

CABINET MEETING
MEETING MINUTES
August 23, 2021, 9:00 a.m.
Administration Building Board Room



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

GUESTS: Blake Tilley, Lisa Pritchard, Kim Garzia, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:20 a.m.
Foundation Updates	<p>Blake Tilley presented the following Foundation updates:</p> <ul style="list-style-type: none"> ● The Foundation's Annual Golf Tournament is scheduled for this Friday, August 27. There will be 36 teams with 144 players. Volunteers are still being sought for this event. ● Fundraising for Women's Volleyball began last week with a goal of \$10,000. ● Former Foundation Board Treasurer Mike Walsh sent a \$7,200 check; these are funds remaining from construction of the Veterans' Memorial monument on the Hillsboro campus. Blake indicated that the money will be used to update the monument to include veterans who have fallen since the monument's construction in 1997. Please contact Blake if you know of anyone who may have an active list of names of the fallen. Any remaining funds will be transferred to the Veterans' Scholarship Fund. Tasha texted The Habsinger Foundation who responded that they have a list of the fallen soldiers that may be helpful. The Foundation may also organize a community volunteer group to assist with finding the names for the Veterans' Memorial. ● All Missouri community college Foundation Directors have been invited to tour our campus on November 4. ● The Leader Dinner is tentatively scheduled for December 3. ● The Foundation Board is excitedly growing with new membership. If anyone has suggestions for Foundation Board members, please let Blake know. Members do not need to work/reside in Jefferson County, but must have a significant interest with the College or Foundation.
Deferred Maintenance	<ul style="list-style-type: none"> ● Deferred to the August 30 meeting.
Approval of Minutes	<p>The minutes from the July 26, 2021, August 2, 2021, August 9, 2021, and August 18, 2021 meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the July 26, 2021, August 2, 2021, August 9, 2021, and August 18, 2021 minutes <p>Second: Tasha Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Chris updated the above document adding statistics for Jefferson County. ● Kim met with the Contact Tracers on Friday to discuss protocols for the fall semester. ● Case reports are coming in quickly, with seven positive students and two

	<p>close contacts since Friday.</p> <ul style="list-style-type: none"> ● A COVID report weekend auto-response will be put in place. If someone reports over the weekend that they have had a close contact or are experiencing symptoms, they will be advised to stay home on Monday and the Contact Tracers will contact them. ● Chris stated that a lot of faculty questioned the ambiguity in the COVID policy text last week. The message will now be that students should expect to wear a mask any time they are in a classroom and other service areas. Any exceptions will be addressed by the instructor.
<p>Facilities Master Planning</p>	<p>Miriam Helms, Kim Garzia, and Lisa Pritchard joined the meeting to discuss Facilities Master Planning:</p> <ul style="list-style-type: none"> ● The Draft Campus & Building Surveys document was reviewed. Surveys will be done separately for employees and students and will correspond to the building in which the respondent spends the most time. <ul style="list-style-type: none"> ○ This survey is only for Hillsboro as we are gathering information for this particular area to take action on at this time; however, there is a question at the end of the survey that focuses on who may wish to participate in surveys for future projects in specific areas. ○ HVAC will be added as an option as well as entrances and exits, and Student Center Lower Level/Former Cafeteria/Viking Room. Accessibility will also be included. ○ Surveys will be sent out via SurveyMonkey. The timeline is TBD. It will not be sent until after the Facilities Planning Task Force meets in September, as well as getting Committee approval. Cabinet will have their comments input before the August 30 Cabinet meeting. ● Draft Building Profiles were reviewed. <ul style="list-style-type: none"> ○ Some data, such as credit hours, was taken from the Fall 2019 Master Plan report. ○ Major renovations since 2000 were included. ○ Square footage came from the 2016 Master Plan report. ○ The Deferred Maintenance Schedule can be tied to the Needs Assessment. ○ The Credit Hours Generated by Building slide shows that the majority of enrollment was from online enrollment, but the list does not show credit hours generated per square foot. ○ Headcount/building data may be helpful. <ul style="list-style-type: none"> ■ Concentrate on service areas and other areas that do not have instructional uses. ■ The exceptions to this would be the Student Center and the CTE buildings, since the MicroMart will be in the CTE building and the Student Center gets so much foot traffic for various reasons. ○ It was noted that some classes require much more square footage than others, regardless of the course (i.e., Automotive). ● Allan noted that discussion will need to take place on when to engage the architects. ● Miriam was thanked for all of her hard work. It was noted that her last day with the College will be this Friday, August 27.

<p>MCCA P&C Updates</p>	<ul style="list-style-type: none"> ● Dena shared that PSRS is in the process of changing a retirement rule. Ninety-seven percent of retirees will be allowed to work more under the new policy as it will eliminate the 550 hour limit. This should go into effect on July 1, 2022, after it passes through legislation.
<p>Art Task Force Policy & Procedure</p>	<ul style="list-style-type: none"> ● The Draft Admin Policy and Procedure was reviewed. <ul style="list-style-type: none"> ○ The purpose of this policy is to keep art updated across campus locations. ○ We will add a committee member to represent the Arnold location. ○ The committee will ultimately report to the Vice President of Finance and Administration, who will monitor this policy and procedure. <p>ACTION:</p> <p>2. Motion: Daryl motioned to send the draft Public Art Display Policy and Procedure forward to constituency groups for approval. Second: Tasha Vote: All approved.</p>
<p>Remote Work</p>	<ul style="list-style-type: none"> ● Tasha is working on the Remote Work policy and asked for Cabinet input regarding employees that are leaving the College to move out-of-state, but are offering to continue to work for us while we cross-train or look for replacements for their positions. Currently, we are saying no remote work. Does the Cabinet feel that we should temporarily allow this in certain situations? ● Tasha noted that even when the Remote Work policy is approved and in place, it likely will not be promoted for out-of-state employees; however, given the current labor market, it may be more beneficial for the College to approve certain specialized employees until their replacements are hired. ● Cabinet agreed to the following interim conditions for out-of-state remote work arrangements: <ul style="list-style-type: none"> ○ Cabinet will review and approve Temporary assignments until a replacement can be hired and trained. Off-site employee performance and remote work arrangements will be re-evaluated by the supervisor every 90 days. ○ In addition, the remote work arrangement would need Cabinet approval if it is being renewed at the end of the semester. ● FMLA: Cabinet agreed that if an employee is able to work remotely during intermittent leave or a portion of leave for a FMLA qualifying reason, remote work requests will be considered for up to 30 days. Cabinet approval will be required every 30 days for an extension of the remote work request. Confidential medical information is maintained by HR and will not be shared with Cabinet. <p>ACTION:</p> <p>3. Tasha will move forward with a draft of the written Remote Work Policy.</p>
<p>Standing Agenda Items</p>	
<p>Action Items List</p>	<ul style="list-style-type: none"> ● The following Action Items were reviewed: <ul style="list-style-type: none"> ○ <i>Completed</i> - Chris will add a “New Cases” metric to our Alert Levels, Triggers, and Activities sheet. (#13) ○ <i>Completed</i> - Daryl will review the MOU for CMU to provide

	virtual clinical counseling services to Jefferson College so Kim can move forward. (#14)
ARPA DHEWD Preliminary Proposal	Cabinet reviewed the ARPA Preliminary Proposal Worksheet . <ul style="list-style-type: none"> This task force met prior to the Cabinet meeting this morning.
Strategic Workforce Planning DSS JCA Enrollment Services Assistant Coordinator of Student Wellness and Counseling	<ul style="list-style-type: none"> More Workforce Planning is needed. The following Permissions to fill were approved: <ul style="list-style-type: none"> Enrollment Services Assistant/JCA - replacement for Tricia Fromm, who was promoted to Coordinator of Enrollment Services. Administrative Specialist - replacement for Emily Fromm, who submitted her resignation.
Purchasing	<ul style="list-style-type: none">  CARES Act Funding Spreadsheet 8-20-21.xlsx
Enrollment	<ul style="list-style-type: none"> Dena would like to discuss this at the next meeting. Why is enrollment so different this year from previous years? Allan noted that more students are coming to us with College credit hours; therefore, they may stay with us for less time. Would a Strategic Enrollment Retreat help to identify some issues at the Hillsboro and Arnold campus locations?
Budget	<ul style="list-style-type: none"> No discussion.
Planning	<ul style="list-style-type: none"> No discussion.
Reports	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> Chris spoke with the owners of Saucy's and Dairy Queen. Both are offering a 15% discount for students today. We do not currently have a certified director at the ATS. <p>Daryl</p> <ul style="list-style-type: none"> Culinary Arts will be serving food for the campus on Tuesday. On Wednesday and Thursday, we will have the Cheese Shack food truck on-campus. <p>Kim</p> <ul style="list-style-type: none"> COVID Vaccine Clinics are scheduled tomorrow at Jefferson College Arnold and Wednesday at Jefferson College Hillsboro. <p>Allan</p> <ul style="list-style-type: none"> Allan gave credit to Sarah Perry regarding the ATS Open House, which went very well. <p>Tasha - No report.</p>
Adjournment	Time: 11:30 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> Alert Levels, Triggers.  2021-08-23_FMP_Data Collection Plan and Activities Building Profiles 8_19_2021_Draft Jefferson College Hillsboro Cam...

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