

CABINET MEETING
MEETING MINUTES
April 5, 2021, 8:00 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: 8:00 a.m.
Approval of Minutes	The minutes from the March 29, 2021 meeting were presented for approval. ACTION: 1. Motion: Kim motioned to approve the March 29, 2021 minutes. Second: Daryl Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Jefferson County remains in the Orange Status.
Masks/Welcome Kits	Deferred until May.
Health Department Volunteer Program	<ul style="list-style-type: none"> ● The Health Department is soliciting volunteers to assist with the vaccine clinics by answering phones, etc. ● Cabinet discussed whether Health Occupations students could assist. ● Employees could use their community service time to volunteer.
CRRSAA Employee Survey	<ul style="list-style-type: none"> ● There were 128 responses submitted by employees. ● The top three projects based on survey responses were the Vet Tech expansion, touchless automatic doors, and renovation of the ASI first floor. ● Cabinet also discussed electronic locks for exterior entrances. ● Other ideas submitted and discussed included: new classroom furniture for the ATS, replacing outdated student desks/classroom furniture across campus, Field House renovations/updates, an updated online admissions application that is more user-friendly, and the need for a Transfer Center. ACTION: 2. Chris will develop an ASI Renovation Task Force (Terry Kite will coordinate/lead). 3. Daryl will work on RFQ for Vet Tech expansion. 4. Daryl will research locks for exterior doors. 5. Allan will look into replacing ATS classroom furniture. 6. Kim will work with Carrie Greer on options to make the application for admission more user-friendly.
Campus Art Task Force	Deferred until next week.
Staff Mentoring Program	Deferred until next week.

Outstanding Bond Debt/Viking Woods & JCA	<ul style="list-style-type: none"> • A task force meeting is set up for April 14. The prospective buyer will attend the first part of the meeting. Daryl will share the appraised value of Viking Woods with the task force. • A JCA/JCI meeting is scheduled for April 20.
Food Service Update	<ul style="list-style-type: none"> • Daryl met with Mike Kumpf last week. FSC is requesting the College subsidize the Cafeteria or require meal plans in Viking Woods. They are still willing to provide catering for the College. • Daryl and Kim met with Executive Dining, a company that offers vending machine-style fresh packaged foods (salads, sandwiches, etc.) This option could work well for JCA. Vending may need to be bid as there are other vendors that provide this service.
Laptops	<ul style="list-style-type: none"> • The Laptop Workgroup met; laptops are available for fall from Acer. • The cost would be \$280,000 for 1,000 laptops.
Summer Schedule	<ul style="list-style-type: none"> • Employees are asking if the College will observe the Summer Schedule this year. Cabinet confirmed the Summer Schedule will begin the week of May 17 and end the week of August 9 (the final Friday will be August 13). <p>ACTION:</p> <p>7. Tasha will send an announcement confirming the Summer Schedule.</p>
HLC Conference	<ul style="list-style-type: none"> • 25 employees are attending HLC this year; Kim generally hosts a meeting with all attendees after the conference to discuss learning and action items. • A Google Meet with breakout rooms led by Criterion Chairs would help facilitate the conversation. Each attendee could be asked to bring their notes/key takeaways for discussion.
Standing Agenda Items: Action Items List	The Action Items list will be reviewed at the next meeting.
Remote Work Requests	No new requests.
Strategic Workforce Planning	No discussion.
Events Calendar	No event requests were reviewed.
Purchasing	No discussion.
Enrollment	No discussion.
Budget	No discussion.
Integrated Planning	No discussion.
Reports	<p>Dena - No report.</p> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> • The Sheriff's Department has relocated their office from the College Campus. <p>Kim - No report.</p> <p>Allan - No report</p>

	<p>Tasha</p> <ul style="list-style-type: none"> • She received information regarding Wayne Watts' memorial service at Jefferson Barracks. Cabinet will share information with those who may be interested in attending the service.
Adjournment	Time: 9:15 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. Alert Levels, Triggers, and Activities

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