

**PRESIDENT'S LEADERSHIP COUNCIL**  
**Meeting Minutes ~ October 30, 2018**

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**ATTENDANCE**

Maxwell Agbakpem	Leslie Buck	Kim Harvey	Dana Nevois	Claudia Stuppy
Diane Arnzen	Scott Cazadd	Tracy James	Dale Richardson	Lisa Vinyard
Trish Aumann	Ray Cummiskey	Edwin Keller	Holly Ross	Allan Wamsley
Roger Barrentine	Caron Daugherty	Laura Klaus	Lindsay Steighorst	Suzie Welch
Rob Brieler	Daryl Gehbauer	Dena McCaffrey	Richard Stephenson	Tasha Welsh
Sarah Bright	Carrie Greer	Fran Moore		

**CALL TO ORDER**

President Cummiskey called the meeting to order at 2:36 p.m.

**CELEBRATIONS/RECOGNITIONS**

- Diane Arnzen shared that the College's first Day of Service, held on Friday, October 19, was a great experience. Thanks were extended to all who participated and to all who were involved.
- The Physical Therapist Assistant program had a great site visit from its accrediting body, the Commission on Accreditation in Physical Therapy Education (CAPTE). The final report has not yet been received but feedback received was positive.
- Kim Harvey shared the [Quality Initiative Report \(QIR\) Review](#) received from the Higher Learning Commission. The Higher Learning Commission (HLC) was very complementary to the College. Kudos to all involved in the preparation of the Quality Initiative ~ job well done!
- Thanks to everyone, especially Kim Harvey, the Student Services staff, and the Athletics staff, on their handling of the recent death of soccer player Reuel Tyson. While the College is grateful the other students involved in the crash survived, Mr. Tyson's passing is having a great impact on our institution. Resources are available for faculty, staff, and students affected by Reuel's passing. As the College is not yet aware of the family's wishes, a memorial service is pending. The Jefferson College Foundation is setting up a fund for those interested in making a donation to Reuel's family to assist with travel and funeral costs.

**APPROVAL OF MINUTES**

Dr. Cummiskey asked for a motion to approve the August 28, 2018, and September 25, 2018, meeting minutes. Allan Wamsley made a motion to approve the minutes as presented; Fran Moore seconded the motion. All approved.

**ACTION ITEMS**

None

**COMMUNICATION AND FEEDBACK**

[Board of Trustees Update](#) ~ Dr. Cummiskey provided a brief overview of the October Board of Trustees meeting; he also shared that a Board Work Session was held on October 25 (agenda items included an in depth discussion regarding HLC and discussions regarding the next presidential search). The next Board of Trustees meeting is scheduled for December 6. The January meeting will be held the second Thursday in January.

Dr. Cummiskey reminded all that information pertaining to the Board of Trustees is always available via BoardDocs.

## **Committee Presentation(s)**

[Institutional Committees Update](#) ~ Diane Arnzen shared highlights of the monthly Institutional Committees reports. Her complete report can be reviewed via the linked document. Dr. Cummiskey stated that institutional committees were a topic of discussion in today's Birthday meeting. The College's institutional committees are very productive; however, if there is concern about the structure, purpose, or charge of a committee, this should be shared with the appropriate administrative liaison. All information received at institutional committee meetings, PLC meetings, etc. should be shared with constituents and department colleagues.

## **Constituent Reports and Issues**

*Classification & Compensation Study* ~ Applications are currently being accepted for the faculty Voluntary Separation Incentive Program (VSIP). Carrie Greer and Tasha Welsh continue to work with the College's consultant and the Task Force on the Staff Classification Study. A meeting will be held this week with the Task Force, and Tasha plans to distribute an update following this meeting. Details regarding a staff VSIP will be distributed at a later date.

[HLC Update](#) ~ Kim Harvey & Caron Daugherty provided an overview and shared the linked PowerPoint presentation. Some of the highlights shared included the following:

- Feedback has been received from the Mock Visit Team. The Mock Visit was very educational, and great feedback was received from the visiting Team. The site visit in March will be very similar to what we experienced during the mock visit.
- The Mock Team stated faculty representation is critical in the Criterion 3 and Criterion 4 meetings.
- Some of the documents that will be requested by the March 2019 Visiting Team include the following: Assurance Argument, Federal Compliance Filing, 2009 Self Study, 2009 Assurance Report, 2009 Advancement Report, 2013-2014 Monitoring Report, and access to MyJeffco and the College website. All departments and content managers need to confirm that information published on the website or MyJeffco is reviewed for accuracy. A link has been created on the website (located in the footer) to report issues (e.g., incorrect information, errors, concerns, etc.).
- The College must be able to produce evidence to support what we state we are doing.

Diane Arnzen and Richard Stephenson conducted an interactive HLC quiz via the Quizzizz app on everyone's mobile devices.

*Day of Service Recap* ~ Suzie Welch provided a brief review of the College's Day of Service which included 88 participants and ten (10) partner agencies. The Committee is grateful for all that was accomplished on the day. Feedback received all seems to be positive. Dr. Cummiskey and Dr. Daugherty were thanked for their support in seeing this initiative to fruition. A more in depth overview will be provided at the November PLC meeting.

*Meeting & Committee Minutes* ~ Caron Daugherty discussed meeting and committee minutes. In an effort to minimize the amount of time staff devoted to transcribing minutes, Caron and the Administrative Team would like to move toward minutes being more reflective of Robert's Rules – rather than a transcript, a highlight of action(s) would be produced. Caron hopes to schedule training sessions in the future to review the new format.

*Clery Audit* ~ Daryl Gehbauer shared that the College has contracted with D. Stafford and Associates to ensure the College's compliance with the 110+ policies associated with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Daryl, Kim Harvey, and other College personnel met with the firm October 17-19 reviewing the law in detail, including the requirements of the law. Stafford and Associates will be back on campus the first week of November to continue their review, to assure the College's understanding of reporting requirements for the Department of Education, and to assist the College

in confirming that policies and procedures are in place to aide in compliance. There are very steep fines for non-compliance (up to \$56,000 per violation); therefore, we want to avoid these.

[Assessment](#) ~ Allan Wamsley & Leslie Buck shared the linked PowerPoint presentation reviewing Assessment and its importance across campus. Assessment will be a very important part of the March 2019 HLC visit. An [Institutional Assessment Schedule](#) for 2019-2023 was distributed. As well, Leslie reviewed the [Mapping for Alighing GenEd Knowledge Areas and Academic Skills](#), which includes the eight (8) Academic Skills Competencies created specifically for Jefferson College. Dr. Cummiskey thanked Leslie for her work with the state on Assessment.

*Instructional Division Structure* ~ Caron Daugherty reported that she will hold Q&A Sessions on Tuesday, November 20, and Monday, November 26, regarding the structure of the Instructional Division. Caron shared that she has had several good conversations regarding the Instructional Division Organizational Structure, and it is important to continue the discussions rather than tabling them. She wants to ensure the Instructional Division staff understand and recognize in what way the organizational structure will impact his/her area. Caron plans to develop and distribute a “facts” document in an effort to share information, to clear up some mis-information, and to help to alleviate anxiety and fear regarding a structure change. Caron stated the five (5) Interim Associate Deans are the ones that will be impacted the most; a structure revision will not affect classrooms, curriculum, and/or the assessment process.

[Academic Calendar](#) ~ Scott Cazadd shared a draft of the 2020-2021 Academic Calendar and explained the draft has been discussed with many individuals across campus during the development process. PLC members were asked to review the draft and provide feedback to Scott as soon as possible. The calendar requires approval by the Administrative Team and Board of Trustees.

#### **COMMENTS / DISCUSSION / INFORMATION ITEMS**

None

#### **NEXT MEETING DATE**

November 27, 2018

#### **ADJOURN**

The meeting adjourned at 4:38 p.m.

Respectfully submitted,

Lisa Vinyard  
Administrative Assistant to the President