

CABINET MEETING
MEETING MINUTES
July 19, 2021, 8:30 a.m.
Google Meet & ADM Board Room

MEMBERS (presence denoted by check):

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| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | <input type="checkbox"/> Tasha Welsh |

GUESTS: Darrel Hulvey, Mark Janiesch, Don Riffe, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:34 a.m.
Clery Reporting Presentation	<p>Darrel Hulvey and Don Riffe attended the meeting for a discussion about Clery Reporting:</p> <ul style="list-style-type: none"> Darrel reviewed the Clery Act presentation he shared with Cabinet. The Annual Security Report (ASR) must be published and distributed to current and prospective students and employees by October 1 of each year. A Crime Log is maintained by the Jefferson College Police Department, with the most recent 60 days' worth of information immediately available. It was noted that the Clery Appendix in the Federal Student Aid (FSA) Handbook has replaced the Clery Handbook. Darrel will share a list of recommendations with Cabinet and a follow-up meeting will then be held. The Cabinet discussed the possibility of incorporating CSA training into the onboarding process. Darrel will get a notice out to CSAs to collect their Clery information for ASR preparation. Darrel's goal is to send out CSA information twice a year.
Budget Updates	<p>Mark Janiesch attended to discuss budget updates:</p> <ul style="list-style-type: none"> They are still working on getting cost estimates for many things. Distribution of State ARPA funding (\$2.8B) will probably be unknown until the end of the legislative session since there is a different deadline for State funding than Federal funds. They will look at full-time enrollment and the number of Pell recipients to determine funding. They are also looking at deferred maintenance and demolition. Mark received determination last week that the HEERF-III qualifies as a negotiated rate/indirect cost. Jefferson College must have a grant by August 12 to qualify for the negotiated rate. The \$7,000-\$9,000 cost could be paid from core funding. There is a meeting scheduled this week about resolving past due balances for former students with CARES funds. Students from summer 2020 and fall 2020 have been notified of the option.
Approval of Minutes	<p>The minutes from the June 14, 2021 meeting and the July 12, 2021 meeting were presented for approval. One minor revision was made to the July 12 minutes.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the June 14, 2021, and the revised July 12, 2021 minutes.

	<p>Second: Chris Vote: All approved.</p>
<p>COVID Planning Review Alert Levels</p>	<ul style="list-style-type: none"> • The County has moved back to the Orange level. • There have been three reports received since last Monday regarding students who have tested positive. • Dena will send student survey results to Joette Klein (who requested the information) and to Cabinet members.
<p>Student Appointments</p>	<ul style="list-style-type: none"> • Kim asked if anyone is restricting guests from attending meetings with students. • There are currently no limitations on campus regarding the number of people in face-to-face meetings (student/faculty, specifically).
<p>Vaccines</p>	<ul style="list-style-type: none"> • MCC is still requiring masks on their campus, whether individuals have been vaccinated or not. • Kim will participate in a Higher Ed COVID-19 meeting on Wednesday. • Kim consulted with legal counsel about requiring residential students, student-athletes, and those students enrolled in Health Occs programs with clinicals (Nursing, CNA, CMA, OT, PT, Rad-Tech, etc..) to get vaccinated. It was determined that the College has the authority to make that a requirement. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Dena will check with Presidents at other area colleges to find out if any of their student populations, other than housing, will be required to be vaccinated, and if not, what their testing requirements will be.
<p>White House COVID-19 College Vaccine Challenge</p>	<ul style="list-style-type: none"> • Events are being planned to encourage vaccinations, at both Hillsboro and Arnold locations. Kim would like to use some COVID relief funds to assist in planning. • Some colleges are offering incentives to encourage vaccinations.
<p>MCCA TELC Review</p>	<ul style="list-style-type: none"> • MCCA’s goal is to increase all dues and then divide funding by the number of total full-time employees for each school. Everyone working for the College would then be considered an MCCA member. • At the MCCA Conference, a pre-conference meeting will probably be held about prerequisite model success and no-test enrollment. OTC has a lot of data on their no-test enrollment. • The CAOs are planning to meet about what policies at the state-level are barriers to providing dual credit to underserved populations. Barriers of instructors who aren’t credentialed to provide dual credit and how we can work on credentialing them. • Pell is expected to increase. • There was discussion about the MoAMP grant, which has experienced low participation across the state. • Performance reviews for faculty included student retention efforts as part of the evaluation criteria. • Discussion about developing a list of top four or five facilities projects, for use in legislation and planning. • Kim and Kristine Bogue will be meeting with Central Methodist about virtual counseling services. • State-wide articulation is challenging to colleges. • Allan noted that it would be beneficial to list rationales for purchases made with CARES funds. We will have to go back and ask for rationales for previous purchases. There may be some included within the original email

	requests.
Holiday Party	<ul style="list-style-type: none"> ● Shannon Crow will chair the Holiday Planning Party Committee. ● The party will be held on Friday, December 10, at the Hillsboro Civic Center. ● The theme for the party is a Jeffco Holiday Hoedown. ● Food will be a BBQ, with a vegetarian option. ● There may be s'mores made over an open fire on the concrete pad outside (verifying approval by the Hillsboro Civic Center). <p>ACTION:</p> <p>3. Chris will ask the Holiday Planning Committee to send out a Save-the-Date in September.</p>
Staff Appreciation Picnic	<ul style="list-style-type: none"> ● Kim has had difficulty getting options and prices for boxed lunches from American Food & Vending in a timely manner. ● Kim will order 150 lunches from Subway for 10:30 a.m. pick-up on Wednesday. She will drop food at JCH and then deliver lunches to staff at JCA and JCI. ● Chris and Allan will take care of getting the water and soda ready. ● There will be a prize wheel for part-time and full-time Certified and Classified employees. ● Chris and Allan have yard games that they will bring ● Wednesday will be Jeffco Spirit Day; staff can wear jeans and Jeffco shirts.
Accreditation Committee Co-Chair	<ul style="list-style-type: none"> ● Allan has spoken with a potential staff member about possibly serving as Co-Chair. <p>ACTION:</p> <p>4. Kim will reach out to this staff member regarding potentially serving as Accreditation Committee Co-Chair.</p>
Art Task Force Policy	<ul style="list-style-type: none"> ● Cabinet reviewed the Administrative Policy for Public Art Displays. ● Revisions were made based on Cabinet feedback. ● Employee artwork cannot be purchased.
Opening Week Food Options	<ul style="list-style-type: none"> ● What was the cost per person for the lunch provided in 2019? ● Pricing from Andre's and Pasta House will be checked, in addition to American Food & Vending.
Standing Agenda Items	
Action Items List	The Action Items list will be reviewed at the next meeting.
Strategic Workforce Planning	<ul style="list-style-type: none"> ● The following Permissions to Fill were approved: <ul style="list-style-type: none"> ○ Admissions Representative (Recruiter) - replacement for Kaysie Dudley who was promoted to Assistant Registrar ○ Part-time Regular Admissions Assistant (19 hours per week) - processing for Early College ○ IT Technician - replacement for James Dixon, who resigned
Purchasing	CARES Act Funding Spreadsheet CARES Act Purchasing Spreadsheet
Enrollment	<ul style="list-style-type: none"> ● We are looking at holding a big enrollment event.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● Facilities Master Plan meetings are being scheduled for fall.

	<ul style="list-style-type: none"> ● We are looking to go back to rapid prototyping and pull out ideas; identify projects per building and campus projects that aren't tied to a building. ● Engage architects and start building by building to get renderings and estimated costs of projects. Preventative maintenance, deferred maintenance projects will also be identified. ● By the end of the spring semester, the goal is to have a complete list.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● 1:1 meetings with Cabinet members will be scheduled for the 2021-22 academic year. <p>Chris</p> <ul style="list-style-type: none"> ● There is a SEM/R Mini-retreat at JCA this afternoon. ● CIS Cyber-security and Art faculty are going to Board for approval this week. ● Senior Instructional Designer final interviews are taking place this week. <p>Daryl</p> <ul style="list-style-type: none"> ● A request has been submitted to hold a primary debate for Republican Senate candidates on campus in the spring. There will be more news on this topic moving forward. ● Daryl and Kim met with UMSL representatives about their MOU. A few minor changes were made. Their per-student agreement will increase from \$12 to \$50. and the cost for the DSS staff member has been removed. The agreement will be auto-renewable. <p>Kim</p> <ul style="list-style-type: none"> ● An email was received that individuals were smoking and had alcohol at the ball fields during an event over the weekend. The issues were immediately handled, and signage will be added at the fields. ● Lisa Pritchard presented at the Student Services directors' retreat to discuss co-curricular assessment. Moving forward, HLC is redefining co-curricular to hopefully make the cycle easier. <p>Allan</p> <ul style="list-style-type: none"> ● The job description has been finalized for the Senior Director of ATS & Early College. <p>Tasha - Not present to report.</p>
Adjournment	Time: 10:52 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. Alert Levels, Triggers, and Activities

Respectfully Submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction