

**ADMINISTRATIVE TEAM
MEETING MINUTES
October 22, 2019
ADM Board Room**

MEMBERS (presence denoted by check):

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|--|--|--|
| <input checked="" type="checkbox"/> Ray Cumiskey | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Roger Barrentine |
| <input checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Allan Wamsley | <input type="checkbox"/> Tasha Welsh |
| <input checked="" type="checkbox"/> Kim Harvey | <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Karen Wicks |

GUESTS:

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:00 a.m.
Approval of Minutes	The minutes of the September 24, 2019 meeting were deferred.
Closing the Loop Staff Classification and Compensation Study Minority Student Listening Session	<p>In Tasha's absence, Dena reported that four batches of appeals have been sent to the consultants and Tasha is working on a few more. At this point, they are on track for the November 1 completion deadline.</p> <p>A celebration for Taskforce participants is scheduled for next week, where they will be presented with certificates of appreciation. Dena noted that the Faculty Compensation Taskforce members should also be included.</p> <p>FURTHER DISCUSSION NEEDED.</p> <p>Kim contacted Keith Fuller of St. Louis Community College, regarding feedback from the listening session. Mr. Fuller emphasized the need to establish trust between administration and students. One of the activities he led during his Opening Week session will be conducted at the mandatory All-Resident Meeting in Viking Woods this evening.</p> <p>It was noted that nine students and seven faculty/staff attended the session, which was intended to be for students only.</p> <p>Team discussed the need to recruit diverse faculty and staff, as well as students. Dena suggested that positions be advertised in the Saint Louis American magazine in an effort to recruit minority applicants. She also mentioned the possibility of having phone interviews for the first round of interviews, then bringing the next round in for in-person interviews.</p> <p>Chris discussed the possibility of a service learning project to develop a Diversity Plan for the City of Hillsboro. He would like our minority students to participate in local community events to help promote a positive image. He suggested looking at activities in nearby municipalities, such as Festus, that students could participate in.</p> <p>Ray will reach out to Dwyane Smith from Harris-Stowe to see if he can meet with Team to provide guidance and discuss possibly partnering with them.</p>

	<p>FURTHER DISCUSSION NEEDED.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Ray will reach out to Dwyane Smith from Harris-Stowe.
<p>Emergency Contacts</p>	<p>Team reviewed the list of emergency contacts distributed by Daryl. It was noted that the Follett Bookstore Manager needs to be updated and that Holly Lincoln should be added for JCA. The individuals on the list need to be informed that they are emergency contacts and what their responsibilities are. Training is also needed. It was noted that someone in each building should be CPR-certified. Dena asked about designating the day of the staff picnic for professional development to allow Active Shooter training, CPR training, Guided Pathways sessions, etc., to be held. Staff offices could close to allow all staff to attend, or sessions could be offered in both the morning and afternoon so that office staff could alternate.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl will put together information regarding expectations of those on the emergency contact list. 3. Dena will talk with Tasha to get her thoughts on the professional development sessions on the Staff Picnic day.
<p>Public Visibility of Faculty Office Hours</p>	<p>Faculty Senate would like Team’s guidance on determining how to provide students with faculty office hours in a secure manner. Policy states that faculty members need to hold office hours and submit those hours to their Dean. The hours have previously been posted outside of faculty offices and also online. Chris suggested that a Google document be shared that would require a MyJeffco email address to access the office hours list. Allan suggested that an email be sent to all students with a link to the office hours list.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 4. Chris will work to develop a Google document with faculty office hours listed that students can access using MyJeffco email address. 5. Chris will develop a response to Faculty Senate that office hours will be password protected and that Alertus will be installed on faculty computers.
<p>Open Educational Resources (OER)</p>	<p>Maryville University charges a \$1,200/year fee to full-time students which covers their OER materials. Discussion was held about the potential of the College utilizing OER and implementing a fee. It could be an opportunity to save students money and potentially increase our revenue. The Follett contract runs through June 30, 2021, so bookstore services will go out for bid in 2020. It was noted that faculty should be engaged early in the conversation. Chris mentioned that there may be OER limitations in specialized areas, especially programs with technical certifications or where physical materials are needed.</p> <p>Dena mentioned how many computers there are in classrooms, when many students use their phones to do homework.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 6. Daryl will invite representatives from Tree of Life to campus for a presentation and faculty leadership will be invited to participate.

<p>MCCA Conference Car Pools</p>	<p>Conference attendees should be encouraged to car pool, since many are attending. Discussion followed.</p> <p>ACTION:</p> <p>7. Chris, Dena, and Daryl will coordinate car pools and secure rentals.</p>
<p>Leadership St. Louis 2020-2021</p>	<p>Daryl explained that the class will last nine-months and will require a time commitment of one Friday and Saturday a month for participants. The \$5,000 cost to the College was not calculated into next year's budget. The application deadline is March 20, 2020.</p> <p>ACTION:</p> <p>8. Team will identify potential candidates.</p> <p>9. Daryl will check on the payment deadline.</p>
<p>Articulation Agreement-Franklin University</p>	<p>Discussion was held regarding the articulation agreement for Franklin University. Kim noted that Jefferson College has had one student transfer to Franklin University, and it was in 2012. Allan indicated that Franklin is a good fit for online students.</p> <p>ACTION:</p> <p>10. The MOU will be signed and Allan will work to get Franklin University information on Blackboard.</p> <p>11. Human Resources will be asked to add education benefits for four-year schools to employee information.</p>
<p>Board Work Session</p>	<p>Team reviewed the Strategic Planning presentation and provided a few suggestions for changes. Team also discussed the Guided Pathways presentation. There are two action items on the agenda prior to the presentations, approval of the consultant contract to Cosgrove for the Perkins V Comprehensive Local Needs Assessment, and approval of faculty load adjustments due to an adjunct faculty member's medical issues.</p> <p>ACTION:</p> <p>12. Allan will follow-up with Trish regarding changes to the presentation.</p> <p>13. Kim will make the suggested changes to the Guided Pathways presentation.</p>
<p>Budget</p>	<p>Chris had a good phone conversation with Zora Mulligan regarding the MoExcels grant application for Vet Tech expansion. He suggested that \$110,000 be included in next year's budget as the match to the grant, in the event that we are approved.</p> <p>Team needs to start thinking about next year's budget.</p> <p>FURTHER DISCUSSION NEEDED.</p>
<p>Planning</p>	<p>Allan reported that Shirley Davenport was asked to look over the Strategic Plan draft, and that he is just about ready to go out into the community with it. The key deliverables still need to be added.</p> <p>Kim reported that during the September Call-a-Thon, 860 calls were made to students. There were messages left for 46% of students on the list. Of those contacted, 32% reported that they were doing well and 3% were referred to another office for assistance.</p>

	<p>Chris suggested that a button be added at the top of the mid-term grade submission screen that faculty could click to confirm that they do not have any students with mid-terms deficiencies. This would eliminate follow-up work by the Dean's Office.</p>
<p>Division/Departmental Updates President</p> <p>President-Elect</p> <p>Instruction: Interim Dean of Academic Services/CAO</p> <p>Dean of Instruction</p> <p>Finance and Administration</p>	<ul style="list-style-type: none"> • President's Leadership Council is scheduled for next Tuesday. Guided Pathways and Planning will be postponed until the November PLC meeting to allow the Taskforce to meet. • The combined November-December Board meeting conflicts with the Jefferson County Growth Association dinner at the Hillsboro Civic Center. Ray asked if there was anyone not required to be at the Board meeting who could attend. Team will share with their staff. • Dena and Ray have a De Soto Rotary presentation today. • Ray emphasized that planning for construction projects needs to be done thoroughly. He added that some capital projects which include construction may include other variables such as soil testing, etc., that are not always anticipated. It was noted that two capital project proposals were added to the list after the deadline. It was agreed that Allan would notify Trish to remove those proposals from the list. <ul style="list-style-type: none"> • Dena suggested adding signage to the softball field entrance/exit area to provide some College facts and other information. • Discussion at last week's Chamber Conference included an attorney who spoke about marijuana in the workplace, and four legislators who spoke about funding in education. • Dena attended a DESE meeting for CTE yesterday and the following was discussed: <ul style="list-style-type: none"> ○ National Apprenticeship Week is November 11-15. ○ By 2030, it is anticipated that 80% of current jobs will no longer be in place. ○ Regarding House Bill 604 that went through last year, K-12 teacher externships can be counted toward hours needed to advance on the promotions schedule. ○ There is a college that holds an "Alumni Monday" and invites alums back to campus to speak. • The Degrees When Due state initiative that went through the CAOs will require an implementation team, and it is a project that deals largely with Student Services initiatives. It is a big undertaking, with the intent to scale resources at institutions and increase capacity for degree completion. The two key initiatives are reverse transfer and data mining for students close to completion. Allan mentioned that forgiving past debts for students close to degree-completion was also discussed. There is an LMS provided and the College will need to report activities to a mentor. No funding is provided, only guidance. Webinars are available. The initiative is included on the MCCA Conference agenda. <ul style="list-style-type: none"> • Last week's meeting with the superintendents went well. • Employees will be allowed to wear costumes on Halloween, with the expectation that they will be appropriate.

Student Services	<ul style="list-style-type: none"> • The FAST Budget module demo will be held at 10 a.m. on Monday. • Tracy James will talk with Team about the development of an Incident Response Policy.
Foundation	<ul style="list-style-type: none"> • Spring 2020 registration began yesterday and advisors were busy. • Men’s Soccer was ranked 11th in the nation last week. There will be a regional game on campus next Tuesday, but it conflicts with PLC. • The Student Learning & Support Committee is making plans to recognize first-generation students, faculty, and staff.
PR/Marketing	<ul style="list-style-type: none"> • The Monticello Society will induct four new members on November 14. Invitations were mailed out last week. • The Foundation has not heard from Ameren. In September, Karen was told a decision had not been made but that things were looking good. She will send out an email at the beginning of November. • The Leader Dinner will take place on Friday, December 13. The Music Department will provide music that evening. • The Development Assistant position has been posted.
Human Resources	<ul style="list-style-type: none"> • Roger reported that the Day of Service went really well. Lots of photos were posted on the Jefferson College Go Jeffco Facebook page. • About 200 responses have been received from the student social media preferences survey. Roger hopes to double that number. • PR & Marketing received nine awards from the National Council of Marketing and Public Relations.
Adjournment	<ul style="list-style-type: none"> • Tasha was not present to attend. <p>There being no further business, the meeting was adjourned at 11:30 a.m. The next Team meeting will be held at 9:00 a.m., on Tuesday, October 29. Miriam will take the minutes.</p>
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. BOT Work Session Planning Presentation Oct 2019 DRAFT.pptx 2. Guided Pathways Board Work Session Oct 2019.pptx

Respectfully submitted,
Shannon Schoenky
Administrative Assistant to the Vice President of Student Services



VISION 2025: New Strategic Plan

Board of Trustees Work Session

Strategic Planning Process

2018

Mission, Vision,
Values

2019

Environmental
Scan/Data
SWOT
Analysis/Surveys
Priority
Areas/Goals
Draft Plan
Feedback

2020

Final Draft
Stakeholder
Feedback
Board Review &
Approval

FOUNDATION OF THE DRAFT PLAN

- [Mission, Vision and Values](#)
- Related Plans/Initiatives at Jefferson College:
 - Diversity Plan https://www.jeffco.edu/sites/default/files/stu_serv/Planning/diversity_plan-2_final_may_2018.pdf
 - Assessment <https://drive.google.com/file/d/0B5vQj2-5JyzWZXBEVHQ3a3ROU1E/view>
 - Service Learning <https://www.jeffco.edu/servicelearning>
 - Civic Engagement Plan
https://www.jeffco.edu/sites/default/files/PR/Web/campus_compact_civic_action_planfinal.pdf
 - Strategic Enrollment Management & Retention Plan
https://www.jeffco.edu/sites/default/files/learning_services/Committees/sem.r_plan_2018_2023.pdf
- Feedback from Campus—Administrative Team, Strategic Planning Committee, Instructional Meeting (Opening Week), Student Services Directors, Etc.

Steps to Create New Strategic Priority Areas/Goals/Key Deliverables for 2020-25

Strategic Plan Development Task Force

Review strategic planning best practices and identify example plans from other institutions


Review Data and Related College Plans and Reports (HLC, Assessment, Diversity, etc.)

Review MVV

Get feedback from campus stakeholders

Draft priority areas/goals to address needs and work to achieve VISION

Process the results with the Administrative Team and Strategic Planning Committee to create draft

 Share draft with campus stakeholders for feedback

Steps to Finalize New Strategic Plan (Spring 2020)

Create final draft; share with internal stakeholders for review

Conduct listening sessions with external stakeholders to review plan, further assess needs, collect feedback

Review draft and feedback with the Administrative Team and Board of Trustees for final feedback/changes

Make any needed changes then present final plan to the Administrative Team and Board of Trustees for approval

▶ MISSION

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

▶ VISION

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

▶ VALUES

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

SUCCESS

Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;

ACCESSIBILITY

Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;

INTEGRITY

Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;

LEARNING

Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement;

SERVICE

Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.

VISION EXERCISE

- What are the most critical challenges Jefferson College faces in the next 5-10 years?
- What are the top 3 things we can do to achieve the Jefferson College vision by 2025?

STRATEGIC PRIORITY 1: Student Success

Enhance the student experience through a supportive and inclusive environment allowing all students the opportunity to succeed.

GOAL 1: Enhance the student experience through quality curricular and co-curricular experiences.

GOAL 2: Increase student persistence, retention, and completion.

GOAL 3: Continue to develop a culture of inclusiveness that supports the success of a diverse student body.

GOAL 4: Improve the accessibility of campus locations and the College's events and programming.

GOAL 5: Continue to develop services and programming that supports student emotional, psychological and social wellbeing.

STRATEGIC PRIORITY 2: Instructional Innovation

Increase use of innovative teaching practices that foster an engaging learning environment and further develop academic programs that address community, industry, and student needs.

GOAL 1: Respond to areas of high demand and underserved need through credit and non-credit programs.

GOAL 2: Focus on implementing active learning, service learning, and other innovative teaching strategies that improve student learning and success for a diverse student body.

GOAL 3: Continue to implement professional development opportunities that strengthen faculty and staff ability to explore new strategies and skills to support student success.

GOAL 4: Continue to develop work-based learning options to provide student access to professional experiences that strengthen future employability.

GOAL 5: Utilize emerging technologies to support the curricular and co-curricular experience.

STRATEGIC PRIORITY 3: Operational Excellence

Improve the College's capacity to achieve its mission and vision by promoting a collaborative working environment focused on operational excellence in all service areas.

GOAL 1: Continue to develop collaborative and responsive budget practices that fulfill the strategic needs of the College community.

GOAL 2: Develop integrated operational plans to address facilities, maintenance, and technology needs.

GOAL 3: Develop and implement responsive strategies to grow enrollment.

GOAL 4: Implement strategic management of the workforce and effective succession planning to support effective operations in all service areas.

GOAL 5: Implement new branding and marketing strategies to maximize enrollment and support from the community.

STRATEGIC PRIORITY 4: Community Engagement

Expand the College's capacity to identify and serve the needs of the community through meaningful outreach and service initiatives.

GOAL 1: Create additional opportunities to engage community residents in programming and activities.

GOAL 2: Grow opportunities for community service and civic engagement for students, faculty, and staff.

GOAL 3: Expand arts and cultural engagement opportunities.

GOAL 4: Expand Business and Workforce Development presence to serve the needs of the community and industry.

GOAL 5: Enhance partnerships with community and industry.

FEEDBACK

- Do you feel these priorities and goals provide effective direction to achieve the Vision of Jefferson College?
- What would you add or change?

Questions?





Guided Pathways Next Steps

October 24, 2019

Welcome



COLLEGE SUCCESS & COMPLETION INITIATIVES – Completion Academy 2013-16/Senate Bill 997 2016-present

MDHE initiative to address student success and support college completion initiatives. Informed by American Association of Community Colleges (AACC) and Complete College America.

Initiatives – address time to completion and graduation:

- Assess remediation successes/challenges
- Review placement testing and multiple measures models
- Implement co-requisite models (English and math)
- Review math pathways
- Review barriers to graduation
- Review 15 to Finish *included in Senate Bill 997*
- Consider guided pathways models *included in Senate Bill 997: Guided Pathways Act*
- Concurrent Enrollment pilot program (students enroll at community college and university; access to university resources granted) *Senate Bill 997*
- Missouri Higher Education Core Curriculum Transfer Act (Missouri Transfer [MOTR] Core 42 *Senate Bill 997*)

Complete College America

- Overcome barriers to student success
- Provide a strong start
- Maintain momentum
- Increase retention and completion
- Plan/Implement/Assess
- Identified “Game Changer” Initiatives

**COMPLETE
COLLEGE
AMERICA**



Benefits of Guided Pathways to Students

- Increased retention
- Improved student engagement
- Increased on-time graduation
- Reduced debt
- Improved career prospects
- A model for success

Summer Retreats / Opening Week

- June 2019
 - Reviewed national trends and initiatives
- July 2019
 - Reviewed past initiatives and accomplishments
 - Presented on new possible initiatives for Jefferson College
 - Conducted affinity process on where to focus future efforts
 - Began discussion on possible future actions
- August 2019
 - Opening week presentation
 - Mini-retreat - additional input for those who could not participate in July

Summer Retreat Selected 3 Primary Areas of Focus

- Technology
- Proactive Advising
- Purpose First

Technology

- Default students to their chosen academic plan
- Monitor and report when students get off track
- Advising case management

Current Progress

- AdvisorTrac
- Attendance Tracking
- Maxient
- PSSA Reports
- Early Alert
- Personal Resource and Education Plan (PREP)

Technology – Retreat Suggestions

- Identification of effective technology to support Guided Pathways
 - Case management
 - Degree audit system
 - Integrated community with support resources
- Training

Proactive Advising

- Develop framework and support system
- Help students choose guided pathways/meta-majors
- Provide interventions as needed to help students stay on track
- Monitor progress; focus on maintaining momentum

Current Progress

- Navigator/Case Management in MoSTEMWINs
- Research on proactive advising
- Visit to State Fair Community College (spring 2019)

Proactive Advising – Retreat Suggestions

- Case management
- Earlier interventions
- PREP intake process
- Team advising (Student Services and Instruction)
- Early identification of pathway
- Mandatory advising
- Better use of academic plans

Purpose First (Career Exploration & Selection)

- Empower student choice/exploration
- Build a culture of purpose
- Increase investment in education as career path
- Emphasize partnership among college departments
- Re-design student on-boarding experience

Current Progress

- College Studies, Guidance, Business, Criminal Justice, Education, Early Childhood Education, Social Work
- Student Learning and Support Committee (Viking Ready, First Year Experience)

Purpose First – Retreat Suggestions

- Collaboration with high schools to leverage existing career guidance
- First Year Experience opportunities for career exploration
- Career Exploration initiatives (e.g., summer camp)
- Career of the Month series
- Internships, service learning, volunteer work
- Faculty serving as career experts

Additional Strategies Discussed & Ideas Proposed

- **Momentum Year**
- 15 to Finish
- Academic plans
- Meta majors
- Co-requisite support
- Math pathways
- A better deal for returning adults

Development of Task Force

- First meeting – October 31
 - Finalize charge
 - Divide into four work groups
 - Submit initial action plans by April 2020

QUESTIONS