

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

MEMBERS (presence denoted by check):

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

GUESTS: Jude Kyoore, Shannon Schoenky, Miriam Helms

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Institutional Research Updates	<p>Jude provided the following updates:</p> <ul style="list-style-type: none"> ● Key Performance Indicators (KPIs) - Jude reviewed the National Database to see how other Colleges have selected their KPIs. ● Jude used the Strategic Priorities from the Strategic Plan to develop the first draft of KPIs aligned to each Priority. The KPI Task Force will be meeting this week to further discuss. ● Cabinet requested information and provided feedback on additional KPIs: <ul style="list-style-type: none"> ○ Priority 1 - Student Success <ul style="list-style-type: none"> ■ Cabinet is interested in how PT students are being served. They are a large portion of students that the College serves, but are not represented in IPEDS reporting. ■ The Strategic Enrollment Management and Retention Plan also has a list of KPIs. Members from SEM/R are on the KPI Task Force. ■ Pass Rates - also a Performance Funding measure reported to MDHEWD. Include the College's pass rates in comparison to the national pass rates. ○ Priority 2 - Instructional Excellence <ul style="list-style-type: none"> ■ FT faculty to Adjunct ratio - report percentage of classes taught by FT versus PT instructors. ■ Tracking professional development (non-credit) for faculty and staff was discussed. There is a document repository in PeopleAdmin that could be used. This could also be used as a place for employees to store performance evaluation information and tenure/promotion documents. ○ Priority 3 - Operational Excellence <ul style="list-style-type: none"> ■ Include HLC CFI (Composite Financial Index). ■ Great Colleges to Work For survey includes a composite score that could be used as well. ○ Priority 4 - Community Engagement <ul style="list-style-type: none"> ■ A Community Engagement survey or Environmental Scan by a third-party every 4-5 years could be helpful. ■ Facilities utilization and utilization by events held on campus would be a helpful metric. ■ Membership on community organizations could be included as well. <p>ACTION:</p>

	<p>1. Dena will send the Great Colleges to Work For survey information to Jude.</p>
Fall 2020 Enrollment Report	<p>Trends in Headcount Enrollment, Fall 2015 - 2020 for Public Institutions</p> <ul style="list-style-type: none"> ● Peer Comparison - Headcount: Moberly Area Community College is the only community college in a net positive position over five years. These numbers may be due to their expanded early college programs. ● FTE - Moberly enrollment is up as well. Jefferson College falls right in the middle of the other community colleges.
Approval of Minutes	<p>The minutes from the November 2, 2020 meeting were presented for approval.</p> <p>ACTION:</p> <p>2. Motion: Daryl motioned to approve the November 2, 2020 meeting minutes. Second: Allan Vote: All approved.</p>
COVID Planning Faculty Concerns	<ul style="list-style-type: none"> ● Concerns were raised regarding classes being held after Thanksgiving due to COVID risk. <ul style="list-style-type: none"> ○ Allan has spoken with Connie Nash regarding staffing of the Testing Center for Finals Week and to assist with virtual proctoring. Evening and Saturday hours are being added. ○ Zoom proctoring for all finals is not currently scalable. Training other College employees to proctor and use Respondus are options. Training staff and/or faculty to review triggers in Respondus would be necessary if the College went virtual during finals week. ○ Presidents and Chancellors: OTC is finishing classes as planned and Three Rivers is ending instruction the week of Thanksgiving. STLCC has not yet made a decision about classes after Thanksgiving. North Central will be finished with courses before Thanksgiving. St. Charles and Crowder will be virtual after Thanksgiving. ● Cabinet reviewed the Alert Levels, Triggers, & Activities Sheet sheet. <ul style="list-style-type: none"> ○ 25% of tests given in Jefferson County have come back positive. ○ Less than 1% of College students & employees are currently positive. Distancing, PPE inventory and compliance are high. ○ Viking Woods will be kept at limited capacity since quarantine apartments are regularly in use. ○ A third Contract Tracer is being sought to work with the ATS. ○ Office signage for employees in quarantine was discussed. ○ There are 26 active positive student cases as of this morning, compared to 24 last week.
IRB Admin Procedure	<p>Proposed Draft Admin Procedure III-004 - deferred until November 16 meeting.</p>
Foodservice Discussion	<ul style="list-style-type: none"> ● The Snack Bar closed down, effective today, for the remainder of the semester. ● Roger had some ideas for marketing/incentivizing the cafeteria. If offered, discounts may need to be subsidized by the College. Employee Brio days or other popular foods could be promoted. ● Food Service Consultants supplies lunches to the Child Development Center.

	<ul style="list-style-type: none"> Food service credits for housing students was discussed. Could grab-and-go lunches and dinners be provided?
CEOC Charge	<ul style="list-style-type: none"> Discussion was deferred until November 16. Approved volunteer organizations for Community Service Hours were sent to Dena this week.
Extended Cabinet Agenda Items	<p>Wednesday, November 18</p> <ul style="list-style-type: none"> Strategic Workforce Planning/Academic Planning PeopleAdmin demonstration for new module (may be postponed until January) Partners in Prevention (Student Wellbeing) survey results review.
Standing Agenda Items: Action Items List	<p>Cabinet will review the Action Items list on November 16. The following items were updated since the November 2 meeting:</p> <ul style="list-style-type: none"> In Process: Move forward with migration to AWS. Update: backup servers have been migrated to AWS Cloud service. Migration will continue over the next 12 months. Completed: Chris and Kim will discuss language for an announcement regarding students returning to campus after Thanksgiving break.
Remote Work Requests	<ul style="list-style-type: none"> No new requests received.
Strategic Workforce Planning	<ul style="list-style-type: none"> A Permission to fill for a Campus Police Officer (PIN 436) was submitted by Daryl via email on 11/6/20. This position is to replace the budgeted position for Shelby Cornett. The position is necessary to ensure coverage due to COVID and other necessary officer absences. CARES Act funding will be utilized for this position through April. The position was already budgeted under Fund 1 for this fiscal year. <p>ACTION:</p> <p>3. Motion: Chris motioned (via electronic approval spreadsheet on 11/6/20) to approve the Campus Police Officer (PIN436) permission to fill. Seconded: Tasha Welsh Vote: All approved (11/9/20)</p>
Events Calendar	<ul style="list-style-type: none"> No discussion.
Purchasing	<p>Cabinet reviewed the CARES Act Funding Spreadsheet, updated 11/6/2020</p> <ul style="list-style-type: none"> The temporary Instructional Designer has not been included in the list yet. Student-athlete COVID testing is required in the Spring by NJCAA. Justine Froelker could come for Faculty In-Service in the spring (January 19) to train on self-care, mental health, overwhelm, and diversity. Cabinet will ensure required items are purchased through CARES Act before making a decision about this training session. <p>ACTION:</p> <p>4. All - review the spreadsheet and alert Mark Janiesch to any items that are not included.</p>
Enrollment	<ul style="list-style-type: none"> No discussion.
Budget	<ul style="list-style-type: none"> No discussion.
Integrated Planning	<ul style="list-style-type: none"> No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> The Presidents and Chancellors group met last week; A+ is a legislative priority, as well as increase in community college base funding.

	<ul style="list-style-type: none"> ● MCCA Convention information will be emailed this week. Dena encouraged Cabinet to visit the sponsors. ● MCCA is setting up an internal job board. ● The Twin Cities Holiday Parade is still planned to take place. Dena will talk to Roger; the Viking Ship could be used with volunteers spaced six feet apart and wearing masks. <p>Chris</p> <ul style="list-style-type: none"> ● The Law Enforcement Academy is planning a recognition ceremony for their evening class on December 3 at 6:30 p.m., which is the same evening as the Board Meeting. <p>Daryl</p> <ul style="list-style-type: none"> ● The JCI/JCA project is still being considered for state capital funding. <p>Kim</p> <ul style="list-style-type: none"> ● NJCAA has notified the College that they are not charging any student-athletes with a season of eligibility. Kim is reviewing policy. Many implications for high school seniors, graduating athletes, etc. <p>Allan - Nothing to report.</p> <p>Tasha - Nothing to report.</p>
Adjournment	Time: 11:04 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. Trends in Headcount Enrollment, Fall 2015 - 2020 for Public Institutions 2. Alert Levels, Triggers, & Activities Sheet 3. CARES Act Funding Spreadsheet 11-6-20

Respectfully submitted,

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