

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ March 7, 2017

ATTENDANCE

Deborah Allen	Ray Cummiskey	Kim Harvey	Greg McVey	Allan Wamsley
Trish Aumann	Caron Daugherty	Tracy James	Earl Neal	Joan Warren
Michael Booker	Shirley Davenport	Bruce Korbesmeyer	Lisa Pritchard	Tasha Welsh
Robert Brieler	Daryl Gehbauer	Holly Lincoln	Dale Richardson	Kristen Yelton
Sarah Bright	Richard Hardin	Dena McCaffrey	Lisa Vinyard	Kenny Wilson

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 are 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). Two questions were received:

- **We changed our policy for hiring adjuncts based on the predicted requirements of ACA. Basically, we limited their hours so the College would not be responsible for providing health care for adjuncts. Did we ever receive concrete guidelines about how many hours an adjunct could work before reaching that limit? It appears now ACA may be repealed or significantly changed ~ do you envision a change in adjunct hiring practices that will allow adjuncts to teach more hours per year, if so when might that change be instituted?** Dr. Cummiskey responded that the College does not know what will become of ACA; however, there are some concerns the College has: (1) concerns regarding providing health care for some part-time employees (depending on number of hours worked); (2) concerns regarding having to pay into the Missouri retirement system for some part-time employees (depending on the number of hours worked); and, (3) concerns for retirees who return to work on a part-time basis. Right now the College is taking a wait-and-see approach. Dr. Cummiskey stated that as soon as the College is made aware of changes, staff will be sure to determine how the changes will affect Jefferson College and its employees.
- **According to a report from MDHE, you (Dr. Cummiskey) receive \$7,200 annually for automobile allowances and \$1,200 a year for cell phone. As a sign of solidarity and shared suffering with employees, are you willing to give up those two allowances given our current budget crises?** Dr. Cummiskey clarified that these elements were removed from his contract a couple years ago.

CELEBRATIONS/RECOGNITIONS

- Kim Harvey offered congratulations to Diane Arnzen who completed her doctorate degree last fall.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the January 31, 2017, meeting minutes. Several changes were requested. Richard Hardin made a motion to approve the minutes as corrected; Robert Brieler seconded the motion. All approved.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

Board of Trustees Update ~ An overview of the February Board meeting was provided; some items included on the agenda follow: several revisions to Board of Trustees Policies and Procedures were approved following

the second reading (these updates were a result of BAT-FAT negotiations); audits for the College and the Foundation were accepted and approved; replacement of the College's document imaging system was approved as well as a replacement of the HVAC in one ATS lab; administrator contracts were approved for extension; and, a first assistant volleyball coach was approved. Dr. Cummiskey reminded the group that Board of Trustees information can be always be reviewed through BoardDocs. Dr. Cummiskey also mentioned that the agenda for the upcoming March Board meeting is quite extensive.

Committee Presentation(s)

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

- *Accreditation Committee*: The Data Analysis and Student Intervention Task Force met to review data, to discuss potential student interventions, and to determine what interventions can be piloted in the fall semester for the Quality Initiative. Additional information will be shared as the Task Force continues its discussions and recommendations.
- *Assessment Committee*: Work continues on the drafted Assessment Handbook. A Learning Outcomes Workshop was held for co-curricular areas of the College which was facilitated by Sandy Frey; this was the first of a two-part Workshop set.
- *Environment & Safety Committee*: Two Adopt-a-Highway events are scheduled for this semester: April 6 and May 4.
- *Campus Safety Initiative*: Several new security cameras have been installed (at Hillsboro and at Arnold) in an effort to improve safety on campus. As well, a Cleary Compliance Task Force has been formed and is charged with overseeing the College's compliance with the Cleary Act and federal crime reporting guidelines.
- *Strategic Enrollment Management and Retention*: Fall registration begins March 20 for current students, and open registration begins April 6 (this is also the date for the JCA Showcase). The Hillsboro Showcase is scheduled for Thursday, April 20.
- *Strategic Planning*: The Institutional Action Plans files are now located on the Reports tab of MyJeffco.

Constituent Reports and Issues

Budget Update ~ Dr. Cummiskey stated some information shared will be repetitive as it was contained in the March 2 email to all employees; however, he wanted to give everyone the opportunity to get questions answered and to make needed clarifications.

Dr. Cummiskey began by providing background regarding the budget and how we got where we are today. He stated that early in this fiscal year it became clear the State would not meet the rather robust earnings expectations identified by Governor Nixon and the Legislature, and the State budget was based on these estimations. Before stepping down, Governor Nixon made some withholds to help with the missed budget projections; these initial withholds did not affect education. Governor Greitens realized that Governor Nixon's withholds were not sufficient to meet budget projections; therefore, additional withholds were required, including approximately 15% withholds in higher education (approximately \$640,000 for Jefferson College).

Fiscal year 2018 budget includes an approximate 10% reduction in higher education (approximately \$814,000 for Jefferson College). The cuts to higher education are distributed proportionately, meaning cuts are based on the state aid received by each institution. Dr. Cummiskey explained revenues will most likely fall short in the coming years also. In planning for fiscal year 2018, the Jefferson College budget would need to be reduced by \$1.5 million. The Administration and Board of Trustees realized they needed to plan for the future. The Board provided direction regarding reductions, and it was understood the College would have to reduce services, including personnel, to make a solid cut in the budget that could be sustained. The goal was to make reductions that would have the least impact on students, teaching and learning -- resulting in the communication that was sent out to all employees on March 2 ([FY18 Budget Assumptions Update](#)). Following are some of the highlights:

- Requesting an \$8 tuition increase, adding approximately \$800,000 into the budget.
- Utilizing up to \$300,000 from reserves. It should be noted that the Board does not want to continue this practice as we have pulled from reserves the past couple years.
- Forgoing pay raises for all employees.
- Closing the swimming pool.
- Discontinuing personal enrichment options though Continuing Education.
- Closing Jefferson College Arnold at noon on Friday (this was considered for all of Jefferson College sites; however, due to academic obligations at Hillsboro and Imperial, this was not possible).
- Closing the Library at JCA and reallocating/reducing staff.
- Reducing JCTV staff by one position.
- Reducing IT staff by one position.
- Discontinuing most grant-funded positions that would require the College to assume salaries.
- Merging two positions in the ATS into one position.
- Restructuring the dual credit instructor compensation.
- Delaying Phase II of the Master Plan.
- Delaying implementation of Classification & Compensation Study findings.
- Addressing printing costs across campus.
- Cutting the President’s Discretionary Fund by half. This fund covers items of an “emergency nature.”
- Reviewing the ATS tuition structure.
- Requesting the Athletics Department to identify ways to recruit more non-scholarship student athletes (self-pay athletes).
- Increasing some lab fees and child care fees.

The budget being presented to the Board of Trustees includes revenues of \$29.8 million and expenditures of \$30.1 million – the difference of \$300,000 coming from reserves. The \$1.5 reduction is a significant, and it was realized this reduction could not be resolved with only a tuition increase and expense savings. An \$8 tuition increase is significant, but this only fixes half of the reduction, which is why additional cuts were required. Personnel cuts were difficult decisions to make and were a last-ditch effort in meeting the budget reductions. The budget reductions were a concerted effort by many employees, including budget managers, Administrators and the Board. The budget being presented for the First Reading at the Board meeting should be supported.

Most Missouri community colleges are seeing an approximate \$6-\$10 tuition increase. St. Louis Community College is increasing in-district tuition only \$3 per credit hour; however, out-of-district tuition will see a significant increase.

- Dena McCaffrey clarified that the MoSTEMWINs grant ends in December, and some positions will end at this time; however, some positions will continue to be grant-funded through September 30, 2018, to finalize the report-out of the grant.
- Bruce Korbesmeyer proposed a larger tuition increase and shared his thoughts regarding offering free textbooks to students. He explained that the economics department will have zero cost for textbooks, and he outlined how this program could work for all of Jefferson College. Dr. Cummiskey responded that although the Administration developed the \$8 tuition recommendation with the Board’s guidance, the Board approves the increase, and the Board would most likely **not** increase tuition more than \$8. As well, the Bookstore would need to be considered. Mr. Korbesmeyer stated that Heartland Community College in Bloomington-Normal, also a Follett Bookstore, utilizes this program. Mr. Gehbauer stated he would like to meet with Mr. Korbesmeyer to discuss this program further and determine how it might benefit the College.
- Robert Brieler asked about the possibility of future cost reductions being off-set by another tuition increase if the College can demonstrate a reduction in costs to the students (e.g., if the College can cut costs to students, could the understanding be that a tuition increase would be implemented rather than additional

cuts)? Dr. Cummiskey stated he was not sure how the Board would respond to this scenario but that this was a good point in helping the Board understand the total cost of attendance for students.

Dr. Cummiskey clarified that the Classification and Compensation Study is still ongoing and is being paid for out of this year's budget; what was removed from the FY18 budget was monies identified to implement recommendations of the Classification and Compensation Study. It is important to have the study and to receive the company's recommendations. Some recommendations may be implemented at a later date.

Task Force Updates ~ Ray Cummiskey

- ~ The Artwork Task Force began as a discussion regarding the President's portraits in the Administration Building. The Task Force will address what to display in the Administration hallway once the portraits are removed as well other artwork across campus. The President's portraits were a gift to the College, and the College does have a contract with the family. Patti Christen is negotiating the removal of the portraits with the family.
- ~ The Community Service Task Force was the result of an employee's suggestion for the College to adopt guidelines regarding community service and to create opportunities for employees and students who wish to volunteer for their community. There is a faculty group in place regarding this, as well as Service Learning, and this Task Force will be working with the faculty group in this effort.

[Mission, Vision, Values Presentation](#) ~ Kenny Wilson and Trish Aumann shared a PowerPoint presentation regarding the Mission, Vision, and Values (MVV) Task Force, a task force bringing stakeholders together from across campus to coordinate a comprehensive review of these important statements, to recommend revisions, and to lay groundwork for the 2020-2025 Strategic Plan.

COMMENTS / DISCUSSION / INFORMATION ITEMS

Joan Warren shared that in an effort to promote positivity across campus, the Classified Staff sent a "Question of the Semester" to all Classified staff. The question, "How does your supervisor make you feel appreciated?" resulted in several responses, and results were shared with supervisors. Most responses focused on supervisors indicating that work is appreciated and saying Please and Thank You; other responses included supervisors soliciting input, asking for feedback and listening. Classified staff are going to discuss developing another question for this semester. Dr. Cummiskey commended this effort being made by the Classified Staff.

NEXT MEETING DATE

March 28, 2017

ADJOURN

The meeting adjourned at 3:47 p.m.