

**CABINET MEETING**  
**MEETING MINUTES**  
**November 2, 2020, 9:00 a.m.**  
**Google Hangouts Meet & LIB209**

---

**MEMBERS (presence denoted by check):**

- |                  |                    |                 |
|------------------|--------------------|-----------------|
| ✓ Chris DeGeare  | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey   | ✓ Tasha Welsh   |

**GUESTS:** Roger Barrentine, Shannon Schoenky, Miriam Helms, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:00 a.m.
<b>Marketing &amp; Communications Updates</b>	<p>Roger provided the following updates:</p> <ul style="list-style-type: none"> <li>● The “Pumpkin Spice Up Your Schedule” fall enrollment campaign recently ended.</li> <li>● Spring enrollment incentives will include \$250 Bookstore gift certificates, Amazon gift cards, laptops, and more. A multi-faceted campaign called “Great Reasons to Enroll for Spring” is planned.</li> <li>● Roger shared the “Prize Wheel” postcard that will be mailed to Jefferson County residents, aged 18-25. Postcards will also be directed to those in Saint Louis, Sainte Genevieve, Farmington, etc. The postcard will go out next week to approximately 37,000 households.</li> <li>● Roger clarified that he is responsible for the content of marketing materials and that his team works on the graphics and production.</li> <li>● A mini-campaign for Wintersession courses is being considered, based on geofencing addresses, for those enrolled at other institutions.</li> <li>● The Student Media Preferences Survey closes November 15. There are 260 completers so far, with a goal of 400.</li> <li>● Roger is participating in a cross-representation group to promote better health practices in Jefferson County. A comprehensive awareness campaign is being developed, with a series of public service announcements to air on local radio. Roger will serve on a smaller committee to develop the “For the Greater Good of Jefferson County” campaign, which will begin in November and run through the holidays.</li> <li>● Cabinet discussed projections for spring enrollment; it is difficult to compare this year to other semesters due to COVID. <ul style="list-style-type: none"> <li>○ For fall 2020, 24% of the students received at least one deficiency notice, compared to 21% in fall 2019.</li> <li>○ The fall call-a-thon is underway; 800 students have been contacted; 41 have disclosed they are struggling in classes and have been referred to resources.</li> <li>○ The withdrawal rate for fall 2020 will be reviewed.</li> </ul> </li> </ul>
<b>Approval of Minutes</b>	<p>The minutes from the <a href="#">October 12, 2020</a>, <a href="#">October 19, 2020</a>, and <a href="#">October 26, 2020</a> minutes were presented for approval.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. <b>Motion:</b> Allan motioned to approve the October 12, 2020, October 19, 2020, and October 26, 2020, meeting minutes.</li> </ol> <p><b>Second:</b> Chris</p>

	<p><b>Vote:</b> All approved.</p>
<b>COVID Planning</b>	<ul style="list-style-type: none"> <li>Updated numbers show 25 active student cases and 58 recovered cases. There are more in quarantine, but these are not positive cases.</li> <li>There have been 17 positive cases in housing.</li> <li>Internal numbers will be examined.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>Chris and Kim will discuss language for an announcement regarding students returning to campus after Thanksgiving break.</li> </ol>
<b>National Postsecondary Student Aid Survey (NPSAS)</b>	<ul style="list-style-type: none"> <li>The College has been asked to participate in the NPSAS survey. Allan asked Jude to check with colleagues at other colleges, and found that many schools have decided not to participate.</li> <li>The Cabinet decided that the College will not participate because the survey is very time-consuming.</li> </ul>
<b>LGBTQ+ Listening Session</b>	<ul style="list-style-type: none"> <li>Seven students participated and provided feedback, including concerns about restrooms, pronouns used in classrooms, and more.</li> <li>While restrooms could be discussed at a task force level, the Administration would need to provide some guidance and/or approvals, particularly regarding restroom considerations. <ul style="list-style-type: none"> <li>Could one set of restrooms in each building be designated as gender-neutral? Signage would be needed at each restroom to designate locations of gender-specific and gender-neutral restrooms. An estimated cost would need to be determined.</li> <li>Four buildings at the Hillsboro campus have designated gender-neutral restrooms: CTE, ASII, Library, and SC (Viking Annex).</li> </ul> </li> <li>Kim will look into the concern expressed about students not being allowed to display items, such as BLM and LGBTQ+ flags, in their windows in Viking Woods.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>Kim will ask for suggestions from the Diversity Committee regarding identifying a set of restrooms in each building as gender-neutral and posting appropriate signage.</li> </ol>
<b>Diversity Feedback Concern</b>	<ul style="list-style-type: none"> <li>Cabinet discussed concerns that have been raised by faculty and staff about topics and marketing for diversity sessions.</li> <li>It was agreed that topics should be approved by the Diversity Committee and documented in their meeting minutes prior to being advertised. A professional moderator could be brought in for sessions.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>Tasha will let the Diversity Committee know that diversity session topics need to be approved by the Committee and posted in meeting minutes.</li> </ol>
<b>BAT-FAT Negotiation Training</b>	<ul style="list-style-type: none"> <li>Daryl has spoken with Shane Jones regarding possibly scheduling negotiation/BAT-FAT training the week of November 9. It was suggested to consider scheduling the session on Tuesday, November 10, at 4:00 p.m. at Arnold, to accommodate Margie Passmore's schedule. JCA is closer for Shane, as well.</li> <li>The Cabinet discussed employees who might be included in the training (e.g., Associate Deans, Mark Janiesch, Kristine Bogue, Kristen Sides).</li> </ul>

	<p><b>ACTION:</b></p> <p>5. Daryl will confirm a date and send meeting invitations.</p>
Department Email Accounts	<ul style="list-style-type: none"> <li>The <a href="#">Department Jeffco Accounts Sheet</a> was reviewed and updated.</li> </ul>
Campus Live Chat	<ul style="list-style-type: none"> <li><a href="#">Campus Live Chat Task Force Recommendation</a></li> <li>A recommendation for AdmitHub to provide chat bot services has been submitted. The cost has increased \$5,000 since the recommendation was made. It would take eight weeks to implement and comes with 7,000-8,000 questions preloaded.</li> <li>It is ADA and FERPA compliant.</li> <li>Ownership needs to be determined.</li> </ul> <p><b>ACTION:</b></p> <p>6. Kim will speak with her staff about a timeframe for implementation.</p> <p>7. Dena will talk to Roger regarding a coordination/project management plan.</p>
<p><b>Standing Agenda Items:</b></p> <p>Action Items List</p>	<p>Cabinet reviewed the Action Items List and updated completed actions.</p> <ul style="list-style-type: none"> <li>Completed - Chris will update the Permissions to Fill spreadsheet to reflect that Cabinet unanimously approved filling the PT Nursing Administrative Specialist and PT Workforce and Employment Specialist positions.</li> <li>Ongoing - Adhere to Board submission deadlines.</li> <li>Completed - Dena will send an email to Cabinet members regarding preparation for a discussion on Snow Days at a future Cabinet meeting.</li> </ul>
Remote Work Requests	<ul style="list-style-type: none"> <li>No new requests have been received.</li> </ul>
Strategic Workforce Planning	<ul style="list-style-type: none"> <li>Miriam was thanked for developing the Permission to Fill spreadsheet.</li> <li>A budget consideration column was added.</li> <li>Chris presented for approval the PT Nursing Administrative Specialist position, in response to the resignation of Peggy Bradley.</li> <li>Chris presented for approval a new PT Workforce and Employment Specialist position to provide additional support for students.</li> </ul> <p><b>ACTION:</b></p> <p>8. Chris will update the spreadsheet to reflect that Cabinet unanimously approved filling the PT Nursing Administrative Specialist and PT Workforce and Employment Specialist positions.</p>
Events Calendar	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Integrated Planning	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Reports	<p>Dena</p> <ul style="list-style-type: none"> <li>Board agenda items are due the week of November 16 due to the Thanksgiving break. Dena reviewed the items she anticipates being included on the December Board agenda.</li> <li>A Campus Compact Civic Action Plan meeting is scheduled tomorrow.</li> <li>A reminder for Cabinet members to add their time off and remote work days to the Team calendar.</li> </ul>

	<p>Chris</p> <ul style="list-style-type: none"> <li>Chris plans to work remotely Wednesday-Friday next week to participate in the MCCA Convention.</li> <li>An IRB proposal came through on Friday; Chris will forward it to Cabinet for review.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>Daryl asked for guidance on allowing employees time to vote on November 3. The Missouri law states that employers must allow up to three hours of paid time if the polls are not open for three hours before or after employees' work shifts. Employers are able to specify the three hours the employees can take.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>An email went out last week about the All-USA Academic Team scholarship competition. Sixteen students have started Transfer Pathway applications, but there aren't any for the Workforce Pathway at this time.</li> <li>Cabinet members will participate in Adopt-a-Family and Kim will coordinate.</li> <li>The mandatory Title IX training notice went out. Employees need to complete their training by November 16.</li> </ul> <p>Allan</p> <ul style="list-style-type: none"> <li>Northwest High School has implemented a college reading and writing course for their seniors to ensure they are prepared for college. There are 100 students in the program. Testing Center staff will coordinate Accuplacer assessments for them.</li> </ul> <p>Tasha - Nothing to report.</p> <p><b>ACTION:</b></p> <p>9. <b>Motion:</b> Chris motioned to approve the IRB proposal entitled "Coping Strategies, Religious Belief, and Well-Being" submitted by Brandon Whittington via email.  <b>Second:</b> Kim  <b>Vote:</b> All Approved.</p>
<b>Adjournment</b>	<b>Time:</b> 11:09 a.m.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> <li><a href="#">Department Jeffco Accounts Sheet</a></li> <li><a href="#">Campus Live Chat Task Force Recommendation</a></li> </ol>

Respectfully submitted,

Shannon Schoenky  
Senior Administrative Assistant to the Vice President of Student Services  
and  
Miriam Helms  
Senior Administrative Assistant to the Vice President of Instruction

