



CABINET MEETING
MEETING MINUTES
September 20, 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: Mark Janiesch, Kathy Kuhlmann, Tracy James, John Linhorst, Mark Smreker, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:05 a.m.
Budget Updates	<ul style="list-style-type: none"> ● Mark Janiesch presented the following budget updates: <ul style="list-style-type: none"> ○ Assessed valuation went from \$3,451,602,745 to \$3,825,387,913, a difference of \$373,785,168. Our tax rate went from \$.3298 down to \$.3112, a difference of (\$.0186). Given this information along with our actual collection rate ranging from 93%-95%, we look to bring in somewhere between \$350,000-\$500,000 more in local tax revenues. ○ Our Fund 1 State Aid Revenue was budgeted at \$7,296,003, but we are slated to get \$7,541,913, which is over \$245,000 more than we budgeted – assuming no changes or withholds. ○ Fall tuition and fees revenue overall is better than budgeted at \$360,241; however, some fees usually occur later in the semester and have not hit our ledger yet, such as CE fees, testing fees, graduation fees, and late fees. ○ Early in July, we received a refund check for \$29,944.54 from Jefferson County for our overpayment of the College election. ● Jefferson College has paid MCCA \$30,000 for institutional dues and membership for all employees of the College. ● Eighty-three students had applied for ARPA funds to pay off their past due balances. ● GEER II has been submitted. ● The MO Excels submission deadline is tomorrow for the Cybersecurity program.
AP Automation	<p>Mark shared information from his Accounts Payable Electronic Document Imaging Implementation presentation.</p> <ul style="list-style-type: none"> ● Finance Self-Service and Perceptive PPPD are currently in testing. ● For new vendors, employees will need to work with Emily West or Debra Branson to set up the W-9 before completing a General Requisition. ● Discussion took place about possibly adding Administrative Assistants to the approval process, since they currently review all paperwork for accuracy before presenting it to supervisors for approval. ● Approvers and Backups will need to be determined for each Org number. ● Emails will be sent to approvers daily at noon to alert them of pending requisitions. ● The Library will go live with this process first, followed by IT.
Ex-Employee Access to IT Resources	<ul style="list-style-type: none"> ● This topic was deferred to the September 27 meeting.

Approval of Minutes	The minutes from the September 13, 2021 meeting will be reviewed at the next meeting.
Capital Projects	<ul style="list-style-type: none"> • Discussion took place in the Strategic Planning Committee meeting regarding a proposal to Cabinet setting a \$400,000 limit on FY 2023 capital projects, with an \$80,000 maximum per project. The process timeline would have to be moved back a month. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve a \$400,000 limit on FY 2023 capital projects, with an \$80,000 maximum per project. Second: Daryl Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> •  Alert Levels, Triggers, & Activities • The County remains in the Red level. • Test rates are going up and the positivity rates are going down.
COVID Protocol	<ul style="list-style-type: none"> • Kim is waiting on clarification from the Health Department regarding modified quarantine before revising the College's protocols.
Free Oil Changes for Veterans	<ul style="list-style-type: none"> • Gerard UHls would like to offer free oil changes to veterans on campus. Potential dates are November 6 and November 13. • Funding for materials has not yet been identified.
FLAC	<ul style="list-style-type: none"> • The draft policy and procedure have been sent through and approved by the constituent groups. <ol style="list-style-type: none"> a. New policy: Board of Trustees no longer needs to approve the faculty load lists. b. New procedure: HR sends the approved load list from Banner through their informational HR Board report. c. Per received comment: Policy has been amended to state adjunct faculty are "approved by" the President rather than "appointed by." <p>ACTION:</p> <ol style="list-style-type: none"> 2. Chris will send out the revised draft policy and procedure to Cabinet for review, and present this at the next Extended Cabinet meeting.
JFCAC Volunteer Navigators	<ul style="list-style-type: none"> • Kim shared a Volunteer Navigators Email. • Volunteers would need to do training and pass a test before they could begin. • Kim will get an announcement out to students.
Athletics Declaration	<ul style="list-style-type: none"> • Bob and Kim are preparing for a presentation at the Board Work Session. Their recommendations include the following: <ul style="list-style-type: none"> ○ Men's Soccer and Women's Volleyball will remain at the Division I level. ○ Women's Soccer will move to Division II. ○ Women's Basketball will move to Division II. ○ Both Men's and Women's Cross Country to be added at the Division III level. ○ Competitive Cheer will be added at the Division III level. ○ Men's Basketball to be added at the Division II level.
Gender Neutral Restrooms	<ul style="list-style-type: none"> • Cabinet continued their discussion regarding restroom signage. <p>ACTION:</p>

	<p>3. Chris will send an email to the Diversity Committee that after considering their feedback, the signage will be updated on single stall restrooms on campus.</p>
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> Members will look at the list on their own and make updates.
Strategic Workforce Planning	<ul style="list-style-type: none"> Permissions to Fill were reviewed: <ul style="list-style-type: none"> PT Courier - - Approved. Academic Skills Coordinator a replacement for Kelsey Hudson in Project SUCCESS - Approved. IT Technician as a replacement for Devin - Approved.
Purchasing	<ul style="list-style-type: none">  CARES Act Funding Spreadsheet 9-16-21.xlsx Discussion was held about technology upgrades for the Little Theatre.
Enrollment	<ul style="list-style-type: none"> Enrollment is 1.25% down from last year. Head count is 151 less continuing students from last fall. Can we find out why they didn't return?
Budget	<ul style="list-style-type: none"> Budget was discussed earlier in the meeting.
Planning	<ul style="list-style-type: none">
Reports	<p>Dena</p> <ul style="list-style-type: none"> The Board Work Session will be held on Thursday, September 23. The topics are Athletics and the Facilities Master Plan. Information was shared regarding RootEd, a project funded by a donor for OTC to encourage rural high school graduates to continue their education. Due to the success of the project, the donor has given additional funds to DESE for other institutions to implement the program. Jefferson College will be coaching schools outside of Jefferson County in the southern quadrant of the state. The dinner that normally precedes the October Board meeting has been cancelled due to COVID concerns. <p>Chris</p> <ul style="list-style-type: none"> The Observatory Task Force will report through CEOC. Articulation signing with MSU will be done this week. Full implementation of and utilization of FLAC for Fall 2021 was successful. Thanks to Sue Lerch, associate deans, and senior administrative specialists for their efforts. <p>Daryl</p> <ul style="list-style-type: none"> The AFV Lunch & Learn session will be held this Wednesday, at 11:00 a.m. The regional manager will attend. <p>Kim</p> <ul style="list-style-type: none"> Annual Title IX training for all employees is upcoming. An email will be sent out soon. Summer 2022 registration will begin February 22. <p>Allan - No report.</p> <p>Tasha</p>

	<ul style="list-style-type: none">• The Benefits Subcommittee met last week and are in favor of the move to UMR. They will meet again to discuss premiums and then send a recommendation to Cabinet.
Adjournment	Time: 11:37 a.m.

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
and
Lisa Vinyard
Executive Assistant to the President & Board of Trustees