

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ April 30, 2019

ATTENDANCE

Diane Arnzen	Sarah Bright	Tracy James	Earl Neal	Lisa Vinyard
Trish Aumann	Ray Cummiskey	Edwin Keller	Holly Ross	Allan Wamsley
Mary Baricevic	Caron Daugherty	Erin Lawson	Lindsay Steighorst	Tasha Welsh
Roger Barrentine	Daryl Gehbauer	Holly Lincoln	Susan Todd	Karen Wicks
Kristine Bogue	Kim Harvey	Fran Moore		

CALL TO ORDER

President Cummiskey called the meeting to order at 2:35 p.m.

CELEBRATIONS/RECOGNITIONS

- Dr. Daugherty and Dr. Harvey were recognized for their leadership with the HLC Reaccreditation process and were congratulated on the positive outcome. It is unusual for the Visiting Team's Report to have no findings, so we are feeling confident that the HLC will provide a positive approval as a result.
- Congratulations to Earl Neal on his upcoming retirement; he will be missed at next year's PLC meetings!
- Karen Wicks reported that the Jazz & Jeans Dinner and Auction netted over \$39,000.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the February 26, 2019, meeting minutes. Fran Moore made a motion to approve the minutes as presented; Edwin Keller seconded the motion. All approved.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey briefly reviewed the agenda from the April 11, 2019, Board of Trustees meeting highlighting the following:

- Ms. Retta "Susan" Tuggle was elected to join the Board of Trustees on April 2; she will fill the seat vacated by Barbara Stocker for the remaining two years of Ms. Stocker's term. Ms. Tuggle is an experienced board member, serving on several Boards in Jefferson County.
- The Board of Trustees reorganized following the April 2 election; Mr. Meinberg will continue as President, and Krystal Hargis was chosen as the Vice President. The Board will continue to meet the second Thursday of each month with Work Sessions scheduled on periodic fourth Thursdays.
- In regard to the budget, the Board approved a \$6 tuition increase and a \$6 fee increase for FY '20. The First Reading of the 2019-2020 budget will be at the May meeting with the Second Reading in June.

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.

Constituent Reports and Issues

HLC Final Report Overview ~ Kim Harvey and Caron Daugherty provided a summary of the HLC Final Report. Overall, the Report was very factual and very complementary.

- Specific areas HLC would like the College address in four years (on the next Assurance Argument) included the following: under the assessment program, co-curricular assessment, program assessment, and general education assessment; retention, persistence, and completion; and, shared governance and communication process (how are committee and constituent group questions and/or recommendations addressed; what is the College's process for moving questions and/or recommendations forward through shared governance?).
- Some of the positive comments received were in regard to the following: publication of the College's Mission, Vision, and Values statements; the College's efforts with diversity; the Academic Success Center; service learning opportunities for students; external accreditations; the General Education Program Council; institutional research; the College's assessment program; and the capital improvement process.
- The College's next comprehensive evaluation is recommended for 2028-2029, with an Assurance Argument review in 4 years (in 2022-2023) and a Quality Initiative in years 5-9 (2023-2024 to 2027-2028).

Thanks were extended to everyone who participated in the process, and this included a lot of faculty and staff across campus ... it was definitely a campus-wide effort! The hard work paid off and it doesn't get any better than the report the College received!

HLC Conference ~ Mary Baricevic and Holly Lincoln attended and presented at the HLC Conference and wanted to share their experiences and highlights. They both stated attending the Conference was a great opportunity. Holly shared her take-aways with a [The Top Ten List](#) while Mary presented a [Notes and Experience Summary](#).

Dr. Daugherty added that Jefferson College was well represented at the Conference, and the presentations by Jefferson College employees were great! Dr. Cummiskey encouraged staff to make his/her supervisor aware if interested in attending an HLC Conference.

[Office on Violence Against Women Grant](#) ~ Erin Lawson, the College's Violence Prevention Project Coordinator, provided an overview of the Office of Violence Against Women Grant that "provides federal leadership to reduce violence against women and administer justice for and strengthen services to all victims of domestic violence, dating violence, sexual assault, and stalking." Erin discussed the purpose of the Grant, the implementation timeline, the Coordinated Community Response Team (CCRT), the four Strategic Plan Tracks associated with the Grant (Prevention, Student Conduct, Law Enforcement, and Victim Services), and the next steps.

Dr. Harvey thanked Erin for being so flexible given the many changes to the grant requirements.

Community Service Leave [Policy](#) and [Procedure](#) ~ Diane Arnzen reported on the Community Service Task Force's work on the Community Service Leave Policy and Procedure that has been drafted and is being recommended for adoption. Feedback has been received and incorporated into the documents. Diane clarified that this Policy and Procedure is not tied to service learning for the classroom; these are applicable to College employees only, including part-time staff, who are interested in volunteering their time in the community during regular business hours. Currently the "community" focus is on Jefferson County; however, Diane and the Task Force hope to create a list of community service partners. As well, a process will be identified to support communities outside our region. A Community Service Leave option will be created in Banner for employees to report volunteer hours.

The President's Leadership Council support of the drafts of both the Community Service Leave Policy and Procedure per Diane's request; Dr. Cummiskey stated the next step is to request approval by the Board of Trustees.

Following Board approval, the Task Force plans to develop an approval process for employees to request this time for consideration by supervisors, to identify a tracking system of community service partners, and to create a verification process of community service hours participation.

Insurance Broker Update ~ Daryl Gehbauer provided background in regard to the College insurance broker bid. While the College has not been dissatisfied with the services of the current insurance broker, the feeling was that after utilizing the services of the same insurance broker for over 30 years, it was a good idea to bid this service to see what other brokers are interested in helping the College. Price is not the only aspect being considered; the College will also consider experience of the broker, accessibility, reporting capabilities, etc. So far, 13 agencies have shown interest, and questions have been submitted from several bidders. Daryl detailed the process and timeline; the goal is to have a recommendation for consideration by Board of Trustees in June, which will provide time for the broker to begin the bidding process for the College insurance carrier (effective January 2020).

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

- The Board Budget Subcommittee has met twice and a discussion was held at a recent Board Work Session to review the Budget Assumptions.
- Revenues were reviewed, including,
 - The Board has approved a \$6 increase in tuition, and a \$6 increase in fees.
 - A 4% reduction in enrollment is being assumed (this is consistent with where we ended up this year, and is actually a little conservative).
 - A small increase may be realized with local tax revenue.
 - State aid is expected to be flat.
- Expenses were reviewed, including,
 - Assuming a 2% increase in salaries for full and part-time;
 - \$300,000 is being allocated for the classification & compensation study (to implement the 1st tier of the study);
 - Additional funds will be added to the reserves bringing the College to approximately 17% in reserves (the goal is to have 20-25% in reserves); and,
 - Capital funds (Plant Fund) allocation is approximately \$2.4 million (includes \$385,000 in capital projects from strategic planning, infrastructure projects, annual replacement capital, and security capital).
- The FY '20 Budget will be submitted for a First Reading to the Board of Trustees in May with the Second Reading and approval in June.
- The annual Budget Forum will be held on May 8 and is open to all faculty and staff; the Forum will be recorded for those unable to attend.

Classification & Compensation Study ~ Tasha Welsh shared that few staff job descriptions have been received to date from the College's consultant. After all have been received by Human Resources, the job descriptions will be distributed to employees and supervisors and an appeals process will be identified. Regarding compensation for faculty and staff, all faculty are within a salary that would require 10.4% or less increase to get each faculty member to the proposed salary for coming year. Staff salaries have been brought within .5% of the minimum of the proposed grades. Tasha is hopeful all employees will be brought to a salary that would require an 8.4% or less increase to get all employees to their proposed salary. Once the FY '20 budget is approved by the Board, Tasha intends to send updated salary analysis worksheets to all staff identifying the actual salary is for the year as well as the proposed salary. Faculty salary information will be included with their contracts. All employees should anticipate receiving an updated salary analysis worksheet every year. The goal is to have all employees to their proposed salaries within five years.

A Voluntary Separation Incentive Program (VSIP) has been offered to staff; those employees with five or more years of service are eligible to take advantage of the VSIP. Tasha shared the details of the VSIP. The separation date for Classified Professional Staff is December 2019 and Certified Professional Staff is June 2020.

COMMENTS / DISCUSSION / INFORMATION ITEMS

The Student Senate was commended for the Student Loan Forum.

Dr. Cummiskey thanked those who have participated in and contributed to the PLC meetings this academic year.

NEXT MEETING DATE

August 27, 2019

ADJOURN

The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Lisa Vinyard
Administrative Assistant to the President