

**CABINET MEETING**  
**MEETING MINUTES**  
**July 12, 2021, 9:00 a.m.**  
**Google Meet & JCA Board Room**

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

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

**GUESTS:** Roger Barrentine, Jude Kyoore, Shannon Schoenky, Lisa Vinyard, Jennifer Baine

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:06 a.m.
<b>Marketing &amp; PR Updates</b>	<p>Roger Barrentine joined the meeting to provide Marketing &amp; PR Updates:</p> <ul style="list-style-type: none"> <li>● Personnel challenges - Mike Meagher’s departure leaves a hole for AV support. We are seeking a more long-term/stable alternative for filling the position, which may include combining the position with the Theatre Manager position.</li> <li>● Fall Enrollment Marketing - We will continue the refresh of laptop promotion/“Big Dreams” theme with targeted ads for Vet Tech, Rad Tech, CIM.               <ul style="list-style-type: none"> <li>○ Geo Targeted, electronic ads:                   <ul style="list-style-type: none"> <li>■ step outs Fall 2018- 2020</li> <li>■ applied not attended Spring 2019-Fall 2021</li> <li>■ fireworks displays</li> <li>■ Six Flags</li> <li>■ Busch Stadium</li> <li>■ locations unemployed</li> <li>■ website retargeting</li> </ul> </li> <li>○ Paid/free social media posts/videos:                   <ul style="list-style-type: none"> <li>■ Facebook, Instagram, YouTube</li> <li>■ Website homepage feature</li> <li>■ St. Louis/regional/streaming radio stations</li> <li>■ Cable TV ads</li> <li>■ Video news releases</li> <li>■ Targeted mailing w/laptop promo and all academic programs</li> <li>■ Peachjar school electronic flyer app</li> <li>■ Print ads</li> </ul> </li> </ul> </li> <li>● Jefferson County Fair July 22-25 - Volunteers are needed to staff the Jefferson College booth. See email announcement sent last week.</li> <li>● Jefferson College Observatory - A ribbon cutting ceremony is scheduled for September 12. Activities begin at 6:00 p.m. with the ceremony beginning at 7:00 p.m. (There is a September 19 rain date.)</li> <li>● Promotion of Linda Abernathy/Tanglefoot Art Gallery - This will have a featured artist event “Creative Expressions: The Female Perspective” where 10 percent of the artwork sold will be donated to the Jefferson College Foundation Scholarship Fund. The display will run July 9-August 27.</li> </ul>

	<ul style="list-style-type: none"> <li>● Community Service - Roger began serving as President-Elect of the DeSoto Rotary Club on July 1 and will assume the president role one year from now.</li> <li>● A list of Community Organization representatives will be emailed campus-wide later this week.</li> </ul>
<b>Institutional Research Updates</b>	Jude Kyoore attended the meeting to present <a href="#">Institutional Research Updates</a> .
<b>Approval of Minutes</b>	The minutes from the <a href="#">June 14, 2021</a> meeting will be presented for approval at the July 19 meeting.
<b>COVID Planning</b> Review <a href="#">Alert Levels</a>	<ul style="list-style-type: none"> <li>● There have been no new cases reported on campus, and there is no change in the alert level.</li> </ul>
White House COVID-19 College Vaccine Challenge	<ul style="list-style-type: none"> <li>● We are looking to plan a fun, educational event at both JCA and Hillsboro with a vaccine clinic (August 24 at JCA and August 25 at Hillsboro).</li> <li>● The first student-athletes will be arriving July 29. <ul style="list-style-type: none"> <li>○ Will they be required to quarantine? Will student-athletes be required to vaccinate?</li> </ul> </li> <li>● Further discussion will be required on this topic.</li> </ul>
Delta Variant	<ul style="list-style-type: none"> <li>● Jefferson County has the lowest vaccination rate in Missouri.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Kim will reach out to legal counsel about the possibility of requiring vaccinations for student-athletes, residential students, and students enrolled in specialized programs (Health Occs).</li> </ol>
<b>Opening Week</b>	<p>Chris and Jennifer reviewed the Opening Week schedule, both the At-a-Glance and the Full Schedule, and FH seating/lunch.</p> <ul style="list-style-type: none"> <li>● Boxed lunches will be provided in the Student Center cafeteria space on Monday.</li> <li>● BOT members will be asked to record a brief welcome to present at the Opening Meeting on Monday (as was done with Commencement).</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Jennifer will update the Opening Week at-a-glance schedule and the Opening Week Full Schedule based on discussion at today's meeting.</li> <li>3. Lisa will coordinate BOT members preparing videos that can be shown during Opening Week.</li> </ol>
<b>Staff Appreciation Picnic</b>	<ul style="list-style-type: none"> <li>● The event is scheduled for Wednesday, July 21.</li> <li>● Food options were discussed.</li> <li>● Yard games will be set-up for employees to use.</li> <li>● A decision will be made next week.</li> </ul>
<b>Outdoor Student Seating</b>	<p>Miriam Helms joined the meeting to present information regarding outdoor student spaces/seating:</p> <ul style="list-style-type: none"> <li>● The concept includes placing <a href="#">solar-powered picnic tables</a> with phone-charging capabilities on campus. Most include regular 110v plug-ins for laptop charging.</li> <li>● ADA seating options are available.</li> <li>● Prices range from \$3,600 to approximately \$12,000.</li> <li>● Possible locations include outside the Arts &amp; Science I building, the Library, and the Fine Arts building. Dena also suggested outside the Student Center.</li> <li>● The Buildings &amp; Grounds department would be consulted regarding the</li> </ul>

	<p>placement of the seating, maintenance of the tables, etc.</p> <ul style="list-style-type: none"> <li>● This will be added to the list for consideration for CARES funding.</li> </ul>
<b>Juneteenth Holiday</b>	<ul style="list-style-type: none"> <li>● June 19 is now an official, federal holiday.</li> <li>● Jefferson College does not currently observe all federal holidays.</li> <li>● Guidance from the State will be monitored regarding this holiday.</li> </ul>
<b>BOT Policy on Overload</b>	<ul style="list-style-type: none"> <li>● Chris has revisions.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>4. Chris will submit proposed revisions to constituent groups this fall prior to submission for Board consideration.</li> </ol>
<b>MCCA TELC Review</b>	This item was deferred until July 19.
<b>Accreditation Committee Co-Chair &amp; Secretary</b>	<ul style="list-style-type: none"> <li>● These positions have not yet been filled; possible candidates were discussed.</li> </ul>
<b>Notice of Resignations</b>	<ul style="list-style-type: none"> <li>● Some institutions require more than a two-week notice of resignation (e.g., 30 days).</li> <li>● Board Policy and/or Procedure would need to be updated if the College would decide to require additional notice of resignation.</li> </ul>
<b>Spring 2022 Classroom Space</b>	<p>Chris discussed the impacts of the renovations across campus and room utilization challenges, including the following:</p> <ul style="list-style-type: none"> <li>● Usage of the Viking Room and Cafe areas.</li> <li>● Potential Viking Room usage for Spring 2022: <ul style="list-style-type: none"> <li>○ Monday &amp; Wednesday - Workforce Development sessions</li> <li>○ Tuesday &amp; Thursday - large classes, primarily 9:00 a.m.-12:00 p.m.</li> <li>○ Friday - Friday Speaker Series</li> </ul> </li> <li>● Dena questioned if the Cafeteria could be set up in a way that it becomes a classroom space? Students gather in that area throughout the day.</li> </ul>
<b>American Food and Vending Questions</b>	<p>Questions brought forward:</p> <ul style="list-style-type: none"> <li>● Where will students congregate for social activities (gaming, clubs, disabled students)?</li> <li>● Will there still be access to an ice machine in the Student Center? We still need to find this out from the vendor. Daryl will ask.</li> <li>● Will students and employees be polled on what food options they prefer?</li> <li>● Will they have first right of refusal for on-campus events? Yes, however, they have said that it is all right to order smaller things (such as pizzas) for group events.</li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	Review of the Action Items list was deferred until July 19.
Strategic Workforce Planning Early College Discussion Title IX Coordinator Theatre Manager/AV positions	<ul style="list-style-type: none"> <li>● Faculty contracts have not yet been provided due to unforeseen circumstances with PeopleAdmin.</li> <li>● The following Permissions to Fill were approved: <ul style="list-style-type: none"> <li>○ Nursing faculty - Replacement for Ashley Fry.</li> <li>○ Early College Coordinator - Vacant Admissions Specialist due to Kaysie Dudley's promotion to Assistant Registrar; planning to restructure Jaclyn Birks' Admissions Specialist position into an Early College Coordinator and restructure the Admissions Specialist position into an Admissions Representative/Recruiter.</li> <li>○ Title IX Coordinator - Kim is working with East Central and MAC about possibly creating a shared Title IX Coordinator position.</li> <li>○ Theatre Manager/AV positions - Considering whether positions</li> </ul> </li> </ul>

	should be elevated or not.
Purchasing	<a href="#">CARES Act Funding Spreadsheet</a> - This spreadsheet was not reviewed at today's meeting due to time constraints. <a href="#">CARES Act Purchasing Spreadsheet</a> - This spreadsheet was not reviewed at today's meeting due to time constraints.
Enrollment	No report.
Budget	No report.
Planning	No report.
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>The MCCA Leadership Academy has been scheduled and postponed several times due to COVID. It is actually being held in-person beginning Tuesday, September 28, through Friday, October 1. Dena suggested sending Ashley Mangrich as a second participant if she would be interested. Chris will reach out to Ashley regarding her interest.</li> <li>Board agenda items are due today.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>Core42 - Core Curriculum Advisory Committee is requesting faculty representatives from our institution to review courses and develop learning outcomes for MOTRs during the upcoming academic year.</li> <li>ECC/MAC/JC partnership MOU draft to presidents and financial aid.</li> <li>ASCD Summer Work Session is scheduled for this Wednesday.</li> <li>Art Faculty &amp; CIS Faculty have been selected.</li> <li>The rubric for program vitality was drafted.</li> <li>Manufacturing Day is scheduled for Thursday, October 7, 2021.</li> <li>Thanks to Dennis Gannon for helping with obtaining the permit for Vet Tech expansion - called Thursday and it was issued Saturday.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>Allan, Sheree, and Daryl met regarding the Master Plan and focused on four areas to highlight.</li> <li>Follow up on the Rapid Prototype/Big Ideas.</li> <li>Develop the heat maps for hours generated per SF by building.</li> <li>Develop and submit an RFQ for a Master Architect perhaps delineating small and large projects.</li> <li>Start to develop the long range plan 10-15 years, including identification of funding sources with the assistance of the Master Architect, on a building-by-building basis along with those things that are not necessarily building-specific (e.g. a ring road or partial ring road around campus, parking changes, enhanced wayfinding, etc.).</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>COMTREA has hired a School Counseling Liaison for the College.</li> <li>Kim and Kristine Bogue are meeting with representatives from Central Methodist University; they are offering free virtual counseling services to school partners.</li> </ul>

	<p>Allan</p> <ul style="list-style-type: none"> <li>• The Sr. Director of the Area Technical School and Early College is in the process of job description updates as we work on the new structure. The description should be finalized soon.</li> <li>• The Sr. Instructional Designer first round interviews are Thursday of this week.</li> <li>• We have extended the part-time regular Help Desk position as we await more applicants.</li> </ul> <p>Tasha - No report.</p>
<b>Adjournment</b>	<b>Time:</b> 12:13 p.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,

Jennifer Baine

Senior Administrative Assistant to the Vice President of Instruction

and

Lisa Vinyard

Executive Assistant to the President and Board of Trustees

and

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services