

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ March 27, 2018**

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**ATTENDANCE**

Trish Aumann	Shirley Davenport	Joe Kohlburn	Lisa Pritchard	Lisa Vinyard (Secretary)
Roger Barrentine	Chris DeGeare	Betty Linneman	Dale Richardson	Allan Wamsley
Mark Byington	Daryl Gehbauer	Dena McCaffrey	Jacob Smith	Joan Warren
Sarah Bright	Kim Harvey	Amy McDaniel	Mark Smreker	Tasha Welsh
Ray Cummiskey	Tracy James	Greg McVey	Lindsay Steighorst	Kenny Wilson
Caron Daugherty	Kathy Johnston	Lisa Pavia-Higel		

**CALL TO ORDER**

President Cummiskey called the meeting to order at 2:35 p.m.

**CELEBRATIONS/RECOGNITIONS**

- Dena McCaffrey and all in the PLC congratulated Lisa Pritchard and the entire Library staff on the Library's Soft Opening on Monday, March 26; this is something to definitely be celebrated!

**APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the February 27, 2018, meeting minutes. Mark Byington made a motion to approve the minutes as presented; Greg McVey seconded the motion. All approved.

**ACTION ITEMS**

None

**COMMUNICATION AND FEEDBACK**

**Board of Trustees Update** ~ Dr. Cummiskey provided an overview of the March 8 Board of Trustees meeting. He stated the Administration and Board recognize the College is facing challenging times with producing a balanced budget for FY'19. He reminded all that the College has faced fiscal limitations in the past, and we will once again persevere and remain a strong institution.

Dr. Cummiskey announced to the Board at the March meeting that he will retire at the end of his current contract, on June 30, 2020. He appreciates the thoughts and support he has received since his announcement.

Dr. Cummiskey reminded the group that all information pertaining to the Board of Trustees meetings is always available via BoardDocs (linked above).

**Committee Presentation(s)** ~ Betty Linneman shared highlights of the monthly [Institutional Committees reports](#).

**Constituent Reports and Issues**

*Update: Classification & Compensation Study* ~ Tasha Welsh and Carrie Greer have been meeting regularly, and they hope to release the draft classification structure (for certified and classified staff) to supervisors very soon. The document will require some explanation as it does not resemble the College's current structure. The Faculty Compensation Task Force has met and formed a work group to review faculty files.

*Update: 2018-2019 Budget* ~ Dr. Cummiskey stated that a budget hearing was held today in Jefferson City, and the House approved the full restoration of the funding from last year's budget cuts. This restoration could

result in approximately \$950,000 being restored to the College's budget. With this restoration, universities and community colleges have agreed tuition increases will be capped at 1%. Additional funds were also approved for workforce training. Although the College's Board of Trustees approved up to a \$10 tuition increase, with the 1% cap, we would be limited to \$1 increase, approximately \$120,000 (our technology fee would still be increased by \$5). While getting the state money back is good news, the College is still facing financial challenges. The Senate now has approximately one month to review the budget before it is due on the Governor's desk by Friday, May 4. The Governor will have the option to line item veto or put withholds in place; however, he cannot move funds around. The Governor's ability to withhold funding is dependent on the state's finances, and with revenues being up in the state right now, it would be difficult for the Governor to institute a withhold.

A Board of Trustees Work Session will be held this Thursday, March 29. Some of the considerations for the FY '19 budget include:

- The College's reserves (currently at 14%);
- Employee raises (not currently in the budget);
- Enrollment (currently down approximately 7.5%); and
- Incorporating some of the budget workgroup recommendations (e.g., closing the pool, closing campus two days during Spring Break Week rather than giving employees flexible days off, and, [reducing student staff](#) {limiting student workers to those who are eligible for Federal Work Study funds}).

The FY '19 budget will be presented to the Board for a First Reading in May and the Second Reading in June.

[Student Media Preferences Survey](#) ~ Roger Barrentine provided an overview of the Student Media Preferences Survey, a survey tool developed specifically for community colleges that the College has participated in for five (5) years. Jefferson College students are asked each year to participate in the online questionnaire which focuses on many different media areas, including: radio, print, social media, etc. This past November approximately 540 Jefferson students responded. Roger reviewed the results of [this year's survey](#).

Following are some details shared:

- Results of the survey can be accessed by anyone via the MediaPrefs website (Roger provided a demonstration as well as the Username and Password needed to access the College's data);
- The Public Relations & Marketing department often uses the data collected when making marketing decisions.
- Although the Leader is not as effective as a marketing tool for students (compared to social media and radio advertisements), it will continue to be utilized as others in the community do access College information via this paper; and,
- College videos are often posted to Vimeo rather than YouTube as Vimeo is more conducive when publishing lengthy videos.

*Board of Trustees Math Scholarship* ~ On behalf of the math department, Lindsay Steighorst requested permission to change the way the Board of Trustees Math Scholarship is awarded. The current process awards the scholarship to the student with the highest score on the Math Contest exam and who plans to attend Jefferson College. The proposed process would involve accepting applications from area high school students. There is a second Board of Trustees Math Scholarship available, and the math department would like to utilize these funds to provide tee-shirts to all Math Contest participants next year rather than awarding it to a student. Dr. Cummiskey stated the scholarship money is restricted and could not be utilized for the purchase of tee-shirts; however, there may be another avenue to purchase the participant tee-shirts for next year's Math Contest.

*Ripple of Hope* ~ Mark Byington provided information regarding the upcoming Ripple of Hope presentation being held on Wednesday, April 11, and Thursday, April 12. Presentations will be held at both the Hillsboro campus and at Jefferson College Arnold. Adam Walinsky, speech writer for Senator Robert F. Kennedy, will be the featured speaker.

*TEDx* ~ Lisa Pavia-Higel shared details regarding the TEDx presentations taking place in the Fine Arts Theatre on Thursday, April 19. This will be the third TEDx event hosted by Jefferson College (the only community college in the State of Missouri hosting TEDx presentations). The theme of the presentations is “The Science of Art and the Art of Science.”

*German Exchange Program* ~ Kenny Wilson reported that a group of 15 German students will be on campus September 13-25. Their visit is part of a new exchange program between Jefferson College and a technical school in Darmstadt, Hessen (Germany). There will be a full agenda for these students during their time at Jefferson. Host families still need to be identified; guidelines and applications will be shared soon for those faculty and staff interested. Kenny is hopeful that a group of Jefferson College students will visit Germany during the Summer 2019 Intersession. As well, in March 2018, a group of ten Health Occupations students will travel to an orphanage school near Nicaragua.

*Non-Discrimination Statement* ~ Following-up on last month’s presentation by student leadership, Joe Kohlburn and Lisa Pavia-Higel (members of the Diversity Subcommittee) presented to PLC regarding revising the College’s Non-Discrimination Statement to include the terms “gender identify and gender expression.” This initiative has been a grassroots effort initiated by the students and is supported by the Diversity Committee. Data was provided regarding other institutions that currently include these two categories in their Non-Discrimination statements as well as obstacles, psychological, sociological and legal perspectives. The next steps would be to move this recommended change forward for Board of Trustees approval in May.

*Barriers to Graduation* ~ Kathy Johnston reported that last year a Task Force met to review processes and procedures for students to graduate from Jefferson College and to determine if there barriers in place that should be addressed. Following are the four items the Task Force identified that could be revised to encourage student completion: (1) the Exit Exam, which the Task Force realized must stay in place; (2) attendance at a Commencement ceremony; (3) the summer contract; and, (4) the student residency requirement of 24 credit hours. A survey was circulated to obtain feedback on the last three items, and 93%-94% of respondents were in favor of changing all three items. Two (2) Board of Trustees Policies and Procedures will need to be updated to reflect the changes. The BOT Policies and Procedures will be shared with all constituent groups for feedback before being submitted for Board approval.

*FAST Reporting* ~ Tracy James reported on the College’s decision to replace the current COGNOS reporting tool with FAST reporting software. The College has been considering this replacement, and given the impending increase the College will experience to continue utilizing COGNOS (in addition to its complexity and not being user-friendly), IT staff began researching other options for the College. Over 50 users on campus received a brief introduction to the FAST software, and responded with positive feedback. The goal is for training to be scheduled in April.

Tracy also reminded the group that Banner 9 will go “live” on July 1. It is very different from the College’s current version of Banner, so employees should be utilizing it now to have a better understanding of the updates and to determine if there are any “bugs” that need to be addressed prior to July 1.

*Assessment Handbook* ~ Allan Wamsley, as Co-Chair of the Assessment Committee, reported on updates to the Assessment Handbook and shared the Table of Contents with the PLC. Faculty have had input on these long-overdue updates. Dr. Cummiskey stated assessment will be under scrutiny when HLC visits next year, so it is great these updates are being made now.

Dr. Cummiskey reminded all PLC members to share information received today with colleagues and constituents. Any questions and/or feedback can be brought back to PLC via the constituent member or the employee can attend the next meeting.

**COMMENTS / DISCUSSION / INFORMATION ITEMS**

None

**NEXT MEETING DATE**

April 24, 2018

**ADJOURN**

The meeting adjourned at 4:06 p.m.