

CABINET MEETING
MEETING MINUTES
May 24, 2021, 8:30 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: Tracy James, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:30 a.m.
Technology Updates	<p>Tracy James joined the meeting to provide Technology updates:</p> <ul style="list-style-type: none"> ● The draft narrative of the Technology Integrated Plan has been developed. ● Seven targeted surveys were sent out, with good feedback. <ul style="list-style-type: none"> ○ The Technology Plan Task Force was divided up into three smaller groups to review the survey data and come up with common threads. ○ The groups developed 25 objectives - some of these may be combined or modified. ○ Using these objectives, the Technology Integrated Plan will be amended. ● Cabinet discussed options regarding updates to faculty workstations in classrooms. ● A virtual desktop system was discussed. The system utilizes a data center and thin clients. ● The different types of software utilized by divisions/departments need to be reviewed.
Approval of Minutes	<p>The minutes from the May 17, 2021 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the May 17, 2021 minutes. Second: Tasha Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● The County remains in the yellow level. ● Based on the CDC positivity rate, Jefferson College is in the green level. ● The Show-Me Vax website is available to identify individuals who have been vaccinated, which would help for close contact quarantine guidance and contact tracing. An MOU would have to be signed. ● The COVID Dashboard will be maintained but will not be posted on the website. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Kim will research participation in Show-Me Vax.
Virtual/Hybrid Meetings	<p>Cabinet discussed whether all meetings will return to completely in-person now that the mask requirement has ended:</p> <ul style="list-style-type: none"> ● Some people may have circumstances that make it easier to access online meetings. ● If an employee is on the campus/location where the meeting is being held,

	<p>they are expected to attend in-person.</p> <ul style="list-style-type: none"> ● Until a remote work policy is developed, supervisors have the authority to allow staff to work remotely if they have an issue, such as an ill child. ● Remote meetings need ground rules, such as cameras on, pay attention. ● Distinction between mandatory and optional, ad hoc meetings. <ul style="list-style-type: none"> ○ School meetings and Division meetings should be in-person. ○ Committee Meetings may be optional. ● Cabinet will discuss this topic further at the June 14 meeting. <p>FURTHER DISCUSSION NEEDED.</p>
Contact Tracing	<ul style="list-style-type: none"> ● Contact tracing will remain in place.
CRRSAA Student Funds	<ul style="list-style-type: none"> ● There is approximately \$700,000 left in HEERF II funds. <ul style="list-style-type: none"> ○ Another round of student aid is being processed for students enrolled in spring 2021. ○ There will be money left over for summer. ● Past due balances will be paid by ARP funds.
Purchasing Card Approvals	<ul style="list-style-type: none"> ● Currently, all Instructional Division credit card logs come to Dena for approval after Chris signs them. ● Dena should see paperwork for direct reports only. ● Cabinet was reminded to review paperwork for appropriate purchases. ● Use the tiered approval system for how many signatures are necessary on procurement reports. <ul style="list-style-type: none"> ○ Tiered approval will be sent out to all faculty. ○ Travel Expense Vouchers require President approval. ○ Tuition reimbursement requires President approval. ● A reminder of procurement policies and the tiered approval system for paperwork will be sent out at the beginning of the next academic year. ● Documentation of outside employment should be mandatory and added to employee files. ● Employees should report outside employment and document how they will be making up time for classes that take place during their workdays. The Request to Take/Teach Classes form should be utilized. This information could be clarified on the HR page. <p>FURTHER DISCUSSION NEEDED.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 3. Daryl will confirm whether or not employees can be reimbursed for meals on a one-day work-related trip.
Accreditation Committee Co-Chair	<ul style="list-style-type: none"> ● Sarah Bright has requested to step down as Accreditation Co-Chair. A replacement will be needed. ● The topic will be discussed further at the June 14 meeting. <p>FURTHER DISCUSSION NEEDED.</p>
June BOT Agenda Items	<p>Agenda items include:</p> <ul style="list-style-type: none"> ● Food Service Consultants contract termination ● FY '22 Final Budget for approval ● Roofs for the Library and Viking Woods ● Head Coaches ● Positions - Biology faculty, PTA Clinical Coordinator, and EMT

	<p>Coordinator</p> <ul style="list-style-type: none"> ● Waste Management Contract Renewal ● Radiologic Technology Renovation Ratification ● Technology Center Classroom Ratification ● Jefferson College Police Chief Supplemental Contract
Top Facilitation Methods Training for Committee Chairs	<ul style="list-style-type: none"> ● A two-day course will be held in Jefferson City, June 30-July 1, 2021. Three different facilitation methods will be taught: <ul style="list-style-type: none"> ○ The Focused Conversation Method ○ The Consensus Workshop Method ○ The Action Planning Process ● With 10 participants, the College would receive two free participants. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Chris will find out if Top Facilitation Methods Training can be provided on-campus for committee chairs and what the cost would be.
OSHA Guidelines	<ul style="list-style-type: none"> ● Kim asked about Jefferson College requirements related to OSHA COVID-19 guidelines. ● It was confirmed by legal counsel that OSHA guidance does not apply to the College.
Standing Agenda Items: Action Items List	The Action Items list will be reviewed at the next meeting.
Strategic Workforce Planning	Permissions to Fill will be reviewed at the next meeting.
Purchasing	No discussion.
Enrollment	<ul style="list-style-type: none"> ● Summer enrollment is down 5.62% this morning.
Budget	<ul style="list-style-type: none"> ● Brief discussion took place regarding finalizing the FY '22 budget.
Integrated Planning	No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● She received a letter of invitation for the Rural Community College Alliance. <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> ● Out to bid on the Micro Mart option as a food service option. There will be separate bids for catering and Child Development Center food service. <p>Kim</p> <ul style="list-style-type: none"> ● Effective Wednesday, end of business, she will be on vacation and is out of town. <p>Allan</p> <ul style="list-style-type: none"> ● The focus is on Canvas right now. ● They are working on the adjunct professional development seminar. <p>Tasha - No report.</p>
Adjournment	Time: 10:39 a.m.

Additional Documents	Attached documents reviewed during this meeting: 1. Alert Levels, Triggers, and Activities
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Respectfully Submitted,

Jennifer Baine

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