

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ May 31, 2016

ATTENDANCE

Deborah Allen	Caron Daugherty	Tracy James
Diane Arnzen	Chris DeGeare	Holly Lincoln
Trish Aumann	Sara Denny	Dale Richardson
Roger Barrentine	Julie Fraser	Kristine Ruth
Patti Christen	Daryl Gehbauer	Lisa Vinyard
Kaytlyn Clark	Richard Hardin	Allan Wamsley
Ray Cummiskey	Kim Harvey	Tasha Welsh

CALL TO ORDER

President Cummiskey called the meeting to order at 2:34 p.m.

CELEBRATIONS/RECOGNITIONS

- Congratulations to Kim Harvey who has been recommended as the next Vice President of Student Services! Kim's appointment will be voted on at the June Board of Trustees meeting.
- Katylyn Clark introduced herself as the Student Senate President for 2016-2017.
- Congratulations to the volleyball, softball, and baseball teams who all received team honors as All American Academic Teams. This honor is not only a great reflection on the athletes, but also on the coaches, Athletic Department staff, and Jefferson College as well!
- Diane Arnzen reported the following regarding Project SUCCESS student graduates: approximately 30 Project SUCCESS students graduated with their Associate of Arts degree; 8 Project SUCCESS students graduated with either his/her Associate of Science degree, Associate of Applied Science degree, or his/her CTE program certificate; 12 Project SUCCESS students graduated with honors; and, 10 Project SUCCESS students graduated as members of the Honors Program.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the April 26, 2016, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Kim Harvey seconded the motion. All approved.

HOT SEAT QUESTIONS

Dr. Cummiskey reminded the group that Hot Seat questions are recorded for the benefit of those not in attendance. The video link will be housed under the President's channel on MyJeffco. Questions to be addressed at the monthly PLC meetings can be submitted anonymously through constituent heads or emailed to Lisa Vinyard (lvinyard@jeffco.edu). Dr. Cummiskey addressed the following:

(1) **Who does Jefferson College report to as an institution regarding accreditation?**

Dr. Cummiskey explained the differences in the College's reporting to the Missouri Department of Higher Education (MDHE), the Higher Learning Commission (HLC) and the U.S. Department of Education (USDOE) and the role each agency plays in Jefferson College's accreditation. MDHE is the education authority for the State of Missouri; HLC is the College's regional accrediting body, overseeing 19 states (institutions must be regionally accredited to receive federal financial aid and to qualify for federal grants); and the U.S. Department of Education operates most of the rules regarding regional organizations and all requirements for institutions receiving federal funding. Therefore, Jefferson College must be cognizant of the federal mandates, the regional accreditation requirements, and the MDHE's rules and regulations.

(2) **Can Jefferson College adapt to, comply with and accommodate transgender students regulations?** Yes. Most of the controversy regarding transgender students involves the K-12

systems. Higher education does not have the same challenges as K-12 institutions. We do have College employees working to ensure the College continues to be friendly to transgender students.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ Dr. Cummiskey reminded everyone that access to Board of Trustees meeting information is available through BoardDocs. He pointed out that at the May12 meeting the Budget Assumptions were presented for a First Reading; the Second Reading will be presented at the June 9 meeting for approval. The June 9 and July 14 meetings will be held at 8:00 a.m. Additionally, a Mini-Retreat for the Board of Trustees is scheduled following the June meeting; most agenda items are discussion items only.

Committee Presentation(s)

Institutional Committees Update ~ Sara Denny shared an overview of this year's institutional committee activity and reminded the group that all committee work and accomplishments can be reviewed on the Committees tab on MyJeffco. Dr. Cummiskey stated the committee process is going very well, and he is pleased with all the progress being made on campus as a result of committee efforts.

Constituent Reports and Issues

Library Renovation Project Update ~ Daryl Gehbauer & Dale Richardson provided an overview of the **Library renovation**. Some of the highlights follow:

- TR,i has been hired as the architect for the project, and TR,i has hired a library consultant; the architect and library consultant will work together on the project.
- Offices are being relocated; some moves will be temporary while others will be permanent.
- In addition to the funding received by the state, the College will have to contribute to the project as well as the Foundation.
- Drawings/renderings will be available for presentation within the next couple months.
- The relocation of materials will occur around the second week of October.
- November & December will be a time to continue preparing for the January 1 demolition.
- Thanks were extended to the employees involved to help make these moves possible: Lisa Pritchard and the Library staff; Betty Linneman and the Learning Services staff; the entire Building & Grounds department, and Tracy James and the IT department.

Department of Labor FLSA Overtime Rule Update ~ Tasha Welsh shared that on May 18, 2016, the U.S. Department of Labor (DOL) released the final rule increasing the salary threshold for white-collar exemptions to the federal overtime pay requirements under the Fair Labor Standards Act.

Following are some of the details:

- The new minimum salary threshold will be increased from \$23,660 to \$47,476 per year.
- The threshold will automatically update every three years. Each update will raise the standard threshold to the 40th percentile of full-time salaried workers in the lowest-wage Census region, estimated to be \$51,168 in 2020. DOL will post new salary levels 150 days in advance of their effective date, beginning August 1, 2019.
- DOL did not make any changes to the duties test.
- Employers must be in compliance with the new regulations by December 1, 2016.

Human Resources and Payroll are working closely with the Administrative Team and legal counsel to determine the impact of the new rule on College employees.

- Administrators, faculty, certified professional staff, and grade 10E classified professional staff will not be impacted by the new rule.
- All 8E and 9E (classified) positions are being reviewed to determine which positions may remain exempt and which positions must convert to non-exempt. Employees in Grade 8E and 9E positions that currently meet or exceed the \$47,476 salary threshold will likely remain exempt.
- There are a few positions that currently earn close to the new salary threshold and whose positions regularly require a workweek in excess of 40 hours. These positions are being reviewed to determine if it is the College's best interest to increase these salaries to exceed the threshold and remain exempt.
- Because the College is currently undergoing a classification study, positions to be converted to non-exempt will continue to be paid on a salary basis until the study is complete.
- Once the Classification Study is complete, all positions determined to be non-exempt as a result of the new DOL guidelines or as a result of the study will transition to being paid in arrears and submit time via Web Time Entry.
- Each employee that will be impacted effective December 1 by the new DOL guidelines will be notified individually.
- Dr. Cummiskey stated decisions regarding an employee being exempt or non-exempt is determined by whether a position is eligible for over-time and the College's requirement to comply with labor standards.
- A Campus Announcement will be posted including this information.

Many questions were brought forward and lengthy discussion ensued. Tasha Welsh and Dr. Cummiskey explained there are many discussions and decisions to be made now that the DOL's new mandates have been finalized.

Title IX Coordinator and Process ~ Julie Fraser introduced Kristine Ruth as the new Behavioral Concerns and Student Conduct Coordinator/Title IX Investigator. Approximately 260 Maxient reports are initiated annually, and this number continues to grow. Kristine's office will attend to the Maxient incident reports/investigations, discipline matters, conduct issues, and some mental health issues as they arise. Her office will also lead the Title IX investigations alongside the Office of the Vice President of Student Services. Kristine, along with six (6) other College employees, are attending a conference to receive Title IX training. Kristine's office is also chairing the Behavioral Concerns Team.

Employee Feedback Exercise ("4 Questions") Update ~ Ray Cummiskey

- Constituency group feedback has been received from certified staff and faculty; classified staff has a retreat scheduled for June 15, and the "4 Questions" are on the agenda to be discussed. The Quality Workplace Task Force has been reviewing feedback and is working with Jill Baer, an outside consultant. Ms. Baer is willing to facilitate leadership sessions with the Administration, as well as with constituent group representatives and other campus leaders; additionally, she will present to all faculty and staff at the Opening Meeting on Monday, August 8.
- All feedback will be posted on the Employee tab in MyJeffco.
- The Quality Workplace Task Force has submitted recommendations, including inviting Ms. Baer to the Opening Meeting. The Task Force also brought forward the book *Five Dysfunctions of a Team*, identifying workplace trust as a factor to be addressed, as well as communication.
- The ultimate goal is to identify where gaps are and where activities are needed to address these matters and to develop action items to be integrated into the strategic planning process. Dr. Cummiskey expects actions items associated with the "4 Questions" to be in place this fall.

Dr. Cummiskey stated that activities surrounding the "4 Questions" will continue in an effort to continue identifying how Jefferson College can be a better place for faculty and staff.

Discussion of Impact of “[Dear Colleague](#)” Letter and Transgender Access to College Facilities ~ Julie Fraser reported on the recent “Dear Colleague” letter received from the U.S. Department of Justice (USDOJ) and U.S. Department of Education (USDOE) regarding compliance with Title IX as it relates to students who are transgender and Title IX obligations for educational institutions to ensure students are in a safe and non-discriminatory environment. Four areas of compliance have been identified:

- (1) Safe and Non-Discriminatory Environment
- (2) Identification Documents, Names & Pronouns
- (3) Activities and Facilities (restrooms, locker rooms, athletics, housing and overnight accommodations, etc.)
- (4) Privacy and Educational Records (e.g., disclosing information such as birth name)

Some states are considering taking this to court regarding these mandates. We have made some moderate changes to restrooms and locker rooms. These situations will be treated seriously by the USDOJ and the USDOE.

[Year-End Summary of Strategic Planning Accomplishments](#) ~ Allan Wamsley and Trish Aumann presented an End-of-Year summary. Some of the highlights included the following:

- Creation of a Strategic Planning Procedures Manual
- Completion of many of the FY16 Capital Projects
- Capital Projects for FY17 have been funded in the amount of \$650,000 (with an additional \$100,000 was for safety initiatives)
- The Committee will be recommending changes to help make process even more transparent.

The Strategic Planning Committee has done great work, and Jefferson College is a better institution because of it.

COMMENTS / DISCUSSION / INFORMATION ITEMS

None

NEXT MEETING DATE

August 30, 2016

ADJOURN

The meeting adjourned at 4:09 p.m.