

CABINET MEETING
MEETING MINUTES
July 26, 2021, 8:30 a.m.
Administration building Board Room

MEMBERS PRESENT: Chris DeGeare, Kim Harvey-Manus, Allan Wamsley, Daryl Gehbauer, Dena McCaffrey, Tasha Welsh

GUESTS: Tracy James, Kristen Sides, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:35 a.m.
Technology Updates	Tracy James attended the meeting to provide the following Technology updates: <ul style="list-style-type: none"> ● Their goal this year was to move the IT environment to the Cloud. It has been very successful, and is 95-99% complete. ● The College has back-ups in the Cloud and on-site. ● Back-ups are done daily, weekly, monthly, and annually. ● Our storage area network expires in 2022. We will need to replace it by that time. It is required that we house data in the United States. ● Fiber Optic cable is in the ground for the Fiber Project. The goal is to have this completed/replaced by the end of the Fall semester. ● All four full-time IT Technician positions had turnover this summer, which has made for a difficult time.
Employee Recruitment	<ul style="list-style-type: none"> ● HR will be meeting with HR Elephant later today to discuss open position posting sizes and places. This may assist the College in our employee recruitment efforts. ● Alicia will be running a report to confirm how people heard about a job at Jefferson College.
Approval of Minutes	The minutes from the July 19, 2021 meeting were presented for approval. ACTION: 1. Motion: Daryl motioned to approve the July 19, 2021 minutes. Second: Chris Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Jefferson County remains in the Orange level.
Vaccines, Masks, etc.	<ul style="list-style-type: none"> ● St. Louis City and County are mandating masks as of today. The Missouri Attorney General is suing because of this, stating that it is not legal. ● Many municipalities have stated that they will not enforce the mask mandate. ● State COVID-19 Survey Results ● Kim said that many institutions are leaning toward mask requirements for all for large gatherings. ● Discussion about an exemption process for students in Health Occs programs who do not want to be vaccinated. ● May use stronger language on signs on doors urging unvaccinated individuals to wear masks. ● Could also include QR code with vaccine information on door signs.

<p>Vaccine Incentives for Students and Employees</p>	<ul style="list-style-type: none"> ● Missouri State University's Vaccine Incentives for Students ● For students, most schools are doing gift cards, raffles, free swag, meal tickets, t-shirts. Some are also giving away laptops, tablets, etc. ● For employees, some schools are granting days off, discounting health insurance, or other perks to encourage vaccinations. ● For employees, taxable income or retirement will need to be considered when awarding incentives. ● A discussion was held over whether incentives would apply only to unvaccinated students or those previously vaccinated as well as unvaccinated.
<p>Policies for Vaccinated vs. Unvaccinated Individuals</p>	<ul style="list-style-type: none"> ● This policy would cover the requirement of masks, social distancing, quarantine, etc. <ul style="list-style-type: none"> ○ The College will be taking a stronger stance on the mask requirement. ● Dena stated that we will go with whatever recommendations the County or the State goes with. ● Kim asked for clarification on whether employees who are vaccinated and are feeling sick need to stay home. Tasha noted that a determination will be made soon. A new contact tracer for employees was just hired.
<p>Staff Mentoring Initiatives</p>	<p>Kristen Sides joined the meeting to share employee feedback received from the Staff Mentoring Initiatives survey.</p> <ul style="list-style-type: none"> ● Takeaways: <ul style="list-style-type: none"> ○ Supervisor Training ○ Onboarding Checklist ○ More Training Requested ○ Assigned Support Staff Member ● Compass Crew: <ul style="list-style-type: none"> ○ Single Point of Contact ○ Sharing College information (Org Chart, Campus Tour, M/V/V, Strategic Plan/Integrated Plans, MCCA, Pat on the Back, Leadership Academy, etc.) ● Professional Development Series (Kick-Off Mini-Series in February 2022) <ul style="list-style-type: none"> ○ Shared Governance ○ HR/Payroll (Resources, FMLA, Workers' Comp) ○ Purchasing, A/P, Travel ○ Technology Platforms (EMS, BoardDocs, PeopleAdmin, Google) ● Supervisor Training <ul style="list-style-type: none"> ○ Update Onboarding Checklist (Assign to supervisors in Employee Records, Include Due Dates) ○ Hold Supervisors Accountable ○ Additional Emphasis on Technology (Banner, FAST, etc.) ● Prospective Navigators will fill out an application from HR along with a recommendation from their supervisor. They will need to be seasoned staff members. Some type of incentive will be offered - luncheon, monetary, or something else.

	<p>ACTION:</p> <p>2. HR will come up with a more detailed application process and timeline, and the Cabinet will continue discussion of compensation incentives.</p>
Keeping Employees Connected	<ul style="list-style-type: none"> ● Dena reviewed information from the Elon University: Reconnect & Rejuvenate webpage for their employees. ● Could Jefferson College do something like Elon University did? Suggestions below: <ul style="list-style-type: none"> ○ Encourage people to take their lunch away from their desk. ○ A reminder to be cognitive of JCA and JCI staff. <p>ACTION:</p> <p>3. Dena, Tasha, and Roger will discuss options for an event to help keep employees engaged, and will bring a recommendation back to Cabinet.</p>
Art Task Force Policy	<ul style="list-style-type: none"> ● This item was postponed until the August 2 meeting.
Board Policy/Procedure II-011.15 Leaves of Absence: Community Service	<ul style="list-style-type: none"> ● Tasha reviewed Board Policy II-011.15 and Board Procedure II-011.15 and noted that Community Service Leave time is excluded from the calculation of hours for overtime or compensatory time compensation. ● Exceptions could be made during Commencement Week and other times. <p>ACTION:</p> <p>4. Tasha will update the Community Service Leave policy to reflect that Community Service Leave time will only be included in the calculation of hours for overtime and compensatory time compensation when approved by the President.</p>
Insurance Renewal Update	<ul style="list-style-type: none"> ● Tasha reported a preliminary meeting with J.W. Terrill about what the College's rates will be, and it looks positive. Our claims experience looks really good. Tasha is hoping that with the renewal process we may be able to revamp the way we are spending our dollars on employee benefits. ● Beginning with the next rollout, the College will offer an "opt-out" option for medical insurance to both new and current employees.
Safe Zone Training	<ul style="list-style-type: none"> ● Safe Zone training was held last week at JCA, and although it is not required, Holly Lincoln does a great job and it is recommended for all.
Standing Agenda Items	
Action Items List	<p>The Action Items list was reviewed for updates:</p> <ul style="list-style-type: none"> ● Completed - Kim will reach out to a staff member regarding potentially serving as Accreditation Committee Co-Chair. ● Completed - Dena will check with Presidents from 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. ● Completed - Lisa will coordinate BOT members preparing videos that can be shown during Opening Week. ● Completed - Jennifer will update the Opening Week at-a-glance schedule and the Opening Week Full Schedule based on discussion at today's meeting. ● Completed - Lisa will send the Community Service Leave Policy to Cabinet for review. ● Completed - Roger will send a campus announcement today with

	<p>new protocols effective immediately.</p> <ul style="list-style-type: none"> Completed - 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. Completed - Jude will add Data Request Form to Google Drive and Share it w/ Cabine for input Completed - Daryl will work with Roger and Tracy to develop some instructions for staff about utilizing their Google calendars. Completed - Roger - Develop Communication to those on the civic groups membership list to highlight the importance of being involved. In-Progress - Daryl will proceed with an RFQ for mold and asbestos abatement for specific buildings.
<p>Strategic Workforce Planning Information Technician Administrative Specialist Women’s Basketball Coach</p>	<ul style="list-style-type: none"> The following Permissions to Fill were approved: <ul style="list-style-type: none"> Building Services Tech - new position; CARES funded. Building Services Tech - replacement for a retiree. Teacher’s Assistant - replacement for Kansas Nelson who has resigned. Information Technician - replacement for Doug Cady, who submitted his resignation effective 10/21/2021 unless he can remote work; 24-hour position. A/V Theatre Position - Will post the position as FT for now. May change if we do not get any [viable] applicants. The Women’s Basketball Coach candidate withdrew her application. Asking to offer the First Assistant Coach the Head Coach Position. This will need to be placed on the Board meeting agenda in September. She can be the “Acting Head Coach” until that time. She can also do the same if she needs an Assistant Coach. They would be “Acting Assistant Coach” pending Board approval in September. <p>ACTION:</p> <p>5. Jennifer or Shannon will move the Permissions to Fill from July 1 -Present to the 2021-22 Permissions to Fill worksheet.</p>
Purchasing	CARES Act Funding Spreadsheet Revised 7 21 21
Enrollment	No report.
Budget	No report.
Planning	<ul style="list-style-type: none"> Dena wondered if this might be a good time to think about renumbering the rooms in ASI and ASII, while we are doing the remodeling. A suggestion was brought up that we may also want to consider renaming one of the AS buildings to avoid confusion. One possibility was “Central Hall” and the “AS Building”, since ASI is centrally located on campus.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Dena has copies of the Jefferson County Library Annual Report available for anyone interested. <p>Chris - Not present at the time of report.</p> <p>Daryl</p>

	<ul style="list-style-type: none"> ● The needs analysis for the Arts & Science I building was reviewed, and Daryl shared what renovations/updates might be addressed this fiscal year or delayed until Fiscal Year 2022-2023. ● Daryl noticed that there has been an open basketball/gym time on Saturdays. Kim is going to check on this. <p>Kim</p> <ul style="list-style-type: none"> ● OCR released a large document which was their interpretation of Title IX. Kim will forward the document to both Tasha and Michael for their review. <p>Allan</p> <ul style="list-style-type: none"> ● Second round interviews were held for the Instructional Designer position last week. References are currently being checked on the preferred candidate. <p>Tasha</p> <ul style="list-style-type: none"> ● Reference checks for potential hires were discussed in regard to who does/should conduct these calls. ● Faculty contracts were distributed and are due back to Human Resources today. ● Classified Staff Salary Worksheets are being reviewed for distribution by the end of this month.
Adjournment	Time: 11:17 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. Alert Levels, Triggers, and Activities

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 & Board of Trustees