

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ February 26, 2019**

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**ATTENDANCE**

Diane Arnzen	Ray Cummiskey	Kim Harvey	Earl Neal	Susan Todd
Trish Aumann	Caron Daugherty	Scott Holzer	Dale Richardson	Lisa Vinyard
Roger Barrentine	Chris DeGeare	Tracy James	Holly Ross	Tasha Welsh
Rob Brieler	Daryl Gehbauer	Kathy Johnston	Lindsay Steighorst	Karen Wicks
Sarah Bright	Carrie Greer	Dena McCaffrey		

**CALL TO ORDER**

President Cummiskey called the meeting to order at 2:39 p.m.

**CELEBRATIONS/RECOGNITIONS**

- Dr. Cummiskey congratulated Dena McCaffrey for being named the next President of Jefferson College following his retirement on June 30, 2020.

**APPROVAL OF MINUTES**

Minutes from the January 29, 2019, President's Leadership Council meeting will be presented for approval at the March 26, 2019, meeting.

**ACTION ITEMS**

None

**COMMUNICATION AND FEEDBACK**

**Board of Trustees Update** ~ Dr. Cummiskey briefly reviewed the agenda from the February 14, 2019, Board of Trustees meeting with the highlight being the Presidential announcement; agenda items the Board took action on can be reviewed in BoardDocs. A reminder that three Board of Trustees seats will be filled with the upcoming April 2 general election; two of the seats are for six-year terms and one seat is for a two-year term. There are five (5) candidates for the two, six-year terms and four (4) candidates for the two-year term.

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.

**Constituent Reports and Issues**

**SEM Plan** ~ Kathy Johnston discussed the draft 2018-2023 Strategic Enrollment Management and Retention Plan which was designed to "provide a comprehensive guide of goals and strategies related to the major phases of the student enrollment cycle: recruitment, enrollment, persistence, retention, and completion." Some of the areas Kathy discussed included the connection between the Strategic Plan and the College's Mission, Vision, and Values; Guiding Principles; Institutional Goals; Enrollment Observations; Retention and Completion Data; Overarching Enrollment Management and Retention Vision; and Performance Assessment.

The President's Leadership Council approved the draft 2018-2023 Strategic Enrollment Management and Retention Plan per Kathy's request.

*Budget* ~ Daryl Gehbauer provided the following information regarding the FY 2020 budget:

- The Board Budget Subcommittee held its initial meeting; Board members Roy Burnside and Krystal Hargis serve on this Subcommittee.
- Revenue and expense projections were reviewed as well as the College's reserve funds.
  - ✓ Revenues: enrollment and tuition (including a potential tuition/fees increase), state aide, property taxes, ATS house sale
  - ✓ Expenses: projected enrollment decline, an assumed 2% step increase for employees, the cost of the Compensation and Classification Study (\$300,000), position replacements
- At the Board Retreat scheduled for Thursday, February 28, a discussion will be held focusing on the 2019-2020 budget, including a possible tuition and/or fees increase. Daryl shared that other community colleges across the State are also facing tuition and/or fees increases.
- The College may have to consider asking the tax payers for a tax levy increase in the near future as predictions do not include significant growth. However, a feasibility study would have to be completed to determine if there might be support for the measure; as well, there is quite a cost to put an item on the ballot.

*Classification & Compensation Study* ~ Tasha Welsh & Carrie Greer held information sessions with staff the week of February 18. The Classification Structure and Salary Analysis Worksheets were sent to all staff on Friday, February 22. Every effort has been made to assure accuracy; however, employees are strongly encouraged to schedule an appointment with Tasha if there are questions regarding the Salary Analysis Worksheet. The Task Force will meet on Friday, March 1, to discuss next steps. Job descriptions are still with the consultant and will be shared after they are received. Meetings scheduled with Tasha at this point are to review the Salary Analysis Worksheets only; appeals regarding position grades will be considered at a later date following thorough reviews of job descriptions.

*HLC Update* ~ Kim Harvey and Caron Daugherty reported the following in regard to the upcoming HLC visit on Monday and Tuesday, March 11-12:

- Additional information has been requested by the Peer Review Team following the College's submission of the Assurance Argument and the Federal Compliance Filing on February 11.
- The draft agenda for the site visit has been received as well as the Peer Review Team members.
- Mandatory faculty and staff meetings have been scheduled for Thursday and Friday, March 7-8, in preparation for the visit. Discussions will include an overview of each session with the Peer Review Team and which may be more pertinent to each department.
- The President and Vice Presidents will not be in the faculty and staff sessions during the visit on Monday and Tuesday, March 11-12. This is not an uncommon practice and allows for employees to speak freely.
- Dr. Cummiskey thanked all for the hard work in preparation for the upcoming visit.
- The Peer Review Team has already begun their review from afar (e.g. the College's website). When they arrive, they will have access to MyJeffco (student & employee access), Blackboard, faculty credentials, etc.
- Although the Team will complete their visit at the College early afternoon on Tuesday, March 12, they will not leave Jefferson County until Wednesday, March 13 (they will continue their work Tuesday afternoon and Wednesday morning).
- In preparation for the visit, it is not necessary to read the entire Assurance Argument; however, it would be beneficial for employees to review the part that is applicable to him/her, their office or tasks completed.
- The Peer Review Team's draft report is due March 25, and the final report should be received by the College approximately one month following the visit.
- The Peer Review Team is here as colleagues ~ they want to see the College's evidence and make sure we are actually doing and what we say we are doing in the Assurance Argument.

Ray stressed for PLC members to please take information back to your departments and constituents to share the information. All employees need the information discussed and it is important to share!

**COMMENTS / DISCUSSION / INFORMATION ITEMS**

None

**NEXT MEETING DATE**

March 26, 2019

**ADJOURN**

The meeting adjourned at 3:56 p.m.

Respectfully submitted,

Lisa Vinyard  
Administrative Assistant to the President