

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ August 28, 2018

ATTENDANCE

Diane Arnzen	Sarah Bright	Kim Harvey	Lisa Pritchard	Lindsay Steighorst
Trish Aumann	Ray Cummiskey	Tracy James	Elizabeth Reecht	Claudia Stuppy
Roger Barrentine	Caron Daugherty	Holly Lincoln	Dale Richardson	Lisa Vinyard (Secretary)
Kristine Bogue	Daryl Gehbauer	Fran Moore	Holly Ross	Allan Wamsley
Rob Brieler	Carrie Greer	Dana Nevois		

CALL TO ORDER

President Cummiskey called the meeting to order at 2:36 p.m.

Members new to the President's Leadership Council were introduced. Dr. Cummiskey shared the following regarding the monthly meetings: (1) meetings generally 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. Dr. Cummiskey also provided an overview of the PLC purpose, which is to provide a forum to discuss items coming before the College, to provide a way to communicate information with the campus community. It is a form of shared governance and meant to foster communication across campus. PLC members are asked to share information learned and discussed at the meetings with his/her constituents and to bring any questions or concerns to the PLC on behalf of constituents.

CELEBRATIONS/RECOGNITIONS

- Library Specialist Kim Garzia was recently awarded the 2018 Missouri Library Association's Library Employee of the Year Award.
- Amy Kausler and Suzie Welch will present a session on civic engagement at this year's MCCA Annual Conference in November. As well, Amy and Suzie are leading the College's pilot Day of Service being planned for mid-October. A survey will be distributed today or tomorrow to obtain feedback regarding the date for this event.
- Congratulations were extended to all involved with the establishment of the Viking Vault.
- The Enrollment Services staff was thanked for their hard work associated with the College's enrollment status.

APPROVAL OF MINUTES

Dr. Cummiskey stated that normally the Minutes are the only action item considered by the PLC each month. For the current set of Minutes presented for approval, from the April 24, 2018, meeting, Dr. Cummiskey stated these would be accepted as presented. Dr. Cummiskey reminded the group that if a presentation is being made or a handout distributed during a PLC meeting, these materials must be forwarded to Lisa to be linked in the Minutes.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey provided an overview of recent Board of Trustees actions, including a reminder that there will now be 10 regular monthly meetings each year rather than the previous 12 (the July and August meetings were combined as well as the November and December meetings). PLC members were encouraged to review the Board of Trustees information on BoardDocs; and if training is needed, the President's Office is happy to provide this (contact Lisa Vinyard).

Committee Presentation(s) ~ Diane Arnzen shared highlights of the monthly [Institutional Committees reports](#). A few of the highlights shared included the following: a new Diversity Committee has been formed and membership is being sought; the Community Engagement and Outreach Committee (formerly the Cultural Events and Outreach) has a new focus with the purpose being re-written; the due date for Capital Projects is September 11; and, the new SPOL system has been implemented with trainings underway for users. Anyone interested in serving on an institutional committee should contact Diane Arnzen; while she cannot guarantee a voting position on the desired committee, the employee's voice can still be heard.

Constituent Reports and Issues

Classification & Compensation Study ~ Carrie Greer & Caron Daugherty (on behalf of Tasha Welsh) provided the following updates on the Staff Classification and Compensation Study and the Faculty Compensation Study:

- The Staff Classification and Compensation Study is moving forward with the market data. A first rough draft has been received for review. Carrie and Tasha have a meeting scheduled with the consultant on Wednesday, August 29, to get clarification on several questions.
- The Faculty Compensation Task Force has reviewed all faculty salary compensation information, and a recommendation has emerged from this review. Information sessions will be held Wednesday and Thursday, August 29 and 30, at 2:00 p.m. and 8:00 a.m., respectively (these sessions are begin recorded for those faculty who are unable to attend). Caron explained the process and variables considered when determining faculty levels, steps, and salaries. A report will be provided to the Board of Trustees in September.
- Both the Faculty Compensation Study and the Staff Classification and Compensation Study have been a long process due to the size and depth of the studies, and implementing the results will also be a long process; progress is being made, and employees are asked to remain patient with the full implementation of these. Carrie reminded all that no employee will be negatively affected by these studies (e.g., no salary decreases).

HLC Update ~ Kim Harvey & Caron Daugherty reported the following:

- As discussed during Opening Week, a mock HLC visit will be scheduled in early October. Three (3) peer reviews have agreed to serve as the Mock Team, and they will be on campus for one day. The Mock Team are all current peer reviewers, and the goal is to obtain feedback from them regarding where the College needs to focus attention prior to the actual visit in March 2019. Expenses associated with the Mock visit (travel, lodging, etc.) will come out of the HLC budget. Appreciation was extended to the JCNEA and the Faculty Senate for agreeing to switch the Faculty Work Day and the Faculty In-Service Day to allow additional training re HLC, Assessment, etc. following the mock visit and to share information campus-wide on the In-Service Day scheduled for October 16.
- Kim shared information regarding the College's Quality Initiative, a five-year, campus-wide institutional improvement project; the College focused on using the attendance and participation data to help inform retention initiatives. Since we are nearing the end of the five-years, HLC has requested a Follow-Up Report including the following: an Executive Summary; accomplishments of the Quality Initiative; an evaluation of the impact of the Quality Initiative; an explanation of tools, data, or other information that resulted from the work; the biggest challenges and opportunities the College experienced; a description of the individuals and groups involved at various stages throughout the Initiative and perceptions of the work and impact of the Quality Initiative; the most important points learned by those involved; plans for ongoing work; and, a description of processes or artifacts from the Initiative that other institutions might find meaningful. The College's response to HLC's due this Friday.
- Dr. Cumiskey stated that an HLC update will be on the PLC agenda each month until the visit in March. This will allow Kim and Caron to bring everyone up-to-speed on preparations for the upcoming visit. We are hopeful the mock visit will help us be better prepared.

Fall 2018 Enrollment ~ Kim Harvey reported that enrollment is up at this point. Data was shared regarding new and returning students, as well as statistics regarding each campus. Enrollment continues for dual credit students as well as POST-only LEA students. Kim also reported enrollment data for other community colleges across the state. Winter session and Spring registration will begin on October 22.

Clery Audit ~ Kim Harvey presented an update regarding the Clery Audit (the Clery Act is a requirement of colleges to disclose campus safety statistics). There are over 114 policies associated with Clery. In the Fall 2017, the Clery Compliance Task Force was formed, and an audit recommended in an effort to confirm Jefferson College is in compliance with the Clery Act to avoid compliance violations. The auditors will be on campus October 17-18, 2018, and again November 5-6, 2018.

Technology Updates ~ Tracy James shared this linked presentation detailing the many projects managed and implemented by the IT department during the 2017-2018 academic year. Some of the highlights included:

- The IT Department is now utilizing the cloud for many of the College's backups, including Banner 9 (taped back-ups are no longer being made). A test performed by IT revealed that in the event of a disaster, with access to internet, the College's data recovery from the cloud could be minimal as four hours.
- The College's Video Surveillance was updated with license plate reader (LPR) software. This feature will not be used as a tool to issue speeding tickets, rather, it will be utilized as a safety device (e.g., if a vehicle comes onto campus that has a warrant affiliated with it, the Police Department will be notified).
- A cyber security awareness campaign was launched this summer, and the IT Department plans to continue to raise awareness on campus. Although the College is below the national average on phishing attempts, tests will be conducted (in the form of emails) to assist with educating employees.
- The new Voicemail System has been implemented; faculty and staff were encouraged to inform IT of any features that seem to be missing.

2018-2019 Budget ~ Daryl Gehbauer presented the linked PowerPoint and reporting on the College's current budget, including: Fall 2018 enrollment (numbers are better than what was budgeted); employees are doing a great job at being cognizant of their spending; an explanation of Capital Projects funding and Plant Funds; and, an overview of campus safety upgrades.

Financial Aid Presentation ~ Sarah Bright shared the linked presentation and handout with the group providing a detailed overview of financial aid available to Jefferson College students. She explained the differences in financial aid available for students (e.g., Federal Title IV programs, State of Missouri programs, scholarships, student employment, student loans, etc.), shared data regarding Jefferson College students receiving financial assistance, and outlined the regulatory agencies and guidelines the College collaborates with to confirm Jefferson College is a financial aid-eligible institution,

Buildings & Grounds Presentation ~ Dale Richardson shared the linked presentation detailing projects completed during Summer 2018.

Vikings' Vault ~ Holly Lincoln shared the linked presentation regarding the Vikings Vault. Some of the information highlighted included:

- The Vault is available to any current student (registered for at least one {1} credit hour) who has a need.
- Thanks were extended to the Buildings & Grounds department for preparing of the Vault.
- The shelving units were purchased as a result of the \$5,000 Missouri Scholarship and Loan Foundation grant that was received.
- Thanks were extended to Hussman Refrigeration for donating the refrigeration system.
- The logo was selected as a result of a campus-wide survey. Thank you to Lauren Murphy for the wonderful design!
- An Open House is scheduled for September 19, 11:00 a.m.-1:00 p.m. Employees who bring a can opener to the event will get 50% off lunch.

- The goal is for the Vault to be open Monday-Thursday, 9:00 a.m.-2:00 p.m., staffed primarily by Certified Staff; others (e.g., clubs, Classified Staff, etc.) will be asked to assist with staffing if necessary.
- Food has already been donated to students in response to requests.

Overview Instructional Structure Review & Goals ~ This agenda item was tabled until the September PLC meeting due to time constraints.

COMMENTS / DISCUSSION / INFORMATION ITEMS

As a reminder, a group of twelve German exchange students will be on campus September 13-25; information will be shared via email updates.

NEXT MEETING DATE

September 25, 2018

ADJOURN

The meeting adjourned at 4:30 p.m.