

PRESIDENT'S LEADERSHIP COUNCIL
Meeting Minutes ~ November 27, 2018

ATTENDANCE

Diane Arnzen	Kim Harvey	Laura Klaus	Lisa Pritchard	Lisa Vinyard
Roger Barrentine	Scott Holzer	Joette Klein	Dale Richardson	Allan Wamsley
Rob Brieler	Tracy James	Dena McCaffrey	Holly Ross	Lora Warner
Ray Cummiskey	Kathy Johnston	Earl Neal	Lindsay Steighorst	Suzie Welch
Caron Daugherty	Amy Kausler	Dana Nevois	Susan Todd	Stacey Wilson
Daryl Gehbauer				

CALL TO ORDER

President Cummiskey called the meeting to order at 2:38 p.m.

CELEBRATIONS/RECOGNITIONS

- Dena McCaffrey shared that both the Physical Therapist Assistant and the Heating, Refrigeration, and Air Conditioning programs recently had site visits from their accrediting bodies. Although the final reports have not yet been received for either program visit, both received outstanding feedback.
- Michael Booker announced that Jerry Williams, Jefferson College ceramics student, achieved the “Best in Show” at the *Art St. Louis XXXIV The Exhibition* with his piece called, “Cultural Acceptance.” Several of Jerry’s pieces will be available for purchase at the upcoming pottery sale.
- Daryl Gehbauer announced that Claudia Stuppy’s last day in the Business Office will be January 7 as she won her race to be the next Collector of Revenue in Ste. Genevieve County. Good Luck to Claudia in her new role.
- Ray thanked all who were involved in putting together the Jefferson College float which will appear in several parades throughout the County this holiday season. Congratulations to all who assisted with this project and thank you for your efforts in representing Jefferson College.

APPROVAL OF MINUTES

Dr. Cummiskey asked for a motion to approve the October 30, 2018, meeting minutes. Rob Brieler made a motion to approve the minutes as presented; Laura Klaus seconded the motion. All approved.

ACTION ITEMS

None

COMMUNICATION AND FEEDBACK

[Board of Trustees Update](#) ~ Dr. Cummiskey announced the next Board of Trustees meeting is scheduled for Thursday, December 6, and the January meeting is scheduled for January 10. 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 reminded the group that information received at institutional committee meetings, PLC meetings, etc. should be shared with constituents and department colleagues.

Constituent Reports and Issues

HLC Update ~ Kim Harvey & Caron Daugherty provided an HLC update. Some of the highlights shared included the following:

- Data was provided regarding the employee survey circulated following the HLC mock visit that occurred in October.
- Questions and concerns shared by staff regarding the upcoming HLC site visit were addressed.
- Public comment regarding the College will be solicited in the near future.
- Efforts continue to finalize the Assurance Argument. Campus-wide distribution will occur following the holiday break with submission to HLC the week of February 4 (the due date is February 11).
- The collection of evidence continues.
- The visit Itinerary should be drafted in January.

Instructional Division Organization Status & Discussion ~ Caron Daugherty shared the linked document that contains observations and questions that have emerged during the Q&A meetings and within the Task Force. The next meeting is December 6 at 3:30 p.m. and is open to all. The Task Force has reviewed other institutions' instructional division structures. The areas most affected by a re-structure will be Dean's office and the Interim Associate Deans' offices. Anyone interested in reviewing the information gathered can request access to the shared drive where the information is contained; contact Miriam Rouggy for this access.

Day of Service Recap ~ Amy Kausler & Suzie Welch shared the linked PowerPoint presentation regarding the Day of Service that was held on October 19. Some of the information provided included the following:

- The success of this initial Day of Service was the result of campus-wide collaboration.
- There were 88 participants (41 staff; 31 students; and 16 faculty) covering 100, four-hour shifts.
- Ten non-profit agencies participated.

In an effort to close the loop, the Task Force is drafting an assessment for the Day of Service. The next step will be to include a Day of Service each year on the Academic Calendar, and the Task Force will be drafting a Board Policy to address this goal.

Amy and Suzie thanked all who helped make the day successful; as well, Amy and Suzie were congratulated on their work with this initiative.

Institutional Goals & Committee Process ~ Kim Harvey stated that a question has been brought forward in more than one institutional committee meeting regarding who is responsible for establishing Institutional Goals. Institutional Goals and other processes have grown out of things we do, committee work, etc., meaning, Institutional Goals are/have been established across the campus. There are several institutional committees that could address this question; however, it was decided to initiate a discussion at this meeting to receive feedback regarding the matter. Lengthy discussion ensued; following is a brief summary of comments:

- This will be an opportunity to see what faculty and staff think about Institutional Goals and determine what may need attention.
- PLC is a good example of bringing people together from across campus to consider recommendations and move them forward.
- A SEM Committee member shared that her Committee sets Institutional Goals for the year; however, there seems to be uncertainty regarding whose responsibility it is to ensure campus-wide participation in the identified Goals. Who has the authority to move the Goals forward (e.g., a goal regarding retention)? Committees need to be reassured that they do have authority as a Committee to forward a recommendation for additional consideration by the College. What is the next step to move a recommendation forward?
- It was suggested that Committee Administrative Liaisons should assist with moving recommendations forward to constituent groups, Team, and ultimately, if necessary, the Board of Trustees.
- Committee Charges and Purposes, as well as initiatives addressed by Committees, help meet the Institutional Goals.

- Does a Committees or the Committee Administrative Liaison set the Goals?
- What are the College's Institutional Goals and where can they be found? Are they being addressed?
- All Institutional Goals should be included and defined in the Strategic Plan.
- Who should identify the Institutional Goals -- Committees or Administrative Team?
- Next steps were discussed and included continuing this discussion at PLC or perhaps in smaller groups or with constituent groups.

Dr. Cummiskey appreciated everyone's willingness to have this great discussion. Individual voices and Committees recommendations cannot get lost. If an idea needs to move forward, we want to make sure that individual or Committee is aware of the process. This discussion will continue -- to clear up confusion, identify terminology, process, etc. Dr. Cummiskey reiterated he wants to make sure the process keeps moving in a healthy direction.

Budget Discussion ~ Daryl Gehbauer discussed the linked document. Some information shared included the following:

- Two Board of Trustees members will be identified to serve on the Board Budget Sub-Committee at the December meeting. Budget discussion will begin following the holiday break.
- A review of revenue sources was provided as well as enrollment predictions.
- A summary of recommendations by last year's four Budget Workgroups was provided and reviewed. Discussion ensued regarding how to proceed with these recommendations (e.g., reconvene the Workgroups, expand the list, determine a process for deciding what recommendations should be considered next, etc.). One suggestion was to survey faculty and staff to determine how to proceed.

COMMENTS / DISCUSSION / INFORMATION ITEMS

None

NEXT MEETING DATE

January 29, 2019

ADJOURN

The meeting adjourned at 4:43 p.m.

Respectfully submitted,

Lisa Vinyard
Administrative Assistant to the President