

ABC Agendas and Minutes 2021-22

April 25, 2022

- **ADA Instructional Committee:**
 - Committee met 4/14/22 for last meeting of the semester.
 - Minutes will be in Infohub by the end of week.
 - Graduate student from Baker will be working with Ed Lovitt on accessibility training in Safe Colleges.
 - Continuing discussions on how to effectively screen for accessibility of technology purchases.
 - Accommodation notifications will be sent to faculty one week prior to the start of the semester. Early notification will occur if more significant accommodations are requested.
 - ADA Compliance Office/Coordinator - Need to determine where this position lands after Dr. Weber leaves. Consideration of including in the DEI office.
 - Access Advisor position has been posted
 - OER Resources – Accessibility should be reviewed when considering OER's.Resource for review:
<https://libguides.oldwestbury.edu/c.php?g=709369&p=5399117>
- **IRT:** No new updates.
 - I've had students recently who've said "I'm sick." Am I able to ask if the student if they have covid?
 - Ask students if they are doing the daily wellness check (on college website) and use that as your metric.
- **KOPS Advisory Committee:** Meets tomorrow 4/26, quarterly meetings
- **FA:** Election of officers has been completed. The new leadership team will take effect in May: Brett Cooper (President), Andrea Vieux (Vice-President), Jessica Tipton (Recorder), Dave Krug (Treasurer), and Amanda Glass (Uniserv rep). Jim Leiker will remain as former President in an ex-officio capacity.
- **Adjunct Council:** We hosted our first Adjunct Ed Camp for sharing of ideas for Professional Growth. The topics were technology, Improving the student experience, and JCCC opportunities. We have a meeting April 28, we will be discussing new officers, by-laws updates and representatives. Attendance: 13. We hope to make this a regular event.
- **Chairs Council:**
 - Election for chair of the ICC is finished. Amanda Kraus, chair Medical Information and Revenue Management will be chair school year 2022-2023. Next meeting of the ICC will be Fall 2022.
 - Making changes to the mailing list based on changes in people who have been elected chair of their program.
 - Forms for adjunct faculty teaching evaluation are in the ICC Canvas course.
- **DEI Committee:**
 - Strategic planning update:
 - DEI Goal Champions and Co-chairs presented to Committee of the Whole on 4/4
 - Committee met on 4/19

- Presented CoW presentation to keep committee informed
 - Announced Cabinet's budget prioritization for the strategic plan
 - Specifically the budgeting prioritization for DEI (Office function, staff), awaits budget approval by the Board (May 12)
 - Andrea needs to update DEI blog <https://blogs.jccc.edu/dei/>
 - Can contact her with things to share (Events, programs, etc.)
- **Ed Affairs:** Has not met since the last ABC meeting
- **OLAC:**
 - OLAC has not met since the previous ABC meeting. Next OLAC meeting will be held Friday, May 6
 - The OLAC subcommittee has met and continues to discuss the two proposed course modalities (online with face-to-face exams and hyflex). The subcommittee is also discussing the existing course modalities.
 - How receptive will administrators be to changes to course definitions?
 - For the 2 proposed courses as they were presented in the last meeting: Supportive.
- **ETAC:** We have not met since the last ABC meeting. The next ETAC meeting will be held on Wednesday, May 4th.
- **Assessment Council:**
 - No update on the search for Dr. Sheri Barrett's replacement
 - Dr. Sheri Barrett's retirement party
 - Thursday, April 28, 2022
 - 1:00 – 3:00 p.m.
 - GEB 264
 - Light refreshments will be served.
- **Program Review Committee:** (not represented until Fall 2022)
- **IDC:** Faculty Evaluation Tool – Larry Reynolds demonstrated a draft version of the faculty evaluation tool with the various branching pathways based on responses. The need to update and digitize the faculty probationary evaluation form was also discussed. The deans have provided Larry with feedback as the form is developed and finalized. Larry reports the taskforce is close to finishing the evaluation philosophy/process, but more work needs to be done on how the portfolio fits in to the new process and also how to adapt the system to Counselors and Librarians. More to come.
- **Faculty Development:**
 - Cabinet approves Strategic Plan Center for Teaching & Learning (see update below in meeting minutes)
 - Student Voices (see info below in the meeting minutes)
- Academic Calendar Committee: Nothing to report at this meeting.
- Counseling: (absent due to peak time)

Leslie Hardin, HR and update on VERB and other program changes

- On April 20 Dr. Bowne sent an email ("A Message from President Andy Bowne") about changes to Voluntary Early Retirement Benefit (VERB). See the email [here](#) (or go to Canvas, Files, 2021-22 Documents).
- Leslie is sharing what was shared at Committee of the Whole this morning.
 - [Leslie shared slides and not all of that information is replicated in these minutes. See the ABC meeting video for slides.]

- VERB is trending 3 times higher than the original proposal. This funding liability is locked in and we cannot spend it elsewhere. Over the next five years this will total over \$10 million.
- We request for the Board to sunset the VERB. If approved it would be notified to May 13, 2022.
- Recommendation:
 - Offer one-time sick leave cash out or 403b/457 contribution for all employees
 - Requires employees to have a minimum of 80 hours of sick leave remaining
 - Maximum of 100 hours may be converted to pay/contribution
 - Average payout per employee \$4,000; subject to standard withholdings
- More recommendations:
 - Modify our current sick leave conversion to allow employees to annually convert 40 hours of sick leave into personal leave (as long as 80 sick leave hours accrued).
 - Offer Cariloop – Caregiver Support Program (adult/eldercare, pediatric/childcare)
- Rationale
 - One time sick leave, sick leave conversion, and Cariloop are about half of the estimated VERB payout on 7/1/23.
- Why now?
 - VERB was to help pay for early retirees benefit costs.
 - We will have two open enrollments this year (as we switch to a new benefits calendar).
 - We want to use this period to do research with our retirees on what resources they need.
- Questions:
 - Wasn't VERB an incentive to get people out of Tier 1 and into Tier 2 benefits?
 - Leslie did not believe so. Tier 2 benefits are more expensive right now than Tier 1 benefits.
 - You are capped at 40 hours of sick leave conversion.
 - First budgets were for \$300,000-400,000 but now its much more.
 - This VERB liability (the potential of everyone eligible taking it) sits in our reserves and we cannot invest them into anything else.
 - 135 VERB eligible employees right now: KPERS points (85+), years of service (10+), age (some are early retirement but would still find it financially beneficial).
 - What will the incentive to retire be or will we not have one anymore?
 - The financial side is part of the motivator. This is an unusual retirement benefit because it doesn't have a sunset date.
 - The sunset date will be June 30, 2023 (more than a year from May 13, 2023).
 - Our rates of retirement have not changed based on implementation of VERB.

- We are open to investigating other retirement benefits that colleagues might prefer. We don't have a plan at this time. I have plans to open conversations. Nothing specific in mind right now.
- Sick leave accrual will continue as it stands now.
- 40 hours a year of sick leave a year to convert into personal days.

Strategic Planning

- Summary of Goal 1, Strategy 1 (Team led by Tai Edwards, Farrell Jenab), read [here](#) (or Canvas, Files, 2021-22 Documents)
- Goal 1: Student Success: Support learners in achieving their educational goals. Strategy 1: Ensure our models of teaching and learning lead to student success.
- Strategy Step 1: Provide training and resources to research and implement teaching strategies that are effective, innovative, and evidence-based as the College and teaching faculty work together to meet the diverse needs of students as learners.
 - Cabinet has approved (but we await Board budget approval): Reassigned time for Center for Teaching and Learning faculty fellowships (\$4,000 part time instructor rate for 3 credit hour class x 4 instructors = \$16,000 per semester x 2 = \$32,000 per year)
 - Rough outline: We will have four faculty fellows, 3-credit hour release, creating a taskforce on how they would be selected and then what work they will do).
- Strategy 2: Identify courses with high-failure and drop rates and create interventions intended to increase student success.
 - We will spend Academic year 2022-23 working with Institutional Research and Program Review committee to determine how to incorporate actions into the Program Review process.
 - Natalie is here to share some info with us on IR reports.

Institutional Research, Natalie Alleman Beyers and Useful Reports

- [Reporting.jccc.edu](https://reporting.jccc.edu)
- There's more out there than just Program Review reports.
- Academic Affairs and Campus Wide reports available
- The goal of making these reports available is to allow all of us to get into multi-year data campus-wide or specific to your department/program as needed.
- Demonstrated how to look at Campus-wide and degree/certificates earned.
- A new report coming to Campus-wide: JCCC Enrollment Trends. We will add a filter if you just want to look at your department/program.
- Demonstrated how to look at Academic Affairs reports and course section capacity. This report tells you how many students were enrolled on day one of a course and then how many remain today (including after the semester ended). This can help you understand how many students withdrew.
- Demonstrated Academic Success, Course completion success attrition report: Complete means earned a letter grade, successfully complete means letter grade C or better, attrition means dropped the course. Course success changes a lot when students who withdraw are removed. Right now we have the reports set to remove the withdrawal student.
- My goal today is to just introduce you to these reports. Let you know these reports are out there.
- If there are reports or analysis that you are needing or if there are tweaks to these reports that would help you, **please contact Institutional Research**. Also, if you need help

understanding analysis or need a report that doesn't exist or have trouble accessing reports, contact us!

CAO Report, Mickey McCloud

- KBOR Concurrent/Dual Enrollment update
 - Legislature passed a bill allowing high schools to help fund students taking dual/concurrent enrollment courses.
 - Some JoCo schools had figured out how to use foundation donations to provide scholarships.
 - The bill conflates dual credit and concurrent enrollment and high school attending college campuses (which are all separate delivery).
 - KBOR has to align their policies to fulfill the legislative mandate.
 - Mickey was then flooded with emails from our community college colleagues across the state. The bill conflated IEPs with other individual study plans, etc. Colleges can't have access to high school student records or with parents.
 - Mickey chairs the KBOR committee and is trying to untangle the policy language to make this program work.
 - We hope to have this worked out before the next CAO meeting at KBOR.

College Council meeting summary (4/20/22)

- Student Senate: Extended hours for Resource Centers/Library during finals week.
- Staff Council:
 - Working on a structure for direct engagement with HR about issues/questions that are coming to the council.
 - Staff Council Townhall: 4/27, 3-4:30pm, all are welcome, come to learn about our work, <https://infohub.jccc.edu/staff-council-open-townhall-meeting-april-27/>
- Cabinet:
 - Cabinet has been focused on the budget and alignment of the Strategic Plan with the budget. We have been communicating to the Strategic Planning groups about this process. The plan is to update the Committee of the Whole twice a year on progress on the Strategic Plan.
 - We had the League of Innovation site visit reaffirmation last week. This was a lot of work and it went well.
- See the email message from Dr. Bowne today on ending the Voluntary Early Retirement Benefit ("VERB") Incentive Program, effective June 30, 2023. This program was costing more than anticipated.
 - Cabinet was unanimously in support of this action. Really?
 - This is painful for some colleagues who are surprised by this information.
 - Some of those present communicated that they understood the rationale for this change.
 - If there is a mass exodus within some departments this could be difficult. Could we have a phase out to prevent loss of significant people in specific groups, programs?
 - More proposals related to what was in Dr. Bowne's email will be presented to Committee of the Whole on Monday.
 - We appreciate the way this has been communicated to campus community through email with rationales before it is shared at board meetings.

- The college is not in financial peril. We are going to do well from a state budget standpoint this year, but we are making long-term plans with our policies. There is pressure around growing budgets combined with enrollment decline.
- There are equity problems with VERB and its connection to sick leave.
- There are other programs that are popular with employees at other institutions.
- Any early retirement program should always commence with a defined end date.
- Specific individual questions should be directed to Thomas Heard in HR.
- This is the first campus-wide major decision that has taken place since we've created the shared governance structures. How should we utilize those structures in this process?
- We need to share this with shared governance bodies. Please share your meeting times with Leslie Hardin so Leslie can come to an upcoming meeting and answer questions.
- Board of Trustees:
 - They are working on the budget.
 - Board members will be reviewing their committee structure to see if they want to make changes. This could relate to the Committee of the Whole structure. They will likely create a sub-group to discuss
- Marketing
 - If you would like to promote your courses, put in a ticket because we want to talk about it and find ways to help. Even if what we can provide isn't exactly what the department/program initially requests, we can help.
 - It would be helpful if departments worked together in some fashion to ensure colleagues within a department understood what requests are being made and to bundle related requests.
 - **How to submit a marketing request:** planning.jccc.edu, Client Portal; File An Online Support Request (button on left); Communications, Marketing, and Document Services; Marketing Support Request; Request Service (button on right).
 - Make sure you know your department/program's organizational code.
 - Upload relevant images, logos.
 - Write the text (copy) you wish to see on your materials. (Marketing will send you drafts for editing before final versions are posted).
 - Might be useful to know your department's website. For example, look here: <https://www.jccc.edu/academics/credit/>
 - We need a "Marketing Your Curriculum" PLD session.
 - We're able to print banners and table tops in house now. Then we can recycle the hardware, etc.
 - Pete Belk and Melisa Jimenez in Recruiting have hosted prospective student groups visiting campus and they would appreciate faculty joining in those events to help with recruiting.
- Should we separate out the "President's Address" from an All-Staff Meeting in PLD?
 - Currently the "All-Staff Meeting" functions as a "President's Address." However, the All-Faculty meeting is an ABC-run meeting to kick off the semester with useful information, updates, etc. All-Staff Meeting could become something similar led by Staff Council?
 - Recommendations:

- President's Address is the new name for what used to be known as All-Staff Meeting. Share with Faculty and Staff Development.
- Staff Council needs to reflect as a group on what they would like and, if necessary, coordinate with Faculty and Staff Development on when they want to hold the staff meeting so it works for their folks (which might be in September, etc.).

Students Speak Are We Listening Focus Groups (please promote with your students, offer extra credit, etc.)

Dear Students,

As you look toward the end of the semester take a brief rest from your studies and share with us your JCCC experience. As part of an effort to better understand how we can best serve you Student Life and Faculty Development are hosting a **Students Speak focus group series**. The focus group will take no longer than 1.5 hours, during which you will be asked a series of questions related to your time at JCCC. The focus group is a conversation versus a formal interview. The goal is to have 8-10 students per session so bring a friend and encourage others to sign up. You will receive refreshments, a gift certificate to the JCCC coffee shops, and be entered into a drawing to receive a \$100 visa or Amazon gift card. The only requirement to participate is that you're a current JCCC student. Click on the individual time to sign up for your session!

- [Thursday, April 21st 2 pm – 3 pm](#)
- [Friday, April 22nd 9:30 am – 11 am](#)
- [Friday, April 22nd 12:30 pm – 2 pm](#)
- [Monday, April 25th 9:30 am – 11 am](#)
- [Monday, April 25th 1 pm – 2:30 pm](#)
- [Tuesday, April 26th 9:30 am – 11 am](#)
- [Tuesday, April 26th 2 pm – 3 pm](#)
- [Wednesday April 27th 9:30 am – 11 am](#)
- [Friday, April 29th 9:30 am – 11 am](#)
- [Friday, April 29th 12 pm – 1:30 pm](#)

Contact Anne Turney at 913-469-3534 or via email at aturney1@jccc.edu with questions.

Student Basic Needs is creating a Basic Needs Advisory Group, please volunteer (contact Steven Franklin)!!

- JCCC is establishing a campus advisory group of students, faculty and staff who desire to participate in the fight against basic needs insecurity among our students. The functions of this group will include:
 - Staying aware of trends that surround basic needs insecurity on college campuses.
 - Building and maintaining awareness of JCCC's efforts to address student need.
 - Assisting with the creation of initiatives that address and prevent hardship among students.
 - Helping to identify and address the unique needs of special student populations.
 - Working to communicate existing JCCC resources and benefits for students.
- We are currently seeking representatives of various departments from across campus for this group, which will meet at least once per semester. If you or a member of your team would like to take part, please let me know (Steven Franklin). An invitation will then be sent with additional details.