

CABINET MEETING
MEETING MINUTES
December 14, 2020, 9:00 a.m.
Google Hangouts Meet/JCA 325

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, Miriam Helms, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:01 a.m.
Institutional Research Updates	<p>Jude Kyoore joined the meeting to provide Institutional Research updates.</p> <ul style="list-style-type: none"> ● NCCBP Executive Report <ul style="list-style-type: none"> ○ Strengths: <ul style="list-style-type: none"> ■ % of students that receive passing grade in remedial writing course ■ % of students that receive passing grade in English Comp I ■ Cumulative first-year GPA ○ Opportunities: <ul style="list-style-type: none"> ■ % of part-time students completing/transferring within six years ■ % of part-time students completing/transferring within three years ■ % of full-time students that transferred within six years ○ Some numbers were low and are being double checked. ● IPEDS Cohort Completions - the Strategic Planning Committee is in the process of developing Key Performance Indicators (KPIs). <ul style="list-style-type: none"> ○ Data is being gathered for the Task Force to inform the KPIs for the next five years. ○ Adjusted Completion within 150% of Normal Time (3 years) <ul style="list-style-type: none"> ■ 2016 is the most recent data reported (students who entered the College in 2016 would complete their 150% time in 2019). ■ Comparison of Jefferson College to the state averages for completion within 150% of time: Jefferson College numbers are slightly lower than other schools, but are still within the same range as its peers. ○ Success rates: the comparison of percentage of transfers between Jefferson and other area community colleges shows a small uptick in Jefferson College's numbers. Success rate is graduation and transfer rates combined.
Organizational Development Project - Feedback	<p>Miriam presented feedback she collected from one-on-one interviews with the Cabinet members for her graduate course project.</p> <ul style="list-style-type: none"> ● Themes: Strengths of the Organization <ul style="list-style-type: none"> ○ Employees - Caring Staff/Faculty, Family ○ Shared Governance ○ Student-Centered ○ Strategic Planning

	<ul style="list-style-type: none"> ● Themes: Weaknesses/Opportunities <ul style="list-style-type: none"> ○ Funding/Finances ○ Build Trust ○ Decision-Making Time ○ Communication ○ Flexibility/Adaptability ● Themes: Management Styles <ul style="list-style-type: none"> ○ Situational ○ Collaborative/Relational - Not authoritarian, Empower people/Get the right people ● Themes: Organizational Intervention <ul style="list-style-type: none"> ○ Funding ○ Enrollment/Retention ○ Intergroup Relationships - cross training, departments working together, etc. ○ Build Trust ● Themes Across Questions <ul style="list-style-type: none"> ○ Trust ○ Importance of having the right people ○ Process improvement ● Other Notes: <ul style="list-style-type: none"> ○ Completing Compensation Study - linked to trust ○ Losing sight of the big picture - departmentally or personally-focused ○ Slow to make changes/respond ○ Employee classifications ○ Having enough people to do the work required <p>Miriam also compared this data to the Great Colleges to Work For survey results.</p>
Approval of Minutes	Approval of the minutes from the December 7, 2020 , meeting were deferred until January 4.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● There were no changes to alert levels or triggers this week.
Mask Guidance	<ul style="list-style-type: none"> ● Mask guidance will be included in a larger announcement.
Quarantine/Close Contacts	<ul style="list-style-type: none"> ● The Health Department has encouraged the College to keep the 14-day quarantine requirement for close contacts in place.
COVID Acknowledgement Forms	<ul style="list-style-type: none"> ● As of Friday, COVID forms are being closed out, and everyone will be required to complete new COVID acknowledgement forms for the spring semester. ● Cabinet discussed the use of stickers on ID cards for spring. Stickers were not deemed necessary due to the improved processes for quarantine dates, etc.
International Travel Guidance/ Students and Employees	<ul style="list-style-type: none"> ● The CDC is not requiring a two-week quarantine after international travel, and the College will only require quarantine for international students who will reside in Viking Woods. ● The acknowledgement form will also contain the latest guidance from CDC.
Families First Coronavirus Response Act (FFCRA)	<ul style="list-style-type: none"> ● FFCRA expires December 31; need to establish protocol effective January 1. ● If FFCRA is not extended, Cabinet will need to decide how to handle employees who need to quarantine and/or care for children due to COVID.

	<ul style="list-style-type: none"> Tasha will look into how many employees would be affected if FFCRA is discontinued. <p>FURTHER DISCUSSION NEEDED.</p>
Cabinet Performance Survey & Performance Reviews	<ul style="list-style-type: none"> Dena mentioned a survey she sends to direct reports as part of her annual performance evaluation. Using AACC's Core Competencies for Academic Leaders, Dena would like to create a survey to send out for feedback regarding Cabinet's performance. Performance Reviews: Dena would like to have all performance reviews completed before contracts go to the Board for renewal, but she understands that it may not be possible this year.
Institutional Action Plan Worksheet	<ul style="list-style-type: none"> Cabinet reviewed the Institutional Action Plan Submission Form AY2021, compiled by the Strategic Planning Committee. Plans must be submitted to the appropriate administrator by February 8 and reviewed by Cabinet by February 15.
January Board Items	<ul style="list-style-type: none"> Tentative agenda items are due this week. The Board Election application deadline is January 19.
Standing Agenda Items: Action Items List	Deferred until January 4.
Remote Work Requests	No new requests.
Strategic Workforce Planning	The Cabinet will meet later today regarding Strategic Workforce Planning.
Events Calendar	No new events.
Purchasing	<p>Cabinet reviewed the CARES Act Funding Spreadsheet, updated 12/11/2020.</p> <ul style="list-style-type: none"> \$156,000 remaining now that County funding has been approved. Follow-up on Stage rigging demolition cost to allow new rigging to be installed: \$10,000 - \$12,000. Music courses need to use the stage area for classes to have proper distancing. After this expenditure, there would be \$145,000 remaining which must be expended by March. ASI Maze renovation stage two (rebuilding faculty offices and larger classrooms) is slated to be completed by March. Dena asked if it would be feasible to have a pre-bid meeting in January to start work on the project as soon as possible.
Enrollment	<ul style="list-style-type: none"> Enrollment looked better in today's report.
Budget	No discussion.
Integrated Planning	No discussion.
Reports	<p>Dena - No report.</p> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> Conversations are continuing regarding the sale of Viking Woods. Daryl would like a faculty representative to join the task force; a Vet Tech representative was suggested, since the program has a cohort in housing. Software is available that would allow people to buy theatre event tickets online. A service fee is charged per ticket to use a credit card, but it will streamline ticket sales for PACE events, etc. <p>Kim</p>

	<ul style="list-style-type: none"> The Finish Line Degree Completion Grant gives former students within 30 hours of degree completion who have past due balances the opportunity to return to school to complete their education. The past due amount would be split between the JC Foundation and the Missouri Scholarship and Loan Foundation. As a result of this grant program, one student will be returning to Jefferson College in the spring. <p>Allan</p> <ul style="list-style-type: none"> Allan shared a link to the design library at Stanford discussing Navigating Ambiguity. <p>Tasha - No report.</p>
Adjournment	Time: 10:29 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> N/A

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