

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ January 31, 2017**

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**ATTENDANCE**

Deborah Allen	Kaytlyn Clark	Kim Harvey	Earl Neal
Diane Arnzen	Ray Cummiskey	Tracy James	Lisa Pritchard
Trish Aumann	Caron Daugherty	Kathy Johnson	Kristine Ruth
Roger Barrentine	Shirley Davenport	Bruce Korbesmeyer	Lisa Vinyard
Michael Booker	Paul Ferber	Holly Lincoln	Joan Warren
Robert Brieler	Daryl Gehbauer	Dena McCaffrey	Tasha Welsh
Sarah Bright	Tammy Gillam	Greg McVey	Kristen Yelton
Mary Caine	Richard Hardin	Fran Moore	Kenny Wilson
Patti Christen			

**CALL TO ORDER**

President Cummiskey called the meeting to order at 2:33 p.m.

**HOT SEAT QUESTION**

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

- **How does the Administration and Board justify a new baseball stadium to employees and the community given the current morale and budget crises?** Dr. Cummiskey clarified the College is **not** building a new baseball stadium, explaining the question must be in response to the construction of the new bleachers at the baseball field. The College has a very thorough and participative Strategic Planning process in place, and the bleacher replacement project was brought forward as a Capital Project request, which is part of the Strategic Planning process. The request was vetted through the Strategic Planning Committee, resulting in the funding of the project. The Strategic Planning process is a very open process with videos of all requests published for employees to view. Regarding morale and budget, as we all know the College is facing some difficult financial times, which makes the Strategic Planning/Capital Projects process even more important. The process through which requests are vetted invites participation from across campus, hopefully building morale as employees have an avenue to be heard -- departmental needs are brought forward, the request(s) is supported/defended by the requestor(s), feedback is received from colleagues, and the request is ranked, resulting in potential funding.

Daryl Gehbauer added the bleacher project also included a safety concern as the old bleachers did not meet safety standards.

**CELEBRATIONS/RECOGNITIONS**

- Shirley Davenport shared that Shanie Latham was an editor on the published anthology, *Stories from the Midwest, 4<sup>th</sup> Edition*, containing stories by mid-west authors and stories about the mid-west. The anthology, available on Amazon, also contains work by Joyce Carol Oates.
- Dena McCaffrey shared that three individuals in the CTE division have completed degrees: (1) Holly Boettcher completed her Masters degree; (2) Alicia Conley completed her Doctorate degree; and, (3) Leigh Ann Cornman (a half-time ATS ECE instructor) also completed her Doctorate degree.
- Caron Daugherty shared that Holly Ross has four photographs accepted through a juried competition that will be on display at Framations Art Gallery in St. Charles.

## **APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the November 29, 2016, meeting minutes. Richard Hardin made a motion to approve the minutes as presented; Robert Brieler seconded the motion. All approved.

## **ACTION ITEMS**

None

## **COMMUNICATION AND FEEDBACK**

[Board of Trustees Update](#) ~ Dr. Cummiskey reminded the group that Board of Trustees information can be reviewed through BoardDocs.

## **Committee Presentation(s)**

[Institutional Committees Update](#) ~ Trish Aumann highlighted the following:

- The Assessment Committee has been working diligently to develop a Procedures Manual. As well, the Committee has been working to outline how assessment affects co-curricular areas.
- Environment & Safety Committee ~ in response to a student concern about lack of handicap parking during the Library renovation, more handicap spaces have been added on campus. Also, some updated surveillance cameras are being installed at Hillsboro and at JCA; these surveillance cameras were part of the Safety Initiative and were funded through the Capital Projects process.
- Strategic Planning Committee and Assessment Committee have scheduled a demonstration of [Strategic Planning Online](#), a set of software modules which can help support strategic planning. Feedback will be solicited following the software demonstration.

## **Constituent Reports and Issues**

*Budget Update and Questions* ~ Dr. Cummiskey shared that the Governor is expected to release his budget recommendations on Thursday, February 2; following is what is known to date:

- One of Governor Greitens' first activities after being sworn into office was to announce a withholding of approximately \$146 million in funding. Of the \$146 million, approximately \$80 million is coming from higher education, with approximately \$11.8 million being withheld from the Missouri community college system. Jefferson College's portion of this withhold will be approximately \$640,000. Cuts were made according to percentage of funding provided to schools, so the withholds were "fair."
- Discussions are underway regarding how to manage this reduction. There are no definite answers at this point other than the College will most likely experience a tuition increase; however, the amount is unknown. The Board has made it clear the solution to the withholds will not solely be a tuition increase – there will be budget cuts to go along with the tuition increase. The Administrative Team has been asked to bring additional budget recommendations to the Budget Subcommittee for the remainder of this academic year as well as next academic year. These recommendations will be shared with the Board to receive further direction.
- Jefferson College has begun to identify funds that will not directly affect the day-to-day operations of the College.
- There have been many questions regarding how this withhold will affect employees. At this point, employees are encouraged to work with their supervisors.
- This withhold will not affect the Library project as state funding has already been allocated to this project. As well, the Foundation will be assisting with funding the project.
- Generally speaking, capital improvements will continue across campus as these are funded through the restricted Plant/Capital funds.
- The shortfall is the result of a lack of revenue surplus, and this will not change (we do not expect more revenue for next academic year). The College could experience a budget reduction of \$1.5 million for next academic year.

- A lot of money is spent pursuing the College's Mission, and we will continue to pursue our Mission and accomplish Great things, only with less money. Therefore, all suggestions are welcome. A few suggestions discussed included:
  - (1) utilizing more open-source educational resources as these are cheaper than textbooks;
  - (2) consider a less-frequent computer replacement schedule;
  - (3) turn off lights around campus to save money on energy costs; and,
  - (4) consider printing costs on campus for employees as well as students.
- There will be an impact on A+, just not sure of the affect at this point.
- The Capital Projects budget is funded from the restricted Plant fund. The College has Plant fund reserves; however, these funds are there for a reason (e.g., emergency repairs to campus). The College may consider reducing the amount of money allotted to Capital Projects/Strategic Planning process.
- Student club budgets for the remainder of this year will not be affected; however, there may be some reductions next year (2017-2018).

Dr. Cummiskey stated the College is not in a dire situation – employees will be paid, students will have classes, and day-to-day operations will continue to run as they have been; however, budget managers will be watching spending more closely and will be more frugal. The Administration will continue discussions with the Board until an agreement has been reached. Employees will be kept apprised of progress.

*On-Line Supply Form* ~ Daryl Gehbauer stated that Central Office staff has piloted an online COS Supply Requisition form with positive feedback being received. Users report the new form is easy to use and very intuitive. Supplies are requested by a user, the appropriate budget manager is selected, and the manager receives an email that includes a link to open the COS Supply Requisition form and approves the request. Manager's approval is then forwarded to COS for request fulfillment. This new process provides a better cost control. The form will be available for all to use in the near future.

*Tiered Purchase Approval* ~ Daryl Gehbauer shared information regarding a new tiered approval process for Orders for Payment and General Requisitions. The new process will be driven by the dollar amount being considered -- lower dollar amounts will require fewer signatures. The hope is the new tiered approval purchasing process will streamline the purchasing process, will cut down on paper, and will lessen the amount of time from origination to the finalization.

*Library Renovation Update* ~ Daryl Gehbauer and Patti Christen provided the following update:

- A mandatory pre-bid meeting is scheduled for February 7 for all contractors interested in bidding on the Library Renovation Project. Bids are due February 21; they will be analyzed and a recommendation will be submitted for consideration at the March Board of Trustees meeting.
- Construction could begin as early as mid-March.
- The Foundation has invested heavily and has committed to raising \$1.5 million. The Foundation has solicited the services of the Rome Group to aide in the Capital Campaign.
- Bill McKenna and Mike Walsh are co-chairing the Capital Campaign, and Rick Francis is heading up the Steering Committee.
- The Marketing and Public Relations Office has been assisting in preparing the Case Statement which will be shared with prospective donors for the project.
- The expected budget cuts are not going to affect the future of this project. The Library project will move forward with the help of the Foundation.
- Anyone with information regarding prospective donors should contact Patti.

*Title IV Program Review* ~ Kim Harvey stated the Title IV Program Review, which began in May 2012, is in the final stages.

- The College's original \$2.3 million liability was reduced to \$1.8 million through the appeals process.
- A Settlement and Repayment Agreement has been signed, and the \$200,000 down payment has been made to the Department of Education.

- The College has to provide \$136,000 directly to lenders and loan servicers on behalf of students.
- The College has financed \$1.8 million at an interest rate of 1% for 36 months (rather than depleting reserves).
- The College has made the initial installment payment of approximately \$42,000.
- Student Financial Services and the Business Office has been working diligently to close out the records:
  - ~ Pell Grant adjustments will be made for 642 students;
  - ~ A portion of some student's loans (156 students who attended between 2009 and 2012) will be repaid by the College, and the College will notify these students of this action.
- Student Financial Services is working with Marketing and Public Relations to draft a standard statement regarding the reimbursements.
- Originally the College had 22 findings; the Department of Education determined they were going to assess a fine of \$32,500 for violation of Clery and Drug Free Schools and Communities Act. For the Clery violation, the College was fined \$5,000.
- The College's violation must be resolved by March 31.
- All violations have been resolved, and the College is moving forward and is in better shape because staff is in place to assure the College stays in compliance.

*Diversity Statement* ~ Tammy Gillam & Paul Ferber have been co-chairing the Diversity Subcommittee and are making good progress. The Diversity Statement was distributed for review; this Statement was provided to the Administrative Team who suggested a couple revisions.

*Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community.*

Paul shared that he has met with colleagues from other schools and has received some insight as to how diversity is addressed on their campuses. Jefferson College's Diversity Plan will be presented as soon as it is ready.

[Campus Fundraising Notification](#) ~ Patti Christen discussed the process associated with the new Campus Fundraising Form, explaining the form was developed as a way for the Foundation to support efforts across campus, to track solicitations of businesses, to be notified of donations to the College, and to assist with fundraising efforts. As the College is entering into a Capital Campaign, a coordination of these efforts is very important. The new form is linked on the Foundation tab in MyJeffco. This new process is not meant as a deterrent, rather it was developed as a way to track fundraising efforts across campus. Patti is willing to attend a student leadership meeting to explain the process and how it affects student clubs. As well, it was suggested a Campus Announcement and/or email be posted for all faculty, staff and students explaining the new process. In response to a question, Patti stated there is a Gift Acceptance Policy that needs to be followed when donations are made to the College; following this Policy ensures the donor receives proper acknowledgement from the College.

### COMMENTS / DISCUSSION / INFORMATION ITEMS

Dr. Cumiskey reminded the group that the purpose of the President's Leadership Council is to get feedback from participants and for attendees to carry information back to departments and constituents – this is especially important given today's budget discussions. **Attendees were asked to please share the information received at PLC with constituents.** Again, the Administrative Team is going to be as open as possible, but until a final decision has been reached discussions will continue.

### NEXT MEETING DATE

February 28, 2017

### ADJOURN

The meeting adjourned at 3:55 p.m.