

CABINET MEETING
MEETING MINUTES
December 6, 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: Roger Barrentine, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
Marketing & PR Updates	<p>Roger Barrentine provided the following Marketing & PR Department's highlights of current projects:</p> <ul style="list-style-type: none"> ● Marketing for Wintersession and Spring Enrollment: <ul style="list-style-type: none"> ○ Wintersession promotion via free social media ○ Live Your Best Life - laptop incentive promotion continues with lower than anticipated participants to date <ul style="list-style-type: none"> ■ Print Ad Example ■ Video Ad Example ○ Targeted Programs for Spring - ads highlighting programs from each school with student testimonials - Music, Law Enforcement, Engineering, OTA, Vet Tech, Rad Tech, and PTA <ul style="list-style-type: none"> ■ Video Example ■ Print Example ○ Current student digital ad campaign (refreshed) - original list Nov 3 was 2,525 students and number on Dec 1 was 1,810 <ul style="list-style-type: none"> ■ Example 1 ■ Example 2 ● Selected Marketing/Public Relations/Community Outreach Initiatives: <ul style="list-style-type: none"> ○ Student Services Wayfinding Signage in Admin Bldg - Visual Options <ul style="list-style-type: none"> ■ Cabinet discussed what should be included on the Admin Bldg signage. Would a digital sign be more beneficial? Could a QR code be included? ○ HLC 2022 Conference "Value of Community" 30-second video ○ Hillsboro HS Score/Video Board Super Anchor Sponsor 2022-2027 ○ Workforce Development & Employment Services - Spring Schedule ○ Excellent turnout and community response for DeSoto Christmas Parade on Dec 4 - Thanks to all who participated, especially Dave Brading in Bldgs & Grounds and Softball Team member Amelia Stone (Victor mascot). The next parade is Hillsboro this Saturday, December 11, at 5:00 p.m. ○ 2021 JC Holiday video being recorded starting this week with no required speaking lines for participants other than from Dena. Please participate! <p>ACTION:</p> <ol style="list-style-type: none"> 1. Roger will send out flyers to area businesses to promote the College.

<p>Approval of Minutes</p>	<p>The minutes from the November 1, 2021, November 8, 2021, and November 15, 2021 meetings were presented for approval. Approval of the November 29, 2021 meeting minutes was postponed until the December 13 meeting.</p> <p>ACTION:</p> <p>2. Motion: Kim motioned to approve the minutes of the November 1, 2021, November 8, 2021, November 15, 2021 meetings.</p> <p>Second: Chris</p> <p>Vote: All approved.</p>
<p>COVID Planning Review Alert Levels</p>	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Numbers remain in the red level and are increasing significantly. ● The Omicron variant has been identified in St. Louis City. ● Human Resources has a new process (form) in place for close contacts. <p>ACTION:</p> <p>3. Kim will check with the nurse from Northwest High School to determine what their current COVID policy is and compare it with ours.</p>
<p>Institutional Assessment Schedule</p>	<ul style="list-style-type: none"> ● Cabinet reviewed the Institutional Assessment - Accountability, Dissemination, and Storage document from the Criterion IV Work Group. ● Institutional Assessments are posted by the Office of the VPI.
<p>Snow Days</p>	<ul style="list-style-type: none"> ● Our current practice is that if half of area schools are closed due to inclement weather, the ATS closes. ● Should the College close if 50% of area school districts are closed for inclement weather? Would this be observed for early closures, as well? ● There are also dual enrolled students at JCA to consider. ● It was suggested that faculty post an asynchronous assignment on Canvas on snow days. ● Cabinet will continue this conversation over the next couple of weeks before a final decision is made. <p>ACTION:</p> <p>4. Allan/IT will pull data for Cabinet to compare attendance when ATS was closed and the College remained open.</p> <p>FURTHER DISCUSSION NEEDED.</p>
<p>Jeans Fridays</p>	<ul style="list-style-type: none"> ● Employees will be permitted to wear Jefferson College shirts and jeans on Fridays. <p>ACTION:</p> <p>5. Daryl will contact Follett about the possibility of offering employees a discount promotion in January for some Jefferson College apparel.</p>
<p>Canada Geese Safety Plan</p>	<ul style="list-style-type: none"> ● Cabinet reviewed the Geese Presentation. The Safety Plan was not included in the presentation. ● The Task Force plans to take initial measures to try and prevent nesting in high traffic areas.
<p>Food Service Update</p>	<ul style="list-style-type: none"> ● AFV representatives will be on campus on Wednesday for millwork installation. ● Pricing tags have been clipped onto shelves in the Micro-Mart area, but are not remaining in place. ● Kim shared that Keri Schmidt researched meal plan options offered at other schools.

	<ul style="list-style-type: none"> ● Cabinet needs to determine meal plan options (i.e. number of meals, days/hours that meals are available).
Follow Up on Telephone Operator	<ul style="list-style-type: none"> ● A new form is available for Classified Staff to use to report specific issues with misdirected calls. ● Daryl reached out to other colleges regarding their use of live or automated main line operators. Of those who responded, a few indicated that they have an automated system and a few have live operators. ● John Linhorst is working on this issue. ● If the College were to revert to having a live operator, the duties could be shared based on the workloads of those areas serving in the role. ● Training would be needed for anyone serving as the operator, including customer service skills and things specific to Jefferson College.
Remote Work Policy	<ul style="list-style-type: none"> ● Task Force progress was shared at Classified and Certified Staff meetings. ● Supervisors will have responsibility in determining which positions would be appropriate for remote work. ● The College must ensure that if a position has been approved for remote work, it does not create any issues for those who remain on campus. ● Employees will need to apply to work at home. Supervisors will evaluate whether the individual in a position would be suitable for remote work. ● An application for remote work and an appeal process will be developed. ● The policy will confirm that supervisors can approve ad-hoc remote work. ● A requirement will be added stating that employees must live within driving distance of the campus, in the event that they are needed on campus. ● Exceptions may be allowed at the President's discretion. ● Employees will be provided with a College-issued laptop, headset, and webcam. No other equipment will be provided. ● Approval process after application would include a 30-day probationary period, followed by a regular review. ● The policy will be for staff only. Faculty may be offered a two-day virtual workday during their workweek. If so, they must do so with the understanding that they still have a five-day workweek.
HLC Annual Conference	<ul style="list-style-type: none"> ● Five people who were registered to attend the 2020 conference, other faculty and staff participating in Criterion work groups, and interested Cabinet members were recommended for consideration to attend the 2022 Conference. Budget/funding will be examined to determine how many people will be permitted to attend.
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"> ● CDC Lead Teacher due to resignation of Michaela Shaw. ● The Administrative Specialist position needs to be advertised to replace Jill West. Cabinet will discuss re-classifying this position at the December 14 Cabinet Retreat.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet - 12/3/2021 ● High speed Internet is over-budget, but we are investigating lower cost options.
Enrollment	<ul style="list-style-type: none"> ● Enrollment numbers are still positive, but have dropped to a 5% increase.
Budget	<ul style="list-style-type: none"> ● No discussion.

<p>Planning</p>	<ul style="list-style-type: none"> ● Enhancement grant presentations are scheduled. A save the date was shared. ● Capital Project presentations will be made in January. The list of Capital Project proposals and Action Plans will be reviewed at the December 13 Cabinet meeting. ● Reassigning Google Drive permissions of those leaving their position at the College - HR is discussing how to incorporate this into their clearance process. Tasha will share a summary.
<p>Reports</p>	<p>Dena</p> <ul style="list-style-type: none"> ● Dena will be out of the office on Wednesday. <p>Chris</p> <ul style="list-style-type: none"> ● A schedule for Faculty In-Service Day has been started. ● The January Extended Cabinet meeting will need to be rescheduled to reduce conflicts for faculty, since it is currently scheduled on the same date as Faculty In-Service Day. ● Recommendations from the Advising Task Force include a tiered faculty advisor schedule. Chris will have a budget estimate in January. <p>Daryl</p> <ul style="list-style-type: none"> ● Buildings & Grounds has discussed moving the floating Housekeeping position from a day position to the Child Development Center, and eliminating the floating day position. This position adjustment will be effective in January 2022. ● Daryl and Dale reviewed the Maintenance Repair Schedule. It will be discussed at the next Cabinet meeting. ● Good Bookstore feedback was received from Barnes & Noble; Daryl is still waiting on Follett's information. <p>Kim</p> <ul style="list-style-type: none"> ● There were no Workforce Pathway applications completed for the All-USA Community College Academic Team competition. Two nominees were submitted for the Transfer Pathway. <p>Allan</p> <ul style="list-style-type: none"> ● Interviews for the ATS Senior Director have been confirmed for this Friday, December 10. <p>Tasha</p> <ul style="list-style-type: none"> ● Insurance Open Enrollment - over 100 employees still need to complete the process. The deadline is tomorrow.
<p>Adjournment</p>	<p>Time: 11:30 a.m.</p>

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