

CABINET MEETING
MEETING MINUTES
January 4, 2021, 9:00 a.m.
Google Meet/Admin Board Room

MEMBERS (presence denoted by check):

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

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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Marketing & Public Relations Updates	Roger Barrentine joined the meeting to provide Marketing & PR updates. <ul style="list-style-type: none"> ● Roger reviewed the FastFacts Sheet, which will be shared with legislators. ● Roger and Erin Bova met with the chatbot company before Winter Break. Implementation could be completed by the end of the spring semester. ● A call for speakers for the Speakers Bureau will be sent out. ● CEOC is considering Friday, March 12 or Friday, March 26 for the Day of Service.
Approval of Minutes	The minutes from the December 7, 2020 and December 14, 2020 meetings were presented for approval. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the December 7, 2020, and December 14, 2020, minutes. <p>Second: Kim Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● There are no changes to the alert levels. ● Kim reported that a total of 854 students and 155 employees were quarantined or in isolation during the fall semester. These are unduplicated numbers. ● Additional stimulus money might be available. The grant deadline has been extended.
FFCRA Numbers	<ul style="list-style-type: none"> ● Many quarantined employees have been able to work remotely. ● Quarantined employees who are unable to work remotely are receiving either full compensation or ½ compensation (depending on situation) and the time is not being taken from their sick leave. ● HR is tracking the hours in Banner that are being paid to employees through FFCRA. ● Although FFCRA ended December 31, 2020, the College will extend the FFCRA benefits to all full-time and part-time regular employees through the end of February.
Supervisors' Meeting	<ul style="list-style-type: none"> ● The Draft Agenda was reviewed and updated. ● Jackie Brown from the Jefferson County Health Department will attend the meeting. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Miriam will create a shared Google Slides presentation for the Supervisors Meeting.

Facilities Master Plan Timeline	<ul style="list-style-type: none"> ● FMP Task Force Planning Ideas ● At some point, some architectural assistance will be needed. ● Kim met with Fred Hill over the break regarding possible changes to the Student Center, which would include some renovations to all floors of the building. The project could potentially be paid for out of CARES Act funds. ● A sound engineer visited JCA with Fred Hill over the break to determine solutions for sound issues associated with the LEA moving to the top floor. ● The ASI office renovations should go to the Board for approval in February in order to be completed in March.
HLC Annual Conference	<ul style="list-style-type: none"> ● The HLC Conference will be held April 5-9 and will be all virtual. ● The early bird registration deadline is February 15, with a \$349 registration fee. ● Kim reviewed the HLC Criterion Chairs, and noted that it would be helpful for them to participate. Faculty representation is important as well. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Kim will send a list of potential attendees to the Cabinet to help determine who should participate.
Legislative Week - Jefferson City	<ul style="list-style-type: none"> ● Dena has been meeting individually with legislators, so she will not be in Jefferson City for the January week as has been the practice in the past. She will make time throughout the spring to visit with legislators in Jeff City and when they are here. ● It appears that MCCA will not go forward with the \$30 million request this year. A+ was severely underfunded, causing the Governor to allocate available funds to make up the difference.
Standing Agenda Items: Action Items List	<p>Cabinet reviewed the Action Items List. The following items were updated since the December 14 meeting:</p> <ul style="list-style-type: none"> ● Completed: Cabinet’s Strategic Workforce Planning meeting is scheduled for Monday, January 11, at JCI. ● Several other items are still in progress.
Remote Work Requests	<ul style="list-style-type: none"> ● No new requests.
Strategic Workforce Planning	<ul style="list-style-type: none"> ● No new Permissions to Fill. ● Search Process - A Human Resources representative will begin serving on all search committees as an ex officio.
Events Calendar	<ul style="list-style-type: none"> ● No new events. ● At the December Commencement Committee meeting, it was determined that the College will hold four smaller graduation ceremonies, two on the evening of Friday, May 14, and two on Saturday, May 15. Students will be able to select which ceremony they will attend, but there will be a limited number of graduates allowed at each ceremony.
Purchasing	Cabinet reviewed the CARES Act Funding Spreadsheet, updated 12/18/2020.
Enrollment	<ul style="list-style-type: none"> ● Enrollment is down 10.8% at this time. ● Online enrollment is up 17% as of this morning. ● Transfer enrollment is significantly down.
Budget	<ul style="list-style-type: none"> ● Tasha will work on Compensation Study increases. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Daryl will send a link for the AP Demo, scheduled for 8:00 a.m. on Monday, January 11, to Cabinet members.
Integrated Planning	<ul style="list-style-type: none"> ● No discussion.

Reports	<p>Dena - No report.</p> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> ● Mark confirmed that the College was originally advised that FFCRA expenses could not be submitted for reimbursement through CARES Act funds. ● Fred Hill plans to have information about JCA renovations ready by January 18, to go out to bid on January 25. The project would go to the Board for approval in March. <p>Kim</p> <ul style="list-style-type: none"> ● Jensen Knudtson was selected as the Jefferson College nominee for the All-USA/Coca Cola Community College Academic Team. <p>Allan - No report.</p> <p>Tasha - No report.</p>
Adjournment	Time: 10:51 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. FastFacts Sheet 2. Facilities Master Plan Task Force Planning Ideas

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