collected \$56 worth of quarters for the pantry. This initiative will help needy students with their laundry services.

Dr. Cummiskey offered Congratulations to Dr. Davenport, Betty Linneman, and Jacob Smith as this is their last PLC meeting. Good Luck to all three in their future endeavors!

## **NEXT MEETING DATE**

August 28, 2018

## **ADJOURN**

The meeting adjourned at 4:09 p.m.