

CABINET MEETING
MEETING MINUTES
August 9, 2021, 8:30 a.m.
Administration Building Board Room

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

GUESTS: John Linhorst, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:34 a.m.
IT Presentations	<ul style="list-style-type: none"> ● John Linhorst presented on telephony services. See attached PowerPoint for further details. Data listed in PowerPoint covers all campuses. ● There is a possibility of changing to a softphone, rather than keeping our current landlines. See PowerPoint for more information on softphones (including photo). <ul style="list-style-type: none"> ○ This type of device should not be used in conjunction with personal laptops. It should only connect through VPN access on a college-owned laptop. The softphone <i>must</i> connect through the VPN. ○ Mr. Linhorst also stated that the College has the option to put all phone services in the Cloud. In this scenario, all handsets would need to be replaced, but no VPN connectivity would be necessary. <ul style="list-style-type: none"> ■ Certain features may be restricted or limited administratively. ● Other phone options with pricing are also presented within the PowerPoint. ● Desktop vs. Laptop/Docking Stations - The current desktop PC model that the College supports is \$600-\$650. John explained more about this via his PowerPoint. ● For employees to have the same experience using a laptop remotely as they would on campus, the difference is cost. A higher costing laptop, which would include a docking station, would need to be purchased. ● Cabinet discussed the need to have the ability to easily wipe laptops if they are stolen. All felt this was an important function. ● Current college-owned laptops should be sent back to IT on a “regular” (non-defined) basis for a check-up. ● A discussion was held regarding purchasing 200 laptops to prepare for another pandemic situation, but if that doesn’t happen a second time, the library has a program available for laptop check-out. They could use any laptops that are not needed. There was no decision made on how many laptops should be purchased at this time. ● Dena mentioned that all Cabinet members should have College supplied laptops with docking stations. ● IT will start mobile device management and additional security software as soon as possible. ● John will come back again in a few weeks to give a follow-up presentation on this subject. ● Click here to view John Linhorst’s PowerPoint presentation.

Approval of Minutes	The minutes from the July 26, 2021 and the August 2, 2021 meetings will be presented for approval at the August 23 Cabinet meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● The Missouri Attorney General is threatening to go after Kansas City and any schools that mandate masking.
Campus Announcement	<ul style="list-style-type: none"> ● Language of an employee and student announcement was discussed and updated. ● It was noted that face shields, gaiters, and bandanas are not acceptable as masks. In addition, masks must fully cover noses and mouths. ● The announcement will be sent after the Tuesday, August 10, Board meeting.
Sick Protocols	<ul style="list-style-type: none"> ● After discussion, it was decided that if employees are experiencing symptoms that are typical for them at a certain time of the year, they are not required to report. However, if employees are experiencing one or more symptoms that are not typical, they must complete the COVID reporting form. ● FFCRA is no longer in effect. Standard sick leave policies will apply.
Vaccine Challenge Raffle Prizes	<ul style="list-style-type: none"> ● This item was not discussed.
MCCA P&C Updates	<ul style="list-style-type: none"> ● This item was tabled due to time.
Opening Week Virtual Option	<ul style="list-style-type: none"> ● Cabinet discussed the possibility of offering a virtual option. ● The option of opening up the Field House bleachers to give people more room to spread out for greater social distancing was also offered. <ul style="list-style-type: none"> ○ Bleachers will be opened and some type of virtual option will be made available. It may be a very basic virtual option, but it will be available.
Braver Angels Session	<ul style="list-style-type: none"> ● Everyone should participate in the Braver Angels session.
Catering	<ul style="list-style-type: none"> ● Most catering orders have been confirmed for Opening Week.
Golf Tournaments	<ul style="list-style-type: none"> ● Cabinet discussed College participation in various community golf tournaments (e.g., JCGA, Mercy Jefferson Health Foundation, and the Jefferson County Rotaries) ● Non-exempt staff who volunteer (work) for the golf tournament should submit Community Service Leave time. If they play/participate in the Foundation tournament, they should submit vacation or personal time.
Art Task Force Policy	<ul style="list-style-type: none"> ● This item was tabled due to time.
“Pulse” of College Employees	<ul style="list-style-type: none"> ● Supervisors were asked to check on employees to see how they are doing. ● The mask memo may take a toll on some employees; however, Chris mentioned he found a discussion on masking in the Instructional Division meeting gave employees a chance to feel heard and validated. ● Everyone is feeling stretched thin and stressed. There seems to be short-staffing everywhere. ● Sometimes everything is not going to get done. Supervisors need to remember that their staff members may need help prioritizing the multiple tasks they have been assigned.
Standing Agenda Items	

Action Items List	<ul style="list-style-type: none"> Action Items will be reviewed at the next meeting.
ARPA DHEWD Preliminary Proposal	<ul style="list-style-type: none"> Cabinet discussed the ARPA Preliminary Proposal Worksheet.
Strategic Workforce Planning DSS	<ul style="list-style-type: none"> This item was tabled until the next meeting
Purchasing	CARES Act Funding Spreadsheet 8 5 21
Enrollment	<ul style="list-style-type: none"> ATS enrollment is not yet complete due to some changes in Banner.
Budget	<ul style="list-style-type: none"> No report.
Planning	<ul style="list-style-type: none"> Miriam Helms, Kim Garzia, Lisa Pritchard, and Allan Wamsley have been meeting regarding what each of the buildings should have. They will present this document once all employees have returned to campus. Some surveys are being developed, but more discussion is needed before disseminating these surveys to a larger group of people.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Tentative agenda items for the September 9 Board of Trustees meeting are due August 24. A Board Work Session is scheduled for September 23. <p>Chris</p> <ul style="list-style-type: none"> The Observatory dome has been installed. We are finalizing preparations for Opening Week. <p>Daryl</p> <ul style="list-style-type: none"> Initiatives that will need to be reinstated with the beginning of the new semester, including: JCI/JCA renovations/merger; Viking Woods sale; and, addressing the Bookstore. <p>Kim - (Updated per email report sent on 8/12)</p> <ul style="list-style-type: none"> Spring registration will begin on Monday, October 18. We are holding an "Express Registration Event" on Tuesday, August 10. The registration event is targeted to students who have applied to Jefferson College and are ready to enroll. Outreach to over 500 students was conducted. Outreach to students with past due balances is occurring. Letters and emails have been sent to approximately 500 students with a past due balance from spring 2020, summer 2020, fall 2020, and spring 2021. As of Monday, August 9, 47 students officially requested that the College pay off their past due balance. The COVID-19 College Vaccine Challenge Task Force is continuing to plan two educational events and vaccine clinics. The following website was developed by PR & Marketing for our events: https://www.jeffco.edu/vaccination-clinic. <p>Allan - No report.</p> <p>Tasha</p>

	<ul style="list-style-type: none"> • A meeting invitation will be sent out for Leadership Academy presentations on the afternoon of August 30. Tasha will check to see if Villa Antonio or Crystal Highlands Golf Course is available. • The Instructional Designer candidate turned down the position offer.
Adjournment	Time: 11:34 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