

EXTENDED CABINET MEETING

April 22, 2024, 2:30 p.m.

via Google Meet

MEMBERS PRESENT:

Ken Boning
Daniel Boyer
Chris DeGeare
Gabbie Everett
Carrie Greer

Kim Harvey-Manus
Steve Johnson
Josephine Kershaw
John Linhorst
Dena McCaffrey

Connie Nash
Blake Tilley
Lisa Vinyard
Tasha Welsh
Kenny Wilson

MEMBERS ABSENT: Shannon Crow, Holli Gillam, Tracy James, Kathy Johnson, Elke Overton, Jorge Scholl, Alicia Smith

GUESTS:

Janet Akers
Michelle Allen
Maryanne Angliongto
Jared AuBuchon
Jennifer Baine
Jess Bartlett
Angi Bassin
Jaclyn Birks
Erin Bova
Debra Branson
Tera Brutsman
Stephanie Cage
Paula Carpenter
Julie Creath
Gregg Crain
Cindy Draper
Tiffany Fairless
Brandi Gallaway
Jen Gann
Kendall Gilbert
Denise Hawkins

Taylor Humphres
Matt Huskey
Jan Johnson
Kathy Johnston
Amy Kausler
Lauren Kemper
Joette Klein
Sarah Lafser
Dustin Lemp
Alexis Lowery
Saranda Lund
Karla Mason
Melissa McAlpine
Susan McCarty
Laura McCloskey
Mandy McKay
Jessie Montgomery
Matthew Mueller
Shelly Mueller
Victoria Needy
Sean Oberle

David Parchim
Stephanie Penn
Sarah Perry
Matt Price
Lisa Pritchard
Suzane Richardson
Lore Robart
Ian Schneider
Shannon Schoenky
Jenna Schwartz
Marie Self
Kristen Sides
Samantha Strite
Torri Thomas
Laura Villmer
Lora Warner
Suzie Welch
Stephanie Werner
Stacey Wilson
Brenna Young
Zachary Quick

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:30 p.m.
Celebrations / Recognitions / News	<ul style="list-style-type: none">John Linhorst recognized Shelly Mueller on her completion of the National Association of College and University Business Officers (NACUBO) Emerging Leaders Program.

	<ul style="list-style-type: none"> • Kim Harvey-Manus congratulated Kristine Bogue for receiving an Outstanding Professional Award at Meetings of the Mind, a group sponsored by Partners in Prevention. • Chris DeGeare shared that the Nursing department received a 100% pass rate on Practical Nursing and Registered Nursing December graduates. This is a wonderful accomplishment for the department. • The College’s Spring 2024 play, <i>A Case of Libel</i>, received attention from a New York Broadway critic Peter Filichia. Mr. Filichia had never seen the play but wrote a book, <i>The Great Parade</i>, about the 1963-1964 theater season. Rebecca Ellison got a call from Mr. Filichia, and he came to campus to see the production giving it a great review. Congratulations to Rebecca and the entire case of <i>A Case of Libel</i>. • The Russell House is hosting the College’s Jazz Combo, 4:00-7:00 p.m., this Friday, April 26. This is a great way to socialize with colleagues and enjoy a great performance. • The Town Hall is scheduled for Tuesday, April 30, at 2:00 p.m. The meeting will focus on project updates, budget, celebration of years of service and retiree recognition. Questions submissions are due tomorrow, Tuesday, April 23. • The Foundation Auction is Saturday, May 4. Seats are still available for anyone who is interested. This year the Veterinary Technology building is being supported with revenue collected at the event.
<p>Minutes</p>	<p>Minutes from the February 26, 2024, meeting were presented for approval.</p> <p>ACTION:</p> <p>Motion: Connie Nash motioned to approve the February 26, 2024, minutes as presented.</p> <p>Second: Chris DeGeare</p> <p>Vote: All approved.</p>
<p>New Employees & Employee Promotions</p>	<p>Tasha announced the following new hires and employee promotions:</p> <p><u>New Hires:</u></p> <ul style="list-style-type: none"> • Sharon Weiss ~ Administrative Specialist (part-time) • James Smetzer ~ Maintenance Technician • Ross Politte ~ Institutional Effectiveness Grants Manager <p><u>Employee Promotions:</u></p> <ul style="list-style-type: none"> • Kendall Gilbert promoted to Financial Aid Advisor • Erin Bova was promoted to Marketing Project Manager
<p>FAFSA Update</p>	<p>Paula Carpenter provided the following update regarding the 2024-2025 FAFSA application:</p> <ul style="list-style-type: none"> • FAFSA continues to be plagued with many challenges. • The cycle has moved forward somewhat and some schools are receiving FAFSA data with students' FAFSA applications. • Some schools (mostly four-year schools/universities) have been able to start sending offer letters to students. • Students who have submitted the FAFSA and possibly omitted information should now be able to access their FAFSA to make corrections. • Jefferson College is still waiting for students to submit corrections on the FAFSA application and for the applications to be reprocessed if errors existed.

	<ul style="list-style-type: none"> • The College is hoping to notify students in May regarding the next steps and to begin sending offer letters to students who may have Pell eligibility. • Financial Aid staff will be contacting students to assure them their office staff is available to assist them through this challenging process. • Paula is hopeful that the changes to the FAFSA will eventually be a better process for students. • Staff and students will continue to be updated on the progress with the application process. • Dena commended Paula and the Financial Aid team on their efforts during this very trying time.
<p><u>MVV Task Force Update</u></p>	<p>Zach Quick reported the following on the Mission, Vision, and Values (MVV) Task Force:</p> <ul style="list-style-type: none"> • The MVV Task Force is focusing on the Values statement this year. • The team met in smaller groups to focus on each Values statement. • A survey was published February 26-March 8 to solicit feedback on the proposed revisions. • Zach discussed the current Values statement and compared it to the revised statement. • Most statements received at least 90% approval via the survey. • The proposed draft has been shared with the Strategic Planning Committee and Cabinet.
<p><u>Emergency Operations/ Weather-Tornado</u></p>	<p>David Parchim discussed emergency operations and inclement weather procedures. Dena asked David to make this presentation due to the recent inclement weather this spring semester.</p> <ul style="list-style-type: none"> • The College has had three weather events recently – on March 14, April 2, and April 18. • The lessons learned during these events caused the College to evaluate each scenario and discuss better communication and response options for the future. • David Parchim communicated with the City of Hillsboro Police Department and the Fire Department to obtain their feedback regarding the situation in Hillsboro. • David wants to be sure he always has time to get students, faculty, and staff to safety.
<p>New MyJeffco Overview</p>	<p>Dustin Lemp provided discussed updates to MyJeffco.</p> <ul style="list-style-type: none"> • Dustin reviewed the features of the new version and shared the steps to access information in this new format. • A couple new features include: <ul style="list-style-type: none"> ○ Announcements are searchable; ○ Links within MyJeffco are searchable; ○ You can “favorite” you most used links; and, ○ Alphabetical sorting is an option. • The new MyJeffco application will be launched after Commencement. • One question was raised regarding the connection between the new MyJeffco and the new website that will be implemented early Fall 2024.
<p>Board Procedure VII-001 Admissions</p>	<p>Kim Harvey-Manus and Carrie Greer gave an update on the proposed recommendations to this Procedure. Following are some of the recommended revisions:</p> <ul style="list-style-type: none"> • Clarified that graduating from a homeschool high school meets high school equivalency and formally eliminated the ability to benefit requirement for students graduating from unaccredited high schools/home schools. This matches our current practice.

	<ul style="list-style-type: none"> ● Added a policy (to match current practice) to admit undocumented students; they are charged out of state tuition per state law. ● Clarified residency requirements. ● Updated the international admission policy to match current practice/information published on the College website and added a caveat about the reading proficiency test requirement. ● Clarified residency requirements. ● Eliminated the detailed information regarding competition admissions programs and replaced with a more general statement. ● Added the caveat, “The College reserves the right to refuse admission to any applicant in the best interest of the institution.” ● Minimal wording on the corresponding Policy needs to be updated.
<p>HLC Update</p>	<p>Josephine Kershaw provided a brief summary of the HLC Annual Conference.</p> <ul style="list-style-type: none"> ● Because dual enrolled students are receiving college credit in their high schools, the high school will now have to be approved by HLC as an additional Jefferson College site. ● Criteria does not include subcomponents now, only primary standards. ● Standards 3 and 4 will be combined, so there are only 4 Criterion now. This change will hopefully decrease some of the duplication.
<p>Other Updates</p>	<ul style="list-style-type: none"> ● Chris DeGeare shared that Bridget Webb and Nancy Miller will not be returning to teach next year. Therefore, the College has decided to enter into a teachout for the PTA program. This is not good news, and the disruption for the students is very unfortunate. The College remains committed to ensuring these students can complete their programs, and they will be complete their second year at STLCC. <ul style="list-style-type: none"> ○ Janet Akers-Montgomery has spoken with the students affected by this change. They were appreciative of the College’s efforts to allow them to complete the program at STLCC. Janet will be the student’s contact, and she will share the information with the appropriate contacts at STLCC. ○ Dena thanked Chris, Kenny, and Janet for their leadership with this situation. Kenny stated this was a very difficult decision and trusts Janet will continue taking the lead on this situation to ensure the success of these students. ● Kim provided an update regarding the Title IX regulations just received. <ul style="list-style-type: none"> ○ The US Department of Education released the new Title IX regulations last Friday with an implementation date of August 1. For those not familiar, Title IX is the federal law that prohibits discrimination on the basis of sex. The proposed regulations were released in July 2022, and the Department of Education received more than 240,000 comments that were reviewed and helped inform the final regulations. ○ The College recently entered into a contract with Institutional Compliance Solutions (ICS) for one of their staff to serve as Jefferson College’s interim Title IX Coordinator. We will be working closely with the individual (Brittany Gates) to update the College’s Title IX policy and procedures over the next few months.

	<ul style="list-style-type: none"> ○ The goal is to submit the First Reading of the updated Board Policy and Procedure to the July 25 Board meeting, and the Second Reading to the next regularly scheduled Board meeting in September. This will provide an opportunity for all constituent groups to provide feedback during the process. ○ Kim provided a brief overview of some of the most significant changes. ● Dena mentioned that the budget assumptions may not be ready for First Reading by the May 9 Board meeting. According to State law, the Senate and House have to have a “Truly Agreed To and Finally Passed” budget by the second Friday in May, which is May 10 (after the Board meeting date); it is highly doubtful the budget will be ready prior to this date. <ul style="list-style-type: none"> ○ In January, the Governor proposed a 3% increase to core funding be included in the budget, or about \$260,000 for Jefferson College. The House then decreased the 3% core to a 2% one-time funding item. The Senate can change this back to a core increase; however, it has not yet been determined what will come of this. ○ The budget rests in the Senate at this time. The Senate Budget Committee has not yet met as a full-committee, and no hearing is on the calendar as of yet. ○ A special Board meeting will likely be scheduled in late May to provide the First Reading of the budget. ● Blake reminded everyone of the upcoming auction. The Silent Auction starts on Sunday. He would like to have more volunteers if anyone is interested. There are several great items to be bid on this year. All proceeds benefit the Veterinary Technology program. The ticket price includes a full meal, drinks, and a concert. ● Matt Huskey shared that the Department of Education is changing some of their regulations. IR staff is working diligently to confirm the College is in compliance and submitting the requested data. ● Dena reported that Leave Reports will be required monthly for all employees regardless if leave is taken. ● The next Extended Cabinet meeting will be held in August.
Adjournment	The meeting adjourned at 3:53 p.m.

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President