



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

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

GUESTS: Roger Barrentine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:30 a.m.
Deferred Maintenance	<ul style="list-style-type: none"> ● Deferred Maintenance needs have been submitted to the State.
Approval of Minutes	<ul style="list-style-type: none"> ● Approval of the August 23, 2021 and August 30, 2021 minutes was deferred to the September 13 meeting.
Announcements - Approvals, Content, Quantity	<ul style="list-style-type: none"> ● Cabinet discussed the amount of announcements students receive (e.g., emails, campus announcements, etc.) and possible ways to reduce the current volume. ● A gatekeeping system may need to be considered to streamline student communications in an effort to reduce repetitive information and volume being received. ● Are there Best Practices other institutions use regarding messaging that we could review and/or adopt? ● One possible solution would be to send out a weekly “digest” or newsletter rather than multiple messages. We could even consider “morning highlights.” ● Student feedback regarding this matter would be very beneficial. ● Student leaders could be asked to join a “Student Task Force on Communications” to solicit their views. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Roger Barrentine will ask Erin Bova to track communications students receive and to determine if Best Practices exist that we can utilize. 2. Kim Harvey-Manus will speak with Brandi Gallaway about meeting with Erin Bova to discuss student communications and to develop a plan. This plan may include obtaining student feedback via a Student Task Force on Communications. Results will be shared with Cabinet.
MoExcels	<ul style="list-style-type: none"> ● The Cybersecurity Data Center will be submitted for MoExcels funding. ● The deadline for submission is September 21. ● MoExcels awards are expected to be announced by the end of the year. ● DESE has released a new GEER II Enhancement Grant program for eligible high school career training programs. The College will pursue a proposal to renovate space for the new ATS Patient Care Technician program.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● The College plans to send out a mask protocol update every 30 days. ● Jefferson County remains in the Red status.
Protocols for Positive Cases	<ul style="list-style-type: none"> ● Do we need to update for those who are vaccinated and receive a negative test result? ● Discussion ensued regarding protocols currently in place and whether changes are needed at this time.

	<p>ACTION:</p> <p>3. Kim will consult with the Health Department to determine if any changes should be made to the College's current protocol.</p>
COVID-19 Vaccine Challenge Numbers	<ul style="list-style-type: none"> ● Arnold - Tuesday, August 24 <ul style="list-style-type: none"> ○ 69 individuals participated: 45 students, 21 employees, and 3 community members. ○ Of the 69 individuals, 7 were vaccinated, and the other individuals provided proof of vaccination to be entered into the raffles and to receive free items. ● Hillsboro - Wednesday, August 25 <ul style="list-style-type: none"> ○ 202 individuals participated: 111 employees, 84 students, and 7 community members. ○ Of the 202 individuals, 25 were vaccinated, and the other individuals provided proof of vaccination to be entered into the raffles and to receive free items.
Flu Vaccine Event for Students	<ul style="list-style-type: none"> ● Pharmax contacted Kim regarding the College possibly hosting a Flu Vaccine Clinic for students. ● Since flu vaccines are readily available, it was decided to not host a Flu Vaccine Clinic for all students. ● The College may consider a clinic for Viking Woods residents.
Athletics Declarations	<ul style="list-style-type: none"> ● The College has to declare athletic status (division level) of teams in October. ● This would also be the time to revise teams offered at Jefferson College. ● Discussion ensued regarding possible changes to the College's athletic offerings and the impact on housing, diversity, etc.
Ex-Employee Access to IT Resources	<ul style="list-style-type: none"> ● This agenda item was postponed.
Opening Week Feedback	<ul style="list-style-type: none"> ● Opening Week survey results were reviewed and discussed. <p>ACTION</p> <p>4. Chris will organize an Opening Week Task Force, reporting to Employee Support Committee, to assist with planning next year's Opening Week activities.</p>
Degree Works Academic Planner	<ul style="list-style-type: none"> ● This agenda item was postponed.
CDC Enhancement Grant	<ul style="list-style-type: none"> ● The CDC Grants Checklist - Secure Doors was reviewed and approved to move forward with submitting a grant proposal.
Update on Medical Insurance Renewal	<ul style="list-style-type: none"> ● Bids have been received; three vendors will be presenting their proposals today to Human Resources staff and Vice President Gehbauer.
Standing Agenda Items	<ul style="list-style-type: none"> ● Standing Agenda items were not discussed.
Action Items List	N/A
Strategic Workforce Planning	N/A
Purchasing	<ul style="list-style-type: none"> ●  CARES Act Funding Spreadsheet 9-3-21.xlsx
Enrollment	N/A
Budget	N/A

Planning	N/A
Reports	<p>Dena - No report.</p> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> • Daryl has received a request for a status update on the identification of gender neutral restrooms across campus. This will be discussed further with the Diversity Committee. <p>Kim - No report.</p> <p>Allan - No report.</p> <p>Tasha - No report.</p>
Adjournment	Time: 11:08 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. Alert Levels, Triggers. 

Respectfully Submitted,

Lisa Vinyard
Executive Assistant to the President & Board of Trustees