

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ September 25, 2018

ATTENDANCE

Maxwell Agbakpem	Stephanie Cage	Scott Holzer	Dana Nevois	Susan Todd
Diane Arnzen	Ray Cummiskey	Tracy James	Lisa Pritchard	Lisa Vinyard
Trish Aumann	Caron Daugherty	Edwin Keller	Dale Richardson	Allan Wamsley
Roger Barrentine	Kim Garzia	Kathy Johnston	Holly Ross	Tasha Welsh
Michael Booker	Daryl Gehbauer	Holly Lincoln	Lindsay Steighorst	Stacey Wilson
Rob Brieler	Kim Harvey	Earl Neal	Claudia Stuppy	

CALL TO ORDER

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

CELEBRATIONS/RECOGNITIONS

- Skyler Ross received an award from the Missouri Department of Higher Education for participating in the Missouri Math Pathways Committee.
- Leslie Buck also received an award from the Missouri Department of Higher Education for her service on the Core Curriculum Advisory Committee for MOTR Core42.
- The Homeschool Student Resource Night was held Monday, September 24, and was a great event.
- The Vikings Vault Open House was held on Monday, September 19. The event was very well attended, and students are already taking advantage of this new resource on campus.
- Tasha Welsh shared that there was a great turnout for the Wellness Fair last week.
- A special Thank You to Kenny Wilson who worked tirelessly with the German student exchange program and has done a tremendous job organizing and coordinating this experience on behalf of the College as our first-ever international student educational exchange program.

APPROVAL OF MINUTES

Dr. Cummiskey stated the Minutes from the August 28, 2018, meeting will be presented for approval at the October 31, 2018, meeting.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

[Board of Trustees Update](#) ~ Dr. Cummiskey provided a brief overview of the September Board of Trustees meeting; three (3) presentations were shared at the Board meeting – an HLC Preparation Update, an overview of projects completed over the summer by the Buildings & Grounds department and outside vendors, and an update regarding the Faculty Compensation Study. Dr. Cummiskey stated most action items were straight forward (e.g., purchases) and can be viewed in BoardDocs.

Dr. Cummiskey reminded all that 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.

Constituent Reports and Issues

Classification & Compensation Study ~ Tasha Welsh provided an update regarding the Faculty Compensation Study. Following are some of the highlights shared:

- Informational meetings were held Wednesday and Thursday, August 29 and 30. Individual Salary Analysis Worksheets were distributed to each faculty member. Tasha has met individually with 28 faculty members to provide further explanation of the Salary Analysis Worksheets and to answer questions. Some faculty have met with members of the Faculty Compensation Task Force as well.
- A presentation was made to the Board of Trustees at the September 13 meeting regarding the outcomes of the Study as well as possible recommendations. Positive feedback was received from the Board.
- Tasha hopes to forward a recommendation to the Board regarding offering a Voluntary Separation Incentive Program (VSIP) for faculty that could perhaps be tied to the Compensation Study. Specifics of the possible VSIP were shared. Tasha would like this recommendation to be included on the October Board meeting agenda.
- A plan will need to be developed regarding full implementation of the Faculty Compensation recommendations (salary adjustments).
- The next steps of the Faculty Compensation Task Force will be to address Board of Trustees Policies and Procedures that need to be updated to reflect the work of the Task Force.
- Tasha and the Administration would like to offer a similar VSIP to staff at a later date.

Regarding the Staff Classification and Compensation Study, Tasha and Carrie Greer continue to work with the consultants. They are currently analyzing the consultant's recommendations regarding grade placement. The new structure will require communication with staff to avoid confusion. A meeting is scheduled with the consultants next week to finalize the staff grades and salary schedule.

HLC Update ~ Kim Harvey & Caron Daugherty provided the following updates:

- The Mock HLC Visit is scheduled for Monday, October 8. A draft agenda has been received, and it includes Criterion meetings, a meeting with students, a meeting with committee representation, and Strategic Planning, Assessment, Assurance Argument representatives. As well, the Mock Team will meet with some members of the Board (documentation is being shared with the Board so they are aware of what may be asked of them). The Mock Team is already doing a good job regarding expectations and similarities to the College's March 2019 HLC visit.
- Following the Mock Visit, editing will continue on the Assurance Argument in preparation for the March visit. Progress and improvements will continue through the Fall. The Assurance Argument will be submitted by February 11.
- Some HLC sessions will be offered on Tuesday, October 16 (Faculty Professional Development Day) as well as feedback from the Mock Team.

Employee Health Insurance ~ Tasha Welsh reviewed the progress made and steps taken over the past year regarding employee health insurance, including (1) more frequent meetings of the Health Insurance Review Committee, (2) more promotion of wellness opportunities in an effort to help keep claims down, (3) more incentives/promotion of the biometric screenings and health assessments, and (4) better education of what Cigna can provide to aid in minimal premiums. Specifics were shared regarding the recommendation that will be submitted for Board consideration at the October meeting. An informational meeting is scheduled for Friday, September 28, to share details regarding the upcoming year's benefits and to allow employees an opportunity to ask questions; this session will be recorded for those unable to attend. Open enrollment will be in November. One difference this year is that all employees will be required to login to the Cigna portal during open enrollment to review and approve their benefits.

Overview of Instructional Division Structure Review & Goals ~ Caron Daugherty discussed the Instructional Division structure and goals for the future. With recent retirements, low enrollments in some disciplines, etc., now seems to be a good time to conduct a thorough review of where the Division stands now and what the

future may look like. An initial discussion was held on June 20; information and outcomes from this discussion are contained on a Google drive for anyone interested in reviewing the information. Discussions will continue regarding this possible managerial structure change; Caron reassured all that any changes made will not have affect the classroom experience. There may be some impact with regard to student services processes; however, steps will be taken to assure a smooth transition, if a change is made. This will continue to be an open discussion for the Instructional Division. Lengthy discussion ensued; some comments/concerns shared included the availability of a variety of data supporting the emphasis of a structure supporting programs/departments versus a degree(s); the effects of MOTR Core42 combined with another possible significant change; should a change to the Instructional Division's structure be delayed until a determination can be made regarding the effects of MOTR Core42 on students and the College; the need to improve completion and success rates, etc.

[Noel Levitz Survey Results](#) ~ Kathy Johnston shared the linked PowerPoint presentation revealing the results of the most recent Noel Levitz survey conducted by the College. Kathy stated this was the third time the College gathered data via this survey; it was first offered in 2014 and again in 2016. The Noel Levitz Survey questions students regarding what is important to them and their satisfaction level. Kathy would like to obtain additional feedback regarding the Challenges uncovered in the Survey via student focus groups. Ten percent of Jefferson College students completed the Survey in 2014 and again this year. It was noted that Challenges have decreased while Strengths have grown. Kathy also distributed a [handout](#) comparing the Strengths and Challenges for 2014, 2016, and 2018.

[Celebrating Campus Children's Centers](#) ~ Stephanie Cage shared the linked PowerPoint presentation regarding the upcoming Celebrating Campus Children's Centers, October 8-12, 2018. Several activities/events are planned for the week, and employees are encouraged to take part in the celebration. Stephanie will also be making a presentation to the Board at the October meeting regarding the week's events. A schedule will be sent to all employees.

[Update of CTE Evacuation](#) ~ Daryl Gehbauer and Dale Richardson discussed the evacuation of the Career and Technical Education building that occurred on Thursday, September 20. While it was initially believed to be a potential gas leak that resulted in the building being evacuated and some classes being cancelled, it was later determined by the Hillsboro Fire Department and a Hazardous Materials Team, that there was no gas leak that caused some students to get ill and pass out. Dale reported that all responses were prompt; the Hillsboro Fire Department took control of the situation and the Jefferson College Police Department and other College officials and staff came together quickly. Communication processes are critical as are reaction/evacuation procedures, and these will be discussed.

A debriefing was held the afternoon of the incident, and it was a beneficial session. Individuals involved in the incident were brought together to determine what processes worked and what processes may need to be revised. It was a good opportunity to receive feedback and to obtain perspectives from all involved in the incident without this actually being a situation such as a natural disaster or threat on campus.

Dale reminded all employees to always call 911 first if there is an incident on campus.

[Review of German Students' Visit](#) ~ Caron Daugherty stated the College is anticipating taking ten (10) students to Germany in May. As the planning continues for the May exchange, students need to be made aware of this opportunity; marketing will be created soon for the trip. The visit to Germany will be a similar model to what the German students experienced on their visit to Jefferson College; students and chaperones will live with host families. The hope is this exchange program becomes an integrated part of the Jefferson College culture.

[MCCA Board Representation](#) ~ Caron Daugherty stated there are seats available on the MCCA Board of Directors. This is a great opportunity for Classified Professional Staff, Certified Professional Staff, and faculty to participate in the leadership of MCCA. This Board holds five (5) meetings per year. Anyone interested can contact Caron for additional information. Names must be submitted by October 1.

COMMENTS / DISCUSSION / INFORMATION ITEMS

Dale Richardson reminded all that National Fire Prevention Week begins Monday, October 8. Virtual Fire Extinguisher Training will be held on Wednesday, October 10, 10:00 a.m.-2:00 p.m.; faculty and staff are encouraged to participate in the fire simulation each year to gain a better understanding of the use and operation of a fire extinguisher in the event of an emergency.

NEXT MEETING DATE

October 30, 2018

ADJOURN

The meeting adjourned at 4:16 p.m.