

EXTENDED CABINET MEETING

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

via Google Meet

MEMBERS PRESENT:

Janet Akers-Montgomery
Bridget Bailey
Ken Boning
Chris DeGeare
Rebecca Ellison
Gabie Everett

Holli Gillam
Kim Harvey-Manus
Heidi Hogan
Steve Johnson
John Linhorst
Josephine Kershaw

Connie Nash
Alicia Smith
Blake Tilley
Dena McCaffrey
Tasha Welsh
Emily West
Kenny Wilson

MEMBERS ABSENT: N/A

GUESTS:

Michelle Allen
Maryanne Angliongto
Jared Aubchon
Jennifer Baine
Brenda Baner
Jessica Bartlett
Angela Bassin
Jaclyn Birks
Erin Bova
Daniel Boyer
Debra Branson
Lucia Brodribb
Tera Brutsman
Stephanie Cage
Paula Carpenter
Lori Collins
Shannon Crow
Carla Crowson

Katherine Donahue
Cindy Draper
Rebecca Ellison
Tiffany Fairless
Samantha Fay
Brandi Gallaway
Jen Gann
Kendall Gilbert
Jeanne Green
Carrie Greer
Denise Hawkins
Keri Hayes
Leslie Hoff
Megan Hunter
Amy Kausler
Lauren Kemper
Joette Klein
Linda Ladendecker-Corley

Susan Lerch
Saranda Lund
Deneen Mains
Karla Mason
Susan McCarty
Laura McCloskey
Mandy McKay
Shelly Mueller
Victoria Needy
Sean Oberle
Stephanie Penn
Lisa Pritchard
Samantha Roberson
Liam Ryan
Jenna Schwartz
Samantha Srite
Laura Villmer
Lora Warner
Susan Welch

| AGENDA ITEM | DISCUSSIONS/OUTCOMES |
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| Call to Order | Time: 2:30 p.m. |
| Celebrations / Recognitions / News | <ul style="list-style-type: none">Dena McCaffrey thanked all employees for their support in welcoming students back to campus.Special thanks to Jennifer Baine for coordinating Opening Week. She and everyone involved did a great job! Positive feedback has been received from employees; everyone especially loved John O’Leary. |

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| | <ul style="list-style-type: none"> • Chris DeGeare recognized Dena McCaffrey for being one of 25 nominees for the Most Influential Business Women in the St. Louis Business Journal. • Chris DeGeare thanked everyone for a smooth start to the Fall 2024 semester. • Kenny Wilson mentioned the ABA2 Grant awarded in July for \$3.99 million to expand apprenticeships in teacher education, nursing, building trades, and manufacturing. Jefferson College is the grant lead; others in the consortium include Mineral Area, East Central, Three Rivers, and Central Methodist. Public relations on this subject matter includes two radio interviews and an article on the front page of the Leader. • Chris DeGeare recognized Josephine Kershaw’s leadership and John Linhorst’s and Leslie Hoff’s accounting expertise that led the College to be the fiduciary agent for the multi-institutional ABA2 Grant. • John Linhorst gave an update on the new pedestrian bridge. There are a few minor details to finish up, which include lighting. He also stated that Viking Woods and JCA will be finished soon. • Stephanie Cage partnered with the Missouri Extension and developed an ECC garden and gardening program for the Early Childhood Center children. • Reminder: Yappy Hour at Villa Antonio is scheduled for Friday, September 2, 4:00-7:00 p.m. • Congratulations to Shannon Crow’s mom on a successful lung transplant. Her one year anniversary is September 7. |
| <p>Minutes</p> | <p>Minutes from the April 22, 2024, meeting will be sent out electronically for approval.</p> |
| <p>New Employees & Employee Promotions</p> | <p>Tasha Welsh announced the following new hires and employee promotions for September 12-22, 2024:</p> <p><u>New Hires:</u></p> <ul style="list-style-type: none"> • Theresa Parker - Custodian • Liam Ryan - Digital Marketing Specialist • Shawn Hoyt - Custodian <p><u>Employee Promotions:</u></p> <ul style="list-style-type: none"> • Torri Thomas - International & Veterans Services Coordinator <p>The Opening Day Slideshow features new hires and employee promotions within the last year.</p> |
| <p>Integrated Planning - Strategic Workforce Plan</p> | <p>Tasha Welsh presented the Strategic Workforce Plan (SWP):</p> <ul style="list-style-type: none"> • The primary goal of the SWP is to ensure that Jefferson College has the right people, with the right skills, in the right roles, at the right time. And to ensure the College is staffed with the talent to support the mission. • Addresses the current workforce composition, identifies gaps, and outlines strategies to meet future staffing needs. • SWP is maintained by Human Resources. • Human Resources will partner with Cabinet, constituent groups, and committees to implement many of the actions. • The SWP is available on the College website. |

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| <p>Board of Trustees Policies & Procedures, Section V</p> <p>Board of Trustees Policies</p> <p>Board of Trustees Procedures</p> | <p>Tasha Welsh presented Board of Trustees Section V, Policies and Procedures - Non-Instructional Personnel: View Presentation</p> <ul style="list-style-type: none"> • Updates made as part of the Policies and Procedures ongoing review project. • A high-level summary of changes was provided. • Constituent groups will receive the edited versions of both for review by August 23. • Tasha will attend Classified and Certified staff meetings on September 5-6 to answer questions. • The First Reading will be presented to the Board at the October meeting. |
| <p>New Board of Trustees Policy & Procedure - Whistleblower Protection</p> | <p>John Linhorst and Josephine Kershaw presented an overview of the newly-drafted Whistleblower Protection Policy and Procedure;</p> <p>Jefferson College Whistleblower Policy Draft</p> <ul style="list-style-type: none"> • The purpose of the Whistleblower Protection is to assure the College is compliant with grant requirements. It will also provide a safe working environment and protect those whistleblowers involved. • This new Policy and Procedure will be published following the Second Reading and approval by the Board of Trustees. |
| <p>Course Evaluation Task Force</p> | <p>Josephine Kershaw discussed the Course Evaluation Survey Task Force needs.</p> <ul style="list-style-type: none"> • Faculty members are needed from the four schools. • Contact David Smith or Josephine Kershaw if you are interested in joining the Task Force. |
| <p>Financial Aid & Enrollment Updates</p> | <p>Kim Harvey-Manus and Paula Carpenter provided the following financial aid & enrollment update.</p> <p><u>Kim Harvey-Manus:</u></p> <ul style="list-style-type: none"> • Enrollment is up in credit hours by .38. • Shout out to the team for reaching out to students to help with FAFSA (27 students may be dropped for non-payment). • 35 new students enrolled the week of August 19. • Census is September 17. • Dual credit enrollment is expected to increase slightly. • Dena McCaffrey stated that Cabinet budgeted for a decrease of 1% in enrollment. <p><u>Paula Carpenter:</u></p> <ul style="list-style-type: none"> • At this point, every student should be able to submit a FAFSA for the current year • Staff is working diligently to get FAFSA awarded to prevent students from being dropped from their classes. • The next FAFSA cycle will be delayed until December 1 for full functionality (instead of Oct. 1). • Thanked everyone for the support and the sweet treats for the Financial Aid team. • Dena thanked Paula for her leadership this entire year in working through all of the FAFSA challenges. |

Other Updates

Anonymous Questions and Responses:

Dean McCaffrey shared the following responses to two anonymous questions received:

- **“What is the ratio of full-time to adjunct faculty at Jefferson College?”**

In simplest terms, the ratio of full-time to adjunct faculty ranges from 1:2 to 2:5, but we generally use percentages. We analyze staffing of full-time and adjunct faculty in two ways: by the number of instructors and by the workload/credit hours they teach. The percentages vary depending on enrollment and staffing needs.

Last year, we had 88 full-time faculty and 212 adjuncts. This means 29.3% of our total instructors (FT + Adjuncts) were full-time faculty. We now have 90 full-time faculty for this academic year and fewer adjuncts. So, 32.3% of our instructors are full-time right now. In 2010, just under 22% of our faculty were full-time faculty.

Last year, 3,160 credit hours of workload were taught by our full-time faculty and 2,421 by adjunct. As a percentage, that means full-time faculty taught 56.6% of our total credit hours last year. The percentage of credit hours taught by full-time faculty is at 58.6% so far this year, and has trended up from 42.8% in 2010.

- **“Per the announcement of no leggings... There are personnel that due to weight issues cannot wear jeans and do wear dressier leggings with larger shirts that cover most of the legging both on jean days and on regular days with dressy shirts. Can this be allowed?”**

Since receiving this question, we revised the announcement to clarify that business-appropriate leggings or pants are acceptable as long as they maintain a professional appearance. However, casual leggings, yoga pants, and shorts are not permitted.

- Leave report submissions are now required monthly for all employees.
 - The purpose of this requirement is to accurately document an employee's leave
 - Supervisor are required to follow up with those employees who have not submitted their leave report
- Brandi Gallaway needs volunteers for Movie Night on September 13
- Kenny Wilson and Melissa Stephens need families to host eight German students September 19-October 2. Contact Kenny or Melissa if you are interested in hosting.
- Tasha Welsh stated the College is assuming the DOL changes (exempt/non-exempt thresholds) will still occur on January 1 and are preparing for implementation. The courts may postpone the implementation and Human Resources will keep everyone impacted by the change informed as they learn more.
- Back to School Night is September 17, at 5:00-7:00 p.m. Invite your friends and family.
- Manufacturing Day is October 4 in CTE and the Technology Center. High school students, middle school students, and local employers will be offered a tour of the facilities.
- Healthcare Career Fair is October 22, 2:00-5:00 p.m.

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| | <ul style="list-style-type: none"> ● The Foundation’s Golf Tournament is September 26-27. Volunteers are still needed. Employees can use their CSL leave to volunteer. Teams are needed for Thursday; Friday is sold out. ● Town Hall/State of the College is Monday, September 23. Enrollment, budget related items, and anonymous questions will be discussed. ● October 11 is the Day of Service. ● The Board of Trustees Social/Meet & Greet is Thursday, September 12 at 4:00 p.m. in the Library. The Board of Trustees meeting will follow at 5:00 p.m. ● The October Board of Trustees meeting will be held at JCA following the Ribbon Cutting ● Rebecca Ellison reported the PACE brochure is available online and will be printed; Adam Larson is the first performance on September 5. Kenny thanked the Fine Arts faculty regarding their patience during the 14-month process for the remodel. ● A Medicare 101 presentation will be held on September 5 at 1:30 p.m. ● The next Extended Cabinet meeting will be held September 30, 2024. |
| Adjournment | The meeting adjourned at 3:38 p.m. |

Respectfully submitted,

Heidi Hogan
 Executive Assistant to the President