

CABINET MEETING
MEETING MINUTES
March 8, 2021, 9:00 a.m.
Google Meet & Admin Board Room

MEMBERS (presence denoted by check):

- | | | |
|------------------|--------------------|-----------------|
| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS: Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Approval of Minutes	<p>The minutes from the March 1, 2021, meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Tasha motioned to approve the March 1, 2021, minutes. Second: Chris Abstention: Daryl Vote: All others voted to approve.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> • There were no changes.
Remote Work Arrangements	<p>Discussion took place regarding the current remote work arrangements.</p> <ul style="list-style-type: none"> • The current arrangement was scheduled to end May 15. Employees should be returning to campus as of May 17. • Due to the nature of some positions, they could continue to effectively work remotely. • Tasha will work to get a draft remote work policy completed. • Supervisors should have the flexibility to allow their employees to work remotely at times. • Employees working remotely should update their voicemail greetings and utilize a Google Voice number. • Kim noted that she has given permission for a few staff members to work remotely during renovations, due to space restrictions. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Tasha will draft an announcement and Board Policy/Procedure regarding employees working remotely.
Future Planning for COVID Restrictions	<ul style="list-style-type: none"> • Kim received information from the State which indicates that precautions will remain in place into fall (i.e., masks, covered water fountains). • Once the vaccine is readily available to everyone, the mask mandate could end and masks would be optional. Protective barriers could remain in place.
CRRSAA Announcement	<ul style="list-style-type: none"> • Dena reviewed what will be included in the announcement. The list of projects will be included after the priorities. A survey will also be included. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Dena will send the announcement out by the end of the week, with responses due by the end of March.

GEER II	<ul style="list-style-type: none"> This will be discussed when Mark Janiesch is on the agenda to present budget information.
HLC Annual Institutional Data Update	<ul style="list-style-type: none"> Jude Kyoore has started working on this update, which is due April 2. There is a large financial component that Kathy Kuhlmann is working on.
Student Achievement Data	<ul style="list-style-type: none"> Kim reviewed the College Navigator information. Kim, Allan, and Jude met to discuss what is needed to meet HLC's new requirement to post student achievement data on our website. Kim also reached out to the HLC liaison for clarification. The College Navigator information will be used to meet this new requirement.
HLC Conference Experience	<ul style="list-style-type: none"> Designated spaces will be identified for conference participants to meet on campus and participate in breakout sessions.
Service Learning Projects - HVAC	<p>Bill Kaune has submitted the following service learning requests for his HVAC students:</p> <ul style="list-style-type: none"> Inspect all buildings on campus for mold. The students have thermal scanners and it is in their curriculum. Cabinet determined that students are not the appropriate group to scan for mold on campus versus a professional company. Install an air conditioning unit for a church. The Cabinet approved this request.
Rapid Prototyping	<ul style="list-style-type: none"> Cabinet reviewed some of the ideas that came from the sessions. Allan will report on next steps at the Extended Cabinet meeting on Wednesday, March 10. At some point, professional services will be required. An architect will need to go building by building to identify core work needed (roof, windows, etc.), plus major remodeling projects to complete. Structural needs should be a priority. The focus should be on updates that will improve the student experience. The Fine Arts and Arts & Sciences I buildings need attention, as well as the Viking Room and Cafeteria. Allan reported on the possible development of a paved bike and walking trail on campus. Additional trails could be built off of it as well. The Conservation Department would be asked to provide guidance about the best location.
Extended Cabinet	<p>The agenda was confirmed:</p> <ul style="list-style-type: none"> People Admin modules (Tasha) Administrative Policy & Procedure Update - Shared Governance (Kim) Integrated Planning - Rapid Prototyping Next Steps (Allan), Student Services Plan (Kim), Academic Plan (Chris)
Standing Agenda Items: Action Items List	<p>The Action Items list was reviewed for updates:</p> <ul style="list-style-type: none"> Completed - Chris will work with Dana Nevois on adjusting the time for the Vet Tech pinning to avoid parking issues on campus. VAT students will receive special placards for their vehicles. Completed - Tasha will put a draft of the shortened performance review together for the Cabinet to review. Completed - Kim will compose a Commencement message for faculty and certified professional staff and will bring it back to Cabinet for review. Completed - All - review rapid prototyping jamboards for discussion at the next meeting. Completed - The performance evaluation process will be added to the Classified Staff meeting agenda for this week, and will be discussed at the

	<p>Extended Cabinet meeting.</p> <ul style="list-style-type: none"> Completed - Work with Chief Riffe to get a Campus Announcement sent to remind employees to call 9-1-1 or the JCPD when an incident occurs on-campus.
Remote Work Requests	<ul style="list-style-type: none"> No new requests.
Strategic Workforce Planning	<p>The following Permission to Fill was approved:</p> <ul style="list-style-type: none"> The 9.5-month ATS HRA Faculty position. This position qualifies to be funded through CARES Act through December 2021.
Events Calendar	<p>Requests for three new events have been submitted:</p> <ul style="list-style-type: none"> Project SUCCESS Cultural Event - 5/07/2021 - Cabinet approved the event. Spirit of St. Louis Barbershop Chorus Performance - 12/04/2021 - Cabinet tentatively approved this performance. Aim for the Stars - Observatory Meetings - Begin meeting one Sunday per month beginning in April 2021 - Cabinet approved the meetings to start at the Observatory.
Purchasing	<ul style="list-style-type: none"> No discussion.
Enrollment	<ul style="list-style-type: none"> No discussion.
Budget	<ul style="list-style-type: none"> No discussion.
Integrated Planning	<ul style="list-style-type: none"> No discussion
Reports	<p>Dena</p> <ul style="list-style-type: none"> MCCA made an announcement regarding OTC and STLCC being approved to offer Bachelor degrees in Respiratory Therapy. <p>Chris</p> <ul style="list-style-type: none"> At a recent DESE meeting regarding Perkins Post-Secondary, the State shared that all schools are on a performance improvement plan due to falling below certain levels; this is mainly due to COVID. Secondary Perkins: end-of-course math and science exams were not completed last year in the high schools. A meeting was held with East Central College about partnering to assist students in completing their degrees. <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> The Honors Recognition Ceremony will be virtual this year, and will be streamed on Facebook Live at 6:00 p.m., on Tuesday, April 27. Brandi Gallaway is working to identify students to participate in the Governor's Student Leadership Forum on April 7. <p>Allan - No report.</p> <p>Tasha</p> <ul style="list-style-type: none"> The College received approval to offer Roth retirement accounts to employees. Leadership Academy presentations will be done virtually from noon to 4:30 p.m. on Thursday, March 25. A celebration luncheon may be held in the fall to recognize participants, followed by a kick-off for the new participants.

	<ul style="list-style-type: none"> ● HR is launching the Employee Records module in PeopleAdmin. Onboarding will be initiated by the hiring proposal that is submitted. The module will include checklists, workflows, and document management. Reports can also be created from each field. ● The memo regarding performance reviews went out last week. ● Contract addendums will be sent out to Certified staff who are receiving compensation study adjustments. ● Memorandums will be prepared for Classified staff receiving adjustments due to the compensation study; these will be sent out prior to March 31.
Adjournment	Time: 11:01 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. N/A

Respectfully Submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction
and
Lisa Vinyard
Executive Assistant to the President and Board of Trustees