

CABINET MEETING
MEETING MINUTES
December 13, 2021, 8:30 a.m.
Administration Building Board Room

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

GUESTS: Jude Kyoore, Dale Richardson, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:34 a.m.
Maintenance Repair Schedule	<ul style="list-style-type: none"> Dale Richardson attended to discuss the 5-Year Deferred Maintenance Plan. A document on budget funding was shared with Cabinet. Dale will check on having duct work cleaned as new HVAC systems are placed.
Institutional Research Updates	<ul style="list-style-type: none"> Jude Kyoore shared with Cabinet Key Performance Indicators (KPIs) that the task force had come out with - particularly the student success metrics. These included metrics on market share, conversion rate, enrollment, retention, completion, course taking metrics, Gateway course completion, completion, etc. It was determined that Board Retreat, Instructional Division Meeting, and Extended Cabinet are meetings where the KPIs should be shared for input. Cabinet was updated on the Multi-Year Dashboard status from FAST, which will be completed by the Spring census date. TEAMPASS was discussed, which is intended to help safeguard data security and integrity. Jude presented information relating to the publication of dashboards. Chris requested data on those who complete all CORE42 coursework and complete an Associate's Degree at Jefferson College, which Jude will research and report.
Approval of Minutes	The minutes from the November 29, 2021 and December 6, 2021 meetings will be presented for approval at the December 20 Cabinet meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> Alert Levels, Triggers, and Activities Numbers continue to worsen. Kim Harvey-Manus shared a spreadsheet of COVID case comparisons by fall semesters.
Recent News re: AG Eric Schmitt Announcement	<ul style="list-style-type: none"> The information released by the Missouri State Attorney General does not apply to community colleges, but the Jefferson College Administration continues to review its policies regarding COVID protocols. Those faculty members who wish to request classroom accommodations will need to contact their Associate Deans.
Snow Days	<ul style="list-style-type: none"> Jefferson College will not close due to cold weather. Cabinet agreed that the threshold to determine if the College will close due to snow and/or ice will be eight or more local school district closings.
Capital Projects/Action Plans	<ul style="list-style-type: none"> Daryl shared the Capital Project Worksheet AY2022 (Strategic Plan 2020-25) (Responses). The project for upgrading speakers in Fine Arts did not get placed on the original list, but has since been added.

	<ul style="list-style-type: none"> ● The Facilities Master Plan needs to be completed and used to make decisions on which Capital Projects are of most immediate precedence.
IA 5-year schedule review	<ul style="list-style-type: none"> ● Cabinet discussed updates/changes to the IA schedule, which is especially important for Administrative and Support areas. ● Send edits through 2023 to Allan: <ul style="list-style-type: none"> ○ Enrollment Services moved to 2021. ○ JCA moved to 2022. ○ Behavioral Concerns and Student Compliance moved to 2023. ○ Residential Life moved to 2024. ○ Admissions will be held in 2024. ○ DSS will be held off for now. ○ Workforce and Employment Services moved to 2023. ○ Institutional Effectiveness and Strategic Planning and IR moved to 2022. ○ The Business Office moved to 2022. ○ Payroll moved to 2022. ○ The Foundation moved to 2022. ○ Building Services, Maintenance, and Purchasing & Central Office all moved to 2023. ○ Human Resources, and Public Safety/Police Department all moved to 2022. ○ IT was completed in 2021. ○ Food Services moved to 2024. ○ Public Relations & Marketing will stay in 2022.
JCA	<ul style="list-style-type: none"> ● A meeting is being held to discuss police coverage at JCA.
Assurance Argument update	<ul style="list-style-type: none"> ● The Criterion work groups are updating their Criterion chapters, with a goal of having the draft chapters completed by May 1, 2022.
Standing Agenda Items	
Action Items List	Monday Meeting Action Items were reviewed and updated.
Strategic Workforce Planning Permissions to Fill	The following Permission to Fill was reviewed: <ul style="list-style-type: none"> ● Part-time WES Student Services Specialist, upgrade of Administrative Specialist position - will be discussed at the December 14 Cabinet Retreat.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet - 12/10/2021
Enrollment	<ul style="list-style-type: none"> ● Enrollment is down 5.16% as of this morning.
Budget	<ul style="list-style-type: none"> ● Mark Janeisch will attend the December 14 Cabinet Retreat, where a more in-depth conversation will take place.
Planning	<ul style="list-style-type: none"> ● No report.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● A discussion at the Presidents and Chancellors meeting noted that some colleges couldn't afford their match. We are waiting to see what the legislators will work out; however, it is well-known that Missouri community colleges requested well over the amount available. ● Dena will share the Community College Journal magazine to those interested. <p>Chris</p>

	<ul style="list-style-type: none"> ● The Senior ATS Director interviews went well. HR will begin checking references. ● JCA Police Coverage meeting on Wednesday to discuss what to do to maintain the greatest coverage on the Arnold campus. ● The Health Care Heroes graduation will be held this Wednesday evening, December 15, 2021. ● Chris, Blake Tilley, and Laura Villmer will be at the Hillsboro Dispensary this week to receive a \$10,400 donation. ● This Friday, Garrett is hosting a Culinary dinner for ATS faculty and staff. <p>Daryl</p> <ul style="list-style-type: none"> ● Nine submissions were received from local architects. We are working on getting them narrowed down. ● A design for the solar picnic tables was shared. <p>Kim</p> <ul style="list-style-type: none"> ● The Student Conduct Policy is being updated and should be shared with Cabinet next week. ● Most of the Advising Specialists, one Student Services Coordinator, and a part-time staff member will be working over Winter Break to help assist students with enrollment. <p>Allan - No report.</p> <p>Tasha</p> <ul style="list-style-type: none"> ● Tasha met with the Remote Work Task Force last week. They plan to meet again after break and would like to present at the January 24 Cabinet meeting. ● All Jefferson College employees completed their Open Enrollment. ● Tasha worked on the first draft of the budget last week. It would meet the criteria of the “ideal” situation; however, the numbers did not work out. She will begin work on a second draft this afternoon.
Adjournment	Time: 11:15 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