


**CABINET MEETING**  
**MEETING MINUTES**  
**September 27, 2021, 9:00 a.m.**  
**Administration Building Board Room**

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**MEMBERS PRESENT:** Chris DeGeare, Daryl Gehbauer, Dena McCaffrey, Allan Wamsley, Tasha Welsh

**GUESTS:** Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 9:05 a.m.
Approval of Minutes	<ul style="list-style-type: none"> <li>● The minutes from the <a href="#">September 13, 2021</a> and <a href="#">September 20, 2021</a> meetings will be reviewed at the next meeting.</li> <li>● A link to the minutes will be added to the calendar invite henceforth.</li> </ul>
<b>COVID Planning</b> Review Alert Levels	<ul style="list-style-type: none"> <li>●  Alert Levels, Triggers, &amp; Activities</li> <li>● Alert level has not changed.</li> </ul>
State ARPA Proposal	<ul style="list-style-type: none"> <li>● It is unlikely to get a 50% match on any project put forward.</li> <li>● Looking for something that is transformational to meet the criteria.               <ul style="list-style-type: none"> <li>○ We will present the JCI move to JCA with an estimated cost of \$2 million. Requesting a 50% match.</li> <li>○ Other projects in consideration include: ASI Phase 3, Vet Tech, and possibly Workforce Development and Community Engagements.</li> </ul> </li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Chris will draft a mock-up of the new JCA facility to share with Daryl prior to Thursday.</li> </ol>
Extended Cabinet	<ul style="list-style-type: none"> <li>● The <a href="#">Extended Cabinet Agenda</a> was reviewed.</li> <li>● Lisa will manage breakout rooms for this meeting.</li> <li>● Costs and renderings will be shared.</li> </ul>
Courier Service	<ul style="list-style-type: none"> <li>● Discussed possible short-term solutions to address challenges with providing Library resources, Bookstore, and office supplies to JCA and JCI.</li> </ul>
Standing Agenda Items	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>● Monday Meeting Action Items were reviewed and updated.</li> </ul>
Strategic Workforce Planning	<p>Permissions to Fill:</p> <ul style="list-style-type: none"> <li>● Part-time position for Admissions</li> <li>● Part-time position for WES.</li> <li>● Administrative Specialist for HR to replace Stephanie Penn who is moving to JCA.</li> <li>● Hiring bonuses and referral bonuses for the most needed positions will be reviewed by the Cabinet.               <ul style="list-style-type: none"> <li>○ Bonuses recommended to be administered at 90 and 180 days.                   <ul style="list-style-type: none"> <li>■ \$500 part-time; \$1000 for full-time                       <ul style="list-style-type: none"> <li>● Amounts may change based on status</li> </ul> </li> <li>■ \$100 for referral bonus</li> </ul> </li> </ul> </li> <li>● If no one is hired after an extended amount of time, the Cabinet will discuss and approve potential hiring bonuses for hard-to-fill positions.</li> </ul>

	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>2. Tasha will work on a write-up for the two part-time positions (Admissions and WES).</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● <a href="#">CARES Act Funding Spreadsheet 9 24 21</a></li> <li>● Cabinet will focus on this topic during their October 12 Retreat.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● No discussion</li> </ul>
Budget MoExcels Grant Submitted	<ul style="list-style-type: none"> <li>● If approved, the grant will fund 50% of \$180K Cybersecurity equipment and renovation.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No discussion</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● The next Board meeting is scheduled for October 14, with tentative agenda items due tomorrow, Tuesday, September 28.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● The barn project is coming in over budget. We will finish the roof under our own budget next year.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>● Dale Richardson is working with staff to get the gender neutral signage placed.</li> </ul> <p>Kim - Not present to report</p> <p>Allan - No report</p> <p>Tasha</p> <ul style="list-style-type: none"> <li>● Health insurance will change to UMR which is the third party administrator for United Healthcare. No rate changes for dental or medical; however, the employee + dependent contribution for medical will reduce by 1-1½ %.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 10:43 a.m.

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