


CABINET MEETING
MEETING MINUTES
October 4, 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: Roger Barrentine, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Marketing/Public Relations Updates	<ul style="list-style-type: none"> ● Roger Barrentine provided Marketing Updates. ● Employees can wear St. Louis Cardinals gear this Wednesday.
Ex-Employee Access to IT Resources	This topic was postponed until next week.
Approval of Minutes	<p>The minutes from the September 13, 2021, September 20, 2021, and September 27, 2021 meetings were presented for review. Approval of the September 27, 2021, meeting minutes was postponed until October 11.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the September 13, 2021 and September 20, 2021 minutes. <p>Second: Daryl Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ●  Alert Levels, Triggers, & Activities ● Status level remains unchanged.
Reunite/Reconnect	<ul style="list-style-type: none"> ● The Foundation has approved \$2,000 for employee engagement events. ● Cabinet members will take turns coordinating monthly events.
State of the College/Town Hall	<ul style="list-style-type: none"> ● The Town Hall Presentation and Questions were reviewed. ● A Task Force will be formed to research a policy regarding employees bringing pets to campus. ● Cabinet will meet later in the week to prepare for the Monday, October 11, State of the College.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items will be reviewed individually.
Strategic Workforce Planning Permissions to Fill	<p>The following Permission to Fill was approved:</p> <ul style="list-style-type: none"> ● Accountant - replacement for Tisha Pruitt who is resigning effective December 1, 2021.
Part-Time A & B Band Positions	<ul style="list-style-type: none"> ● Tasha researched offering sign-on bonuses for some positions. <ul style="list-style-type: none"> ○ Bonus payment is received immediately, as a separate check; however, the employee must sign a contract stating that if they separate from the College within 12 months, they must pay the bonus amount back. ○ Part-time positions will receive \$500 bonuses and full-time positions will receive \$1,000. ○ This will be implemented for A and B band positions. If there are issues hiring C and D band positions, the Cabinet will re-review the position to discuss possible incentives.

	<p>ACTION:</p> <ul style="list-style-type: none"> 2. Tasha will provide the sign-on bonus information to legal counsel for review before implementation.
Contact Tracer	<ul style="list-style-type: none"> ● Kim would like to extend remote work for Tina Robinson for another 30 days.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet ● This will be reviewed at the retreat.
Enrollment	<ul style="list-style-type: none"> ● The Census Report for the past few years has been pulling from the wrong table in Banner. Instead of pulling data from the Census report, it has pulled from the Enrollment report. <ul style="list-style-type: none"> ○ Enrollment is actually down 0.9% instead of up 1.0%. ○ Jude will provide additional information to the Cabinet and an accurate report will be provided prior to the State of the College.
Budget	<ul style="list-style-type: none"> ● The anticipated cost to replace the three rooftop HVAC units in the Administration Building is \$256,000. ● Budget planning for FY '23 will be the main topic at the November Cabinet Retreat. ● Lab fee adjustments will be presented at the December 2 Board meeting.
Planning Fire Science Needs	<ul style="list-style-type: none"> ● Discussion took place regarding the grant collaboration with Jefferson County Emergency Services Training Academy to provide training for ATS, which has been done on the old tennis courts. ● Location Discussion was reviewed to determine a new training space. Possibilities include the Farm Road and the shed by the Softball field. ● JCES wants to apply for a Jefferson Foundation grant. <p>FURTHER DISCUSSION NEEDED.</p>
Networking Closet for Observatory	<ul style="list-style-type: none"> ● A networking closet is needed for networking equipment at the Observatory. There are sheds available behind the ATS building that should work. All that is needed is a concrete pad to place the shed on.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Congratulations to Chris, who was selected as one of the "40 Under 40" by the St. Louis Business Journal. ● ARPA Requests - Dena is working to secure matching funds from local governments. ● Positive feedback was received about the MCCA Leadership Academy. <p>Chris</p> <ul style="list-style-type: none"> ● Manufacturing Day is this Tuesday. More than 400 students are anticipated. <p>Daryl</p> <ul style="list-style-type: none"> ● Gary Grewe will be coming to campus to meet with Daryl and Dena. <p>Kim</p> <ul style="list-style-type: none"> ● The Degree Works audit system is working well and should be rolled out for faculty, staff, and student training this fall. Michelle Conway will get academic plans in the system, so she will be contacting the Associate Deans to get updated plans. ● ARPA funds are being auto packaged to students.

	<ul style="list-style-type: none"> • Staff have asked about transportation to the MCCA Conference. Lisa will contact MCCA to get a list of employees who are attending. <p>Allan</p> <ul style="list-style-type: none"> • Career Day went well last week. Kudos to Sarah Perry, Lora Warner, and Cynthia Critchfield. There were more than 850 participants. Tours were led by Admissions and Enrollment Services staff. <p>Tasha - Not present to give an update.</p>
Adjournment	Time: 10:26 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