

CABINET MEETING
MEETING MINUTES
November 29, 2021, 9:00 a.m.
Administration Building Board Room

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

GUESTS: Richard Stephenson, Christine Platter, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Diversity and Inclusion Updates	Richard Stephenson provided the following updates: <ul style="list-style-type: none"> ● A call has been issued to the campus community for volunteers to join a task force to help with the next five-year diversity plan. Lisa Pavia-Higel will lead that task force. ● The Diversity and Inclusion Committee has officially partnered with the St. Louis Queer Support Hotline. They did a presentation on-campus on October 13. ● A Google document has been created to offer the campus community an opportunity to suggest topics or speakers to present to our campus. ● The Diversity and Inclusion Committee sponsored a presentation by McKenzie Johnston on Linguistic Diversity on November 5. ● There will be a presentation on policing and social justice held in February. ● New America Grant: A \$50,000 grant which was received to assist students in becoming more gainfully employed.
Approval of Minutes	The minutes from the November 1, 2021 , November 8, 2021 , and November 15, 2021 , meetings will be reviewed for approval at the December 6 meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Jefferson County is still in the red level.
Fee Based Bookstore Model	<ul style="list-style-type: none"> ● Bookstore services will be bid this year, as the College's current contract with Follett will expire in May 2022. ● Cabinet discussed options for offering Bookstore services going forward, including continuing with a traditional retail Bookstore, offering OER services, or adopting a fee-based Bookstore model. ● The next step is to get the task force back together to discuss how to proceed and to develop a timeline.
Viking Woods Sale	<ul style="list-style-type: none"> ● Meal plans will be offered for those who live in Viking Woods whether sold or not. ● Further discussion is needed on this issue.
Criterion IV - Process Recommendation	<ul style="list-style-type: none"> ● Institutional Assessment – Accountability, Dissemination, and Storage ● Concerns have been expressed that we are not fully assessing our departments on our Institutional Assessments. We will work on being more cognizant of what was included on past reports to create complete and thorough future reports. ● Currently, there is no centralized location to save assessments. <ul style="list-style-type: none"> ○ Cabinet feels that the Assessment Committee should create a shared Google folder where these can be saved. ● The IA schedule will be reviewed at the December 6 Cabinet meeting.

Phone System	<ul style="list-style-type: none"> ● Tracy James will attend a future meeting to discuss this situation. <ul style="list-style-type: none"> ○ Could staff take turns serving as the College Operator?
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items will be reviewed individually and updated as needed.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● The previously-approved CDC Lead Teacher will be removed, after it was determined that the grant requirements did not make it feasible. ● The Dean of Instruction position will be posted externally due to lack of internal interest. ● Jackie Eberhart has submitted her notice of retirement effective Tuesday, November 30. Her position will be posted for the spring.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet 11-23-2021 ● The College will take bids regarding wireless infrastructure tomorrow. ● Staples has shut down their contract furniture business, effective immediately. <ul style="list-style-type: none"> ○ Daryl will ask Sheree where she is with the Instructional/Non-Instructional Furniture Task Force.
Enrollment	<ul style="list-style-type: none"> ● Spring enrollment is up by 13%.
Budget	<ul style="list-style-type: none"> ● Daryl is working on setting up a budget meeting for the Board.
Planning	<ul style="list-style-type: none"> ● The Capital Projects deadline has passed. At least six projects were submitted.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Monticello Society is tomorrow in the Administration Building lobby. ● The Board of Trustees will meet this Thursday, December 2. ● The DeSoto Christmas Parade is this Saturday, December 4. ● A Choir Concert will be held on Sunday. <p>Chris - No update.</p> <p>Daryl - No update.</p> <p>Kim</p> <ul style="list-style-type: none"> ● Volleyball team finished 10th in the nation at the NJCAA Championship Tournament. ● Preview day will be Saturday, March 5, 2022. ● Band Camp is beginning to be planned for the summer of 2022. <p>Allan - No update.</p> <p>Tasha</p> <ul style="list-style-type: none"> ● Open enrollment for insurance is this week.
Adjournment	Time: 11:04 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