

CABINET MEETING
MEETING MINUTES
May 10, 2021, 9:00 a.m.
Google Meet & Admin Board Room

MEMBERS (presence denoted by check):

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

GUESTS: Jude Kyoore, Miram Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Institutional Updates	<p>Jude Kyoore joined the meeting to provide Institutional Research updates:</p> <ul style="list-style-type: none"> ● The Jefferson College Fall Enrollment Dashboard: gives insight of College historical data (currently Fall 2012 through Fall 2020); There are many options available for reviewing enrollment statistics using the dashboard (e.g., total enrollment, by age, by gender, by ethnicity, etc.). <ul style="list-style-type: none"> ○ Enrollment by gender: male enrollment has dropped since 2012. ○ Number of Pell recipients enrolled has declined since 2012. ○ Jude hopes to have the report added to the website by fall. ● Enrollment Peer Comparison 1: Compares Jefferson College enrollment to median enrollment in Missouri and beyond. <ul style="list-style-type: none"> ○ Peer institution data was shared for Fall 2012 through Fall 2020 comparing Jefferson College to (1) Missouri community colleges and (2) community colleges across the Midwest. ● Fall Enrollment Peer Comparison 2: Compares Jefferson College enrollment to any institution in Missouri and beyond. ● Potential Enrollment Headcount KPI: <ul style="list-style-type: none"> ○ Stabilize and then increase Jefferson College Fall unduplicated headcount.
Approval of Minutes	<p>The minutes from the May 3, 2021 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the May 3, 2021 minutes. Second: Tasha Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● The County is in the Orange level.
Viking Woods Sale	<ul style="list-style-type: none"> ● Daryl and Kim consulted legal counsel to address concerns from the Task Force regarding Title IX compliance and the College's potential loss of authority in certain situations, such as the ability to temporarily remove a student who is involved in an alleged crime or Title IX violation from housing. ● The College would be able to reserve rooms for certain students/groups. ● Kim noted that this situation is different than that of other schools, as the College is considering selling Viking Woods housing but would maintain ownership of the land that it sits on. ● The Task Force will not meet again until August, allowing time for Daryl

	and Kim to do additional research.
Gender Neutral Restrooms	<ul style="list-style-type: none"> ● Dale Richardson has worked with Joe Kohlburn and Elke Overton to designate single-use restrooms across campus as gender neutral. ● Viking Annex Restrooms - Dale is looking into constructing an entrance from the cafeteria to one of the restrooms. Dena suggested that a wall be built to make both of the Viking Annex restrooms accessible from the cafeteria and to separate them from the Annex. ● A recommendation should be made by the Diversity Committee to update signage for the designated restrooms.
CARES Funding for Student Debt	<ul style="list-style-type: none"> ● Mark Janiesch shared a list of 1,060 students who owe money from the Summer 2019-Spring 2021 semesters, ranging from \$0.50 to \$5,770, for a total of \$828,772.34. Discussion was held about using CARES funds to pay off these balances with student authorization. ● Kim noted that some colleges are auto-packaging and awarding CARES aid for students based on their need, instead of making students submit applications. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl and Kim will reach out to their counterparts at other area institutions to find out how they are handling past due balances with CARES funding.
Project Management Template	<ul style="list-style-type: none"> ● Miriam shared an update on a project management template that was developed and reviewed the Project Charter for FLAC: <ul style="list-style-type: none"> ○ Each project will need a sponsor to be a main point of contact. ○ The scope of the project must be determined ○ Key milestones and target dates will be identified. ○ Sponsor and team member signatures will be required. ● Miriam plans to have each project mapped and a Google Calendar utilized to track target dates and progress.
Cafeteria Update	<ul style="list-style-type: none"> ● Daryl and Dena spoke with Mike Kumpf last week regarding termination of the Food Service Consultants (FSC) contract with the College. This would not affect their services over summer for the Child Development Center. ● FSC will still be available for event catering. ● An RFP for cafeteria services will be developed and published right away, to get Board approval over the summer. ● A campus announcement will be distributed soon.
Committee Budgets	<ul style="list-style-type: none"> ● Cabinet reviewed the list of Committee Budget Requests, which included an almost 50% increase in requests. ● The Employee Support Committee should be taking care of Service Awards, but it doesn't have a budget for associated expenses. ● The Assessment Committee's budget funds the Linda K. Johnston Assessment Award as well as Assessment Mini-Grants.
Standing Agenda Items: Action Items List	The Action Items list review was postponed until Monday, May 17.
Strategic Workforce Planning	No Permission to Fill requests were presented.
Purchasing	Cabinet reviewed the CARES Act Funding Spreadsheet as of 4/30/2021.
Enrollment	No report.
Budget	No report.

Integrated Planning	No report.
Reports	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> ● FLAC is being piloted for Intersession and Summer semester and is going well. ● The Syllabus Management Task Force has wrapped up their work, with Josh Heter doing a great job. They selected Simple Syllabus, which has an annual cost of \$5,737. ● Chris is participating in a virtual “fly-in” meeting next week with legislators in Washington, D.C. to advocate for higher education and workforce funding as part of the pending federal infrastructure bill. ● Jennifer Baine will start on May 12 as the new Senior Administrative Assistant for VPI. <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> ● The second COVID vaccine clinic is this Tuesday, May 11. ● Commencement ceremonies will be held this Friday and Saturday, May 14 and 15. <p>Allan - No report.</p> <p>Tasha - No report.</p>
Adjournment	Time: 11:19 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. 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