

**CABINET MEETING**  
**MEETING MINUTES**  
**March 29, 2021, 9:00 a.m.**  
**Google Meet & Admin Board Room**

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

- ✓ Chris DeGeare
- ✓ Daryl Gehbauer

- ✓ Kim Harvey-Manus
- ✓ Dena McCaffrey

- ✓ Allan Wamsley
- ☐ Tasha Welsh

**GUESTS:** Christine Platter, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 9:00 a.m.
Diversity and Inclusion Updates	<p>Christine Platter attended the meeting to provide the following Diversity and Inclusion updates:</p> <ul style="list-style-type: none"> <li>● The Diversity Committee joined the Post-Secondary Equity Network (PEN), which encourages African-American Pell recipients to complete college with less debt. A task force from the Diversity Committee will work with Blake Tilley from the Foundation to address concerns expressed by PEN.</li> <li>● The Committee worked with Blake Tilley to obtain a grant from the Missouri Scholarship and Loan Foundation. The money will be used to purchase a diversity training software called Everfi, that can be implemented to students and later to faculty and staff if desired.</li> <li>● The Committee discussed what their role is; how it falls in the Diversity Plan; and how to move forward and include members of the College and campus community.</li> <li>● With April being Autism Awareness Month, the film “Deej” will be presented.</li> <li>● Aaron Likens will be discussing his book <i>Finding Kansas: Living and Decoding Asperger’s Syndrome</i>, about growing up with Autism, on April 20.</li> <li>● Sarah Murphy is scheduled to speak on April 29. Her topic of discussion is still being determined.</li> </ul>
Approval of Minutes	<p>The minutes from the <a href="#">March 8, 2021</a>, and <a href="#">March 22, 2021</a>, meetings were presented for approval.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. <b>Motion:</b> Daryl motioned to approve the March 8, 2021, and March 22, 2021 minutes.</li> </ol> <p><b>Second:</b> Kim</p> <p><b>Vote:</b> All approved.</p>
COVID Planning Review <a href="#">Alert Levels</a>	<ul style="list-style-type: none"> <li>● Jefferson County moved back into the Orange Status.</li> </ul>
Summer Event Approvals	<ul style="list-style-type: none"> <li>● The current approval process will remain in place through July 31.</li> <li>● Viking Room capacity is currently limited to 10 people; with the upgraded ventilation system and size of the space, it could potentially be increased.</li> </ul>
New CDC Guidance	<ul style="list-style-type: none"> <li>● The CDC released <a href="#">Interim Guidance for SARS-CoV-2 Testing and Screening at Institutions of Higher Education (IHEs)</a>. <ul style="list-style-type: none"> <li>○ At this time, the College will not be requiring all students to be tested before the fall semester begins.</li> </ul> </li> </ul>

Updated School Guidance	<ul style="list-style-type: none"> <li>● The Jefferson County Health Department released the <a href="#">JCHD Operational Policy for K-12 School Children 3 25 21</a>. <ul style="list-style-type: none"> <li>○ Kelley Vollmar confirmed that this guidance also applies to the College.</li> <li>○ Guidance indicates that close contacts can “quarantine in the classroom”, meaning the student is allowed to attend class while quarantined from other activities.</li> <li>○ Cabinet will discuss summer and fall guidelines for social distancing, masks, etc., on May 3.</li> </ul> </li> <li>● <a href="#">Attachment A: Detailed Guidance on Prevention Strategies to Reduce Transmission of SARS-CoV-2 in Schools</a></li> <li>● <a href="#">Attachment B: Recommended Prevention Strategies for K-12 Schools based on Levels of Community Transmission</a></li> </ul>
Employee Vaccine Clinic	<ul style="list-style-type: none"> <li>● Kim is working on the possibility of an employee vaccine clinic being held on campus.</li> </ul>
<b>Compensation for the Canvas Course</b>	<ul style="list-style-type: none"> <li>● Currently, adjunct faculty are paid for JC101, which includes basic Canvas training. They will not be paid for the standard Canvas training that is required.</li> </ul>
<a href="#">Administrative Liaisons</a>	<ul style="list-style-type: none"> <li>● Cabinet reviewed the list of Administrative Liaisons for 2020-2021.</li> <li>● It was suggested that the document be updated to include position titles rather than employee names.</li> </ul>
<b>Opening Week Planning</b>	<ul style="list-style-type: none"> <li>● The Leadership Academy celebration and presentations will be held on Friday, August 20, which falls during Opening Week.</li> <li>● The College Updates/Town Hall Meeting will be held after Opening Week, as was done last year.</li> </ul>
<b>Viking Woods Sale</b>	<ul style="list-style-type: none"> <li>● A decision regarding Viking Woods has not yet been made, but employees are being hired for the upcoming year.</li> <li>● Dena would like to know the number of VW residents who receive Pell grants.</li> <li>● A potential mandatory meal plan would increase costs to students, so options are being discussed.</li> <li>● Leases go out May 1, so any changes wouldn't go into effect for fall 2021.</li> </ul>
<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>● 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. (#93) - EMT/PAR will remain in place for 2021-2022 year.</li> </ul>
Remote Work Requests	<ul style="list-style-type: none"> <li>● No new requests.</li> </ul>
Strategic Workforce Planning	<p>The following Permissions to Fill were approved:</p> <ul style="list-style-type: none"> <li>● IT Technician, due to Nolan Luhm's resignation.</li> <li>● Mental Health Counselor, to be filled now due to Anthony Pendergrass's resignation (funded by CARES through at least December 31).</li> </ul>
Events Calendar	<p>The following requests for new events have been submitted:</p> <ul style="list-style-type: none"> <li>● Spring 2021 Nursing Pinning Reception - 5/15/2021, 8:00 a.m.-1:00 p.m., FA Lobby &amp; Theatre - Not approved as submitted. Attendance must be limited to less than 100 people, per the College's COVID guidelines. Each graduate can bring a maximum of 2 guests. An updated request should be sent to Cabinet for review.</li> <li>● AEL Recognition Ceremony - 6/10/2021 - TBD, waiting for BOT summer meeting schedule to confirm.</li> <li>● Korean War Vets Meeting - starting 7/12/2021, 1:00-3:00 p.m., Viking Annex</li> </ul>

	<p>- Approved, but this meeting will need to be held in the Viking Room rather than the Annex.</p> <ul style="list-style-type: none"> <li>● Jefferson County Juvenile Office: The Tall Cop Anti-Drug Presentation, 10/21/2021, 4:00-10:00 p.m., Gym or FA Theatre - 200-300 to attend - TBD - waiting until a decision is made about fall COVID guidelines (early May).</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● No report.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● No report.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No report.</li> </ul>
Integrated Planning	<ul style="list-style-type: none"> <li>● No report.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● The State budget is still in the House but should hopefully go to the Senate this week. The increase for Higher Education was not as high as expected. All of the MoExcels projects that were included in MDHE's budget but not in the Governor's budget, may be approved by a one-time funding.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● From the Statewide CAO Meeting: the state Senate is trying to move a school district that is currently part of the Metropolitan Community College service district under the North Central service district. Simultaneously, MCC has a ballot issue to move the same district under MCC's tax district.</li> <li>● MCCA has been working statewide on an articulation agreement with Bellevue University.</li> <li>● CBHE is updating their comprehensive review process.</li> <li>● Kenny and Chris worked on the GEERs/Excels application.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>● The pre-bid meeting for the ASI second floor project is planned.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>● Jeans Day on Wednesdays in April to raise money for the Mary Daniels Scholarship.</li> <li>● Weekly meetings for the Student Center renovations begin today.</li> </ul> <p>Allan - No report.</p> <p>Tasha - Not present to report.</p>
<b>Adjournment</b>	<b>Time:</b> 10:54 a.m.
<b>Additional Documents</b>	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Alert Levels, Triggers, and Activities</a></li> </ol>

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