

**CABINET MEETING**  
**MEETING MINUTES**  
**March 22, 2021, 9:00 a.m.**  
**Google Meet & Admin Board Room**

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**MEMBERS (presence denoted by check):**

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

**GUESTS:** Tracy James, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:03 a.m.
<b>Information Technology Updates</b>	<p>Tracy James attended the meeting to give the following IT updates:</p> <ul style="list-style-type: none"> <li>● The fiber backbone project should be completed soon.</li> <li>● Mark and his staff are working with Student Services to develop an in-house case management advising system.</li> <li>● The Ellucian contract was renewed for a seven-year term. Tracy negotiated a fixed rate increase over the next seven years.</li> <li>● Netcom provided an estimate of \$250,000 to run fiber optic cable to the Vet Tech Barn and the Observatory site/ball fields.</li> <li>● Millennium has been assisting Student Services with development of enrollment and retention dashboards, and will also be able to provide text messaging through FAST.               <ul style="list-style-type: none"> <li>○ Pricing for Tier 1 includes five originating phone numbers, with up to 12,000 text messages per month for \$250/month.</li> <li>○ Admissions, Advising, and WES are interested in utilizing the system.</li> </ul> </li> <li>● Millennium has been very receptive to the needs of the College. When requests are made for features not currently in the software, Millennium has stepped up to create solutions. The partnership could make a good MCCA 2021 presentation.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Tracy will reach out to Millennium regarding a possible presentation with Jefferson College at MCCA '21.</li> </ol>
<b>Approval of Minutes</b>	Approval of the minutes from the March 8, 2021, meeting was deferred.
<b>COVID Planning</b> Review <a href="#">Alert Levels</a>	<ul style="list-style-type: none"> <li>● Jefferson County is in Yellow Status. All other triggers remain the same.</li> </ul>
Vaccines: Phases 2 and 3	<ul style="list-style-type: none"> <li>● <a href="#">Governor's Announcement</a> - Phase 2 opens on March 29 and Phase 3 opens on April 9.</li> </ul>
No Quarantine/Fully Vaccinated Individuals	<ul style="list-style-type: none"> <li>● <a href="#">Updated CDC Guidance</a> - Fully vaccinated individuals do not need to quarantine as long as they are asymptomatic.</li> </ul>
<b>Food Service Update</b>	<p>Daryl and Kim met with Mike Kumpf from FSC regarding the possibility of a required meal plan for those living in housing.</p> <ul style="list-style-type: none"> <li>● Extending hours would be necessary.</li> <li>● Other students and employees could still load money onto their cards.</li> <li>● Other options, such as pre-packaged/grab-and-go meals and a food court</li> </ul>

	with restaurants, were discussed.
<b>Concerns - Volunteering of Staff</b>	<p>Classified Staff meeting with Nolan Luhm and Kristen Sides; concerns were expressed that Classified Staff are asked to volunteer more than others. The Vikings' Vault and Commencement are examples.</p> <ul style="list-style-type: none"> <li>● Commencement is not truly "volunteering", although staff have chosen to participate in the past. Staff who work Commencement are paid or can take flex time earlier in the week.</li> <li>● Determining total number of workers needed to work Commencement this year is needed.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Kim will check with Stacey to see how many workers total are needed for the four ceremonies.</li> </ol>
<b>MCCA '21 Convention Proposal Ideas</b>	<ul style="list-style-type: none"> <li>● Integrated Planning - Allan submitted a proposal and is looking for co-presenters. Kim and Chris have volunteered.</li> <li>● Millennium/FAST - see discussion in Information Technology Updates.</li> </ul>
<b>MCCA '21 Awards</b>	<ul style="list-style-type: none"> <li>● Nominations are due to MCCA by April 2 - Miriam will request nominations for the following awards: <ul style="list-style-type: none"> <li>○ Governor's Award for Excellence in Teaching</li> <li>○ Outstanding Adjunct Faculty Award</li> <li>○ Senior Service Award</li> </ul> </li> <li>● Dena will share information on the other awards available.</li> </ul>
<b>BOT Work Session Agenda</b>	<ul style="list-style-type: none"> <li>● Budget</li> <li>● Integrated Planning <ul style="list-style-type: none"> <li>○ Student Services</li> <li>○ Academic Plan</li> <li>○ Facilities Master Plan - Architectural renderings will be needed before decisions can be made on specific buildings/plans.</li> </ul> </li> </ul>
<b>Laptops</b>	1,000 laptops will be purchased as giveaways to new, returning, and transfer degree or certificate-seeking students who are enrolled in six or more credit hours for the fall semester before June 30. These laptops will assist with expanded online offerings at the College.
<b>Standing Agenda Items:</b> Action Items List	<p>The Action Items list was reviewed for updates:</p> <ul style="list-style-type: none"> <li>● Completed - Dena will send an announcement regarding CRRSAA funding by March 12, with responses due by the end of March.</li> <li>● Completed - Cabinet will schedule a Town Hall Meeting in the spring. The Spring Town Hall has been scheduled for Thursday, April 29, in conjunction with the Service Awards. A campus announcement has not been sent yet.</li> <li>● Completed/Deferred - Chris will look into FOCUS STL to see who might be the best fit, and will reach out to Lora Warner about the Certified WorkReady Community Council. FOCUS STL is a civic leadership organization that is worth being a part of, but the financial and time commitment is considerable for participants. Defer for a year due to the intensive nature of the program.</li> <li>● In-Process (Update) - Daryl will review JCA plans with Dale and the project architect to come up with potential options for vacated 3rd floor space due to EMT/PAR closure.- review is complete, now need to meet again.</li> <li>● In-Process (Update) - Review of the COL101 diversity program agreement (still in discussions).</li> </ul>
<b>Remote Work Requests</b>	<ul style="list-style-type: none"> <li>● No new requests.</li> </ul>

Strategic Workforce Planning	The following Permissions to Fill were approved: <ul style="list-style-type: none"> <li>● Campus Courier/Maintenance Assistant - convert PT temp position to PT regular. Shifting budget from PT Temp to PT Regular for FY22.</li> <li>● ATS Special Education Coordinator - convert PT temp position to PT regular at &lt;20 hours per week/550 hours per year. Perkins funded.</li> </ul>
Events Calendar	The following requests for new events have been submitted: <ul style="list-style-type: none"> <li>● Leader Dinner - A Spring 2021 dinner was denied; however, the dinner normally held in December should be fine (date TBD).</li> <li>● CNA Pinning Ceremony - Approved</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● Fall registration opened today, March 22.</li> <li>● The new Advising Specialists have completed training.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● All budget updates were due to Kathy Kuhlmann on March 12.</li> </ul>
Integrated Planning	<ul style="list-style-type: none"> <li>● No discussion</li> </ul>
<b>Reports</b>	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> <li>● The Curriculum Committee is evaluating Curriculum Management software to centralize syllabi, changes, and updates.</li> </ul> <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> <li>● The PTK All-Missouri Community College Academic Team recognition will be held virtually on Wednesday, April 21, from 11:30 a.m. - 1:00 p.m.</li> <li>● The MCCA Student Leadership Award nomination is due by April 7.</li> <li>● The Student Learning and Support Committee is working on a Student Pat on the Back process.</li> <li>● The Transfer Center conversation is continuing.</li> </ul> <p>Allan - No report.</p> <p>Tasha - No report.</p>
<b>Adjournment</b>	<b>Time:</b> 10:34 a.m.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> <li>1. <a href="#">Alert Levels, Triggers, and Activities</a></li> </ol>

Respectfully Submitted,

Miriam Helms

Senior Administrative Assistant to the Vice President of Instruction

and

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services

and

Lisa Vinyard

Executive Assistant to the President and Board of Trustees

08-31-20

MRH