

CABINET MEETING
MEETING MINUTES
May 3, 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: Sue Lerch, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Marketing & Communication Updates	Roger was unable to attend the meeting to provide updates.
Approval of Minutes	The minutes from the April 26, 2021 meeting were presented for approval. ACTION: 1. Motion: Tasha motioned to approve the April 26, 2021 minutes. Second: Chris Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● The Jefferson County positivity rate is around 7%. ● The County is in the Yellow level.
Campus Plans Beyond May 15	<ul style="list-style-type: none"> ● It was noted that 21% of Jefferson County residents are fully vaccinated at this time, and 33% have received their first dose. ● Summer - with an absence of guidance for summer, the College will continue with masks for summer, and move to three-foot distancing. Contact tracing will also continue until further guidance is received. ● Fall - an announcement regarding fall will be made when further guidance is received from the CDC and the Jefferson County Health Department. Regardless of the decision, the masks/sanitizer stations will still be made available in buildings. ● The COVID Task Force will be asked to meet again to obtain feedback on distancing, masks, and contact tracing. ● Individual approval will no longer be required for events, but masks and social distancing protocols will remain in place for them. ● The Child Development Center will be permitted to utilize rooms in the Technology Center over the summer for activities, but they will need to divide the children into smaller groups to maintain physical distancing. ACTION: 2. Dena will draft an announcement regarding Summer 2021 COVID protocols for the College.
Standing Agenda Items: Action Items List	The Action Items list was reviewed for updates: <ul style="list-style-type: none"> ● Completed - Allan will look into replacing ATS classroom furniture, expand Digital Media and Applied Math. (#99) ● Completed - Kim will check with Stacey to see how many workers total are needed for the four ceremonies. (#4)

	<ul style="list-style-type: none"> Completed - Tracy will reach out to Millennium regarding a possible presentation with Jefferson College at MCCA21. (#5)
Remote Work Requests	<ul style="list-style-type: none"> No new requests. Remote Work Requests will be removed as a Standing Agenda Item.
Strategic Workforce Planning	<p>The following Permissions to Fill were approved electronically since the last Cabinet meeting:</p> <ul style="list-style-type: none"> Retention Advisor - new PT regular position to support Coordinator of Retention Services; use temporary salaries already budgeted - <i>Approved</i> Nursing Clinical Faculty - replacement for Sarah Akridge, who accepted a different nursing faculty position - <i>Approved</i>
Events Calendar	<ul style="list-style-type: none"> Events Calendar will be removed as a Standing Agenda item.
Purchasing	<ul style="list-style-type: none"> No report.
Enrollment	<ul style="list-style-type: none"> No report.
Budget	<ul style="list-style-type: none"> Cabinet reviewed the FY 22 Capital Infrastructure Budget Spreadsheet. Cabinet discussed possibly using CARES Act funding to repair tuckpointing for ASI. Temporary fencing has been installed for safety purposes. Requesting additional repair bids.
Integrated Planning	<ul style="list-style-type: none"> No report.
Reports	<p>Dena</p> <ul style="list-style-type: none"> 13th community college update - SEMO prefers not to partner with a community college and is basically proposing their own model like MSU West Plains. The Day of Service on Friday, April 23, was very successful. Feedback received includes consideration to continue holding two services days - one on campus and one in the community. Dena noted that a new employee has already submitted tuition reimbursement paperwork. Tasha confirmed that if an employee would leave during their probation period, they would be required to repay the College for these expenses. <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> A BAT-FAT meeting will be held tonight. <p>Kim</p> <ul style="list-style-type: none"> There is a meeting with legal counsel tomorrow regarding Viking Woods. <p>Allan - No report.</p> <p>Tasha - No report</p> <ul style="list-style-type: none"> Added to personnel announcement, employees with school-aged children who are online learning should work with their supervisors to be allowed to extend remote working through May 28.
Adjournment	Time: 10:53 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> Alert Levels, Triggers, and Activities

Respectfully Submitted,

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services

and

Lisa Vinyard

Executive Assistant to the President and Board of Trustees