

**CABINET MEETING**  
**MEETING MINUTES**  
**December 20, 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, Roger Barrentine

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:04 a.m.
<b>Budget and Forecasting Updates</b>	Mark's presentation was bumped due to time constraints.
<b>Approval of Minutes</b>	Approval of the <a href="#">November 29, 2021</a> , <a href="#">December 6, 2021</a> , and <a href="#">December 13, 2021</a> minutes was delayed to the January 10 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>
COVID Campus Plan/ Protocols Review	<ul style="list-style-type: none"> <li>• Cabinet updated <a href="#">Jefferson College Protocol for Handling COVID-19 Cases</a> for Spring 2022.</li> </ul>
<b>Mara "Red" Woody - Spring Campus Visit</b> Missouri Department of Higher Education and Workforce Development	<ul style="list-style-type: none"> <li>• Cabinet discussed plans for Dr. Mara "Red" Woody's campus visit on February 11, 2022. Dr. Woody is the Assistant Commissioner of Missouri Department of Higher Education and Workforce Development.</li> <li>• The visit will include a luncheon and tour of new spaces (e.g., Radiologic Technology and AEL) and the Observatory.</li> <li>• Joan Warren and Lora Warner will be invited to the luncheon to discuss their programs.</li> </ul>
<b>Jefferson County ARPA Application</b>	<ul style="list-style-type: none"> <li>• Cabinet reviewed the <a href="#">Jefferson County ARPA Portal</a>.</li> </ul>
<b>Board of Trustees Policy &amp; Procedure re: Emergency/Natural Disaster Preparedness</b>	<ul style="list-style-type: none"> <li>• IT has a data continuity plan, but the College does not have a business interruption plan.</li> <li>• This is an area that needs to be addressed and a disaster management plan needs to be in place.</li> <li>• Cabinet discussed if a particular committee should spearhead the development of a policy/procedure.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Daryl will contact his community college colleagues across the state to determine if any have a disaster plan in place.</li> </ol>
<b>Student Code of Conduct Procedure</b>	<ul style="list-style-type: none"> <li>• This item was deferred to the January 10 meeting.</li> </ul>
<b>Emergency Situation on Campus</b>	<ul style="list-style-type: none"> <li>• Discussion was held regarding a recent situation in the Area Technical School and miscommunication shared on social media as a result of the incident.</li> <li>• Process adjustments were discussed for future situations, including the distribution of a campus announcement.</li> </ul>

<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>Athletics department - Kim requested feedback from the Cabinet on moving a current temporary position to a part-time regular position; this change would add benefits to the position that is currently not being paid.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li><a href="#">CARES Act Funding Spreadsheet - 12/17/2021</a></li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>Employee Tuition Waiver Policy - The current policy does not state that an employee getting an AA degree must take courses through Jefferson College. This may need to be revised to reflect that CORE 42 courses should be taken through Jefferson College.</li> <li>Items for the January Board of Trustees meeting must be submitted in BoardDocs and approved today.</li> </ul> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> <li>The Wellness Van will be on campus in February.</li> <li>A training session for the CaterTrax system will be offered after winter break.</li> <li>Architects have been narrowed down to a top three at this point.</li> <li>Two thousand KN-95 masks have been ordered for faculty and staff who would like them.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>College Preview Day will be held on Saturday, March 5, 2022.</li> <li>Holly will serve as the Arnold Chamber of Commerce President for 2022.</li> <li>The Student Center will close at 4:30 p.m., on Tuesday, December 21, to allow staff to attend visitation services for Tricia Fromm.</li> </ul> <p>Allan</p> <ul style="list-style-type: none"> <li>Notified there was an issue with Canvas over the weekend; IT is currently addressing the matter.</li> </ul> <p>Tasha - No report.</p>
<b>Adjournment</b>	<b>Time:</b> 10:45 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