

**CABINET MEETING**  
**MEETING MINUTES**  
**November 8, 2021, 9:00 a.m.**  
**Administration Building Board Room**

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

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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:05 a.m.
<b>Institutional Updates</b>	Jude Kyoore was unable to attend the meeting.
<b>Approval of Minutes</b>	Approval of the minutes from the November 1, 2021 meeting was deferred to the November 15 meeting.
<b>COVID Planning</b> Review Alert Levels	<ul style="list-style-type: none"> <li>● <a href="#">Alert Levels, Triggers, and Activities</a></li> </ul>
<b>ARPA Alignment</b>	<ul style="list-style-type: none"> <li>● Cabinet reviewed the <a href="#">Alignment Spreadsheet</a> to see how Jefferson College aligns with Missouri OA.</li> </ul>
<b>Wildlife Sub-Committee Proposal</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed the proposal recommended by the Environment &amp; Safety Committee.</li> <li>● A task force will be formed to determine what needs to be done to control wildlife, specifically geese, on-campus.</li> </ul>
<b>RFQ for Master Plan Architect</b>	<ul style="list-style-type: none"> <li>● A Master Architect will be the main architect used on campus projects and will assist with the continued development of the College's master plan. <ul style="list-style-type: none"> <li>○ Alternatively, the Master Architect could move building by building and assist with renderings of renovations and approximate costs.</li> </ul> </li> <li>● Before being finalized, Daryl was asked to meet with Sheree Bell, Allan Wamsley, and Lisa Pritchard to confirm all key points discussed at today's Cabinet meeting are vetted.</li> </ul>
<b>MCCA P&amp;C Recent Discussions</b>	<ul style="list-style-type: none"> <li>● Dena shared recent updates from the monthly Presidents and Chancellors meeting.</li> </ul>
<b>Board of Trustees Meeting (December 2)</b>	<ul style="list-style-type: none"> <li>● Dena reminded the group that agenda items for the December 2 meeting (Tentative Agenda) are due to Lisa Vinyard on Tuesday, November 9.</li> </ul>
<b>Cabinet Retreat - December 14</b>	<ul style="list-style-type: none"> <li>● Agenda items and pre-meeting preparations were discussed.</li> </ul>
<b>Extended Cabinet Agenda for 11/15</b>	<ul style="list-style-type: none"> <li>● Agenda Items include: <ul style="list-style-type: none"> <li>○ Purpose First/My Majors - Carrie Greer, Shannon Sneigolski, &amp; Lora Warner</li> <li>○ Location of Solar Tables - Sheree &amp; Allan</li> <li>○ ASI Survey Results - Allan</li> </ul> </li> </ul>
<b>Retiree Feedback</b>	<ul style="list-style-type: none"> <li>● The email regarding Retiree Feedback - Succession Planning will be discussed at the November 15, 2021 Cabinet meeting.</li> </ul>
<b>Standing Agenda Items</b>	

<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>Monday Meeting Action Items will be reviewed individually.</li> </ul>
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>Administrative Specialist, due to the retirement of Jill West in December. <ul style="list-style-type: none"> <li>Approval is on hold pending evaluation of the position grade. (May need to be upgraded.)</li> </ul> </li> <li>Testing Specialist, due to Diana Fenley's resignation - <b>Approved</b></li> </ul>
Purchasing	<ul style="list-style-type: none"> <li><a href="#">CARES Act Funding Spreadsheet</a></li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>It was pointed out that the Enrollment Report does not report students in the correct student type categories until after December 23 (end-of-term processing).</li> </ul>
Budget	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>No report.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>If anyone has a suggestion for a commencement speaker, please let Dena know.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>The Dean of Instruction Search Committee has been established. It will be posted internally for a week, and then opened externally, if necessary.</li> <li>Chris and several others will present at MCCA later this week.</li> <li>The Associate of Science in Biology degree was approved by the state.</li> <li>CIS and CIM name changes were approved by the Coordinating Board of Higher Education.</li> <li>Discussed holding a third billing until after the A+ is sent out.</li> </ul> <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> <li>An announcement was sent out regarding the All-USA Academic Team; updates were provided regarding applicant status. Applicants for the Workforce Pathway are needed.</li> <li>The Volleyball team won their games on Saturday, November 6, and is going to Nationals in Kansas.</li> <li>The SEM/R Data Task Force met and will be sharing information on how to get the campus more involved. All employees will be invited to the SEM/R Committee meeting on November 17 for information on retention and predictive analytics.</li> </ul> <p>Allan</p> <ul style="list-style-type: none"> <li>The Senior Instructional Designer position has been filled.</li> <li>The Arts and Science I survey results will be shared soon.</li> </ul> <p>Tasha</p> <ul style="list-style-type: none"> <li>Laurie Roubideaux started on Friday as the new Administrative Specialist for Human Resources.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 11:38 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