

CABINET MEETING
MEETING MINUTES
January 25, 2021, 8:00 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: Tracy James, Blake Tilley, Miriam Helms, Shannon Schoenky, Kenny Wilson

| AGENDA ITEM | DISCUSSIONS/OUTCOMES |
|---------------------------------------|--|
| Call to Order | Time: 8:00 a.m. |
| Information Technology Updates | <p>Tracy James joined the meeting to provide Information Technology updates.</p> <ul style="list-style-type: none"> ● The cellular amplification project is complete; both data and voice are upgraded. ● The fiber optic project for fire alarms and data is underway. By the end of March, all the cable should be run and the project will continue to move forward. ● As of 1/24/2021, 17 full-time employees had not yet completed the Google two-step verification process. ● The College received an excellent grade on the cybersecurity vulnerability test. |
| Project Management | <ul style="list-style-type: none"> ● Multiple projects are being made possible due to the federal stimulus money, but there is need for more intentional planning. <ul style="list-style-type: none"> ○ Projects requiring IT: Accounts Payable system, People Admin Position Management, FLAC, DegreeWorks, and Canvas. ○ Construction projects: Maze renovation and Student Center renovation. ○ A project management timeline is needed to ensure training for all areas affected by new software, and to allow for testing. ● Cabinet discussed whether a position was needed to oversee projects. Dena suggested filling some open positions and using CARES Act funds to pay for them. ● Discussion is needed about making changes strategically (i.e., location of a Welcome Center, adding an elevator in the Field House). ● Rapid prototyping could help the College explore many options quickly. This will be discussed at the 1/28/2021 Cabinet meeting. Extended Cabinet could use campus maps to determine what plans would be best long-term. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Dena will create a Google document to list all projects and will share it with the Cabinet. |
| Foundation - Grants Process | <p>Blake Tilley joined the meeting to discuss the grant process through the Foundation.</p> <ul style="list-style-type: none"> ● Blake has a master list of grants received since 2014. The grants fall into three categories: Program Support, Capacity Building, and Capital Projects. <ul style="list-style-type: none"> ○ Last year, a Program Support grant for the Vikings' Vault was approved, as well as a Capacity Building grant for Health Occupations Scholarships. |

| | |
|--|---|
| | <ul style="list-style-type: none"> ○ Capital Projects - The College has not submitted a capital project in several years. It was noted that these applications are the most declined. ● The College can apply for all three categories in the second round; applications would be due by July 21. <ul style="list-style-type: none"> ○ What projects would the College like to apply for? ○ Does the College want to reapply for the two that were approved last year? ● Potential projects: <ul style="list-style-type: none"> ○ Walking trail/biking trail/disc golf/outdoor classroom ○ Resurfacing the tennis courts to use for pickleball tournaments ○ Observatory ● Missy Endress, Jefferson Foundation Board Director, is open to reviewing potential projects and providing feedback prior to application. ● Athletics fundraising is going well. The Baseball and Softball teams have both exceeded \$13,000. ● Blake is working on a direct mail plan for alumni. |
| Approval of Minutes | <p>The minutes from the January 4, 2021 and January 11, 2021 meetings were presented for approval.</p> <p>ACTION:</p> <p>2. Motion: Daryl motioned to approve the January 4, 2021, and January 11, 2021, minutes. Second: Kim Vote: All approved.</p> |
| COVID Planning Review Alert Levels | <ul style="list-style-type: none"> ● The Show-Me-Strong dashboard reflected that the number of positive test results has decreased from 24.6% two weeks ago, to 16.4% as of 1/25/2021. This trigger is still at Level 4 - Very High Alert, and can move down to Level 3 when the percentage is below 15%. ● The County remains at the Red Level. ● Quarantine space in Housing: there were five positives from the mandatory student-athlete testing. Some of the students went home, but others did quarantine in housing. The capacity for quarantine and isolation will be updated to Limited Capacity. ● There were six active positive students reported this morning for the campus. |
| Completion of COVID Forms | <ul style="list-style-type: none"> ● A reminder that supervisors should utilize the Supervisor Report under the Employee tab, COVID Form channel, to ensure that staff have completed the Acknowledgement of Return to Campus Guidelines. |
| Resources for Quarantined Students | <ul style="list-style-type: none"> ● Kim is working with Richard Stephenson to provide information about the Academic Success Center to students who have to quarantine. Contact Tracers will advise the students of ASC resources by phone, and students will also receive emails. |
| Vaccine-Related Leave | <ul style="list-style-type: none"> ● Any time taken by an employee to get the COVID vaccine or to stay home sick after receiving the vaccine would be eligible for sick leave. |
| CRRSAA Projects Timeline | <ul style="list-style-type: none"> ● This item will be discussed at the Cabinet's Thursday, 1/28/21 meeting. |
| Use of Google Technology | <ul style="list-style-type: none"> ● To simplify the scheduling of meetings, staff should be reminded to utilize their Google calendars and to share their availability. Calendars can be set to show only "Busy" on calendar events to protect privacy. |

| | |
|--|--|
| | <p>ACTION:</p> <p>3. Daryl will work with Roger and Tracy to develop some instructions for staff about utilizing their Google calendars.</p> |
| Faculty Contract Process | <ul style="list-style-type: none"> While implementing FLAC, some areas have been identified for streamlining. Chris and Tasha requested that Board approval for adjunct and overload assignments be removed. If an adjunct faculty member is proposed to teach more than nine hours in a semester, that would still need Board approval. The Board will still approve annual contracts. <p>ACTION:</p> <p>4. Dena will check into eliminating the need for the Board to approve adjunct and overload assignments.</p> |
| Performance Reviews | <ul style="list-style-type: none"> A streamlined evaluation may be considered this year, instead of full-blown performance reviews, due to the increased workloads that employees are dealing with. This topic will be discussed further at Monday's meeting. <p>FURTHER DISCUSSION NEEDED.</p> |
| JCPD/JCLEA Firing Range | <ul style="list-style-type: none"> JCPD Chief Don Riffe met with Sheriff Dave Marshak about the possibility of the College donating a small portion of land for use as a firing range. The Sheriff's Office has the funds to build and maintain the range. Paul Ferber supports the idea. The LEA currently uses a range in Hillsboro. Other municipalities could also utilize the range. A long-term lease could also be signed for the property, with the agreement that the Sheriff's Office would be responsible for utility payments. Lead abatement and sound issues are concerns. Daryl noted that Chief Riffe has a system set up to collect casings and provide sound baffling. A separate entrance to the range would be created, since firearms are not permitted on campus. |
| Radiologic Technology Expansion | <p>Kenny Wilson joined the meeting for the discussion.</p> <ul style="list-style-type: none"> To accommodate an expansion to 25 students per cohort (currently 15), more space is needed. Currently, there is a primary classroom (maximum capacity 20 students), two x-ray labs, some storage, and faculty offices, with an adjacent space used by AEL. Two floor plans were presented: <ul style="list-style-type: none"> Proposal 1: Remove two offices and extend the classroom through most of that space, which would accommodate 25 students. A hallway would be created. Proposal 2: The AEL classroom would be renovated for use by Rad Tech, and CTE 178 would turn into a lab to include four x-ray stations, a simulation x-ray table, and a debriefing area for larger labs. A new space would need to be identified for the AEL classroom. With physical distancing in place, Kenny anticipates that 15 students could participate in person in CTE174 , with 10 participating remotely. The cohort could be split into A and B sections and attend in person on different days. CTE178 can currently accommodate 15 students physically-distanced. There is a strong demand for Rad Techs, and with the Mineral Area College program being eliminated, the expansion would benefit the College |

| | |
|--|--|
| | <p>long-term.</p> <ul style="list-style-type: none"> ● In partnership with MAC, their students could take their prerequisite courses at MAC, then transfer to the Jefferson College Rad Tech program at the in-district tuition rate. ● After securing additional clinical sites, Chris and Kenny have determined what other steps are required to expand. ● Revenues would be an additional 4-5 students starting this fall and 10 next fall. ● Staffing increases would be needed: <ul style="list-style-type: none"> ○ Plan A: <ul style="list-style-type: none"> ■ FT Faculty/Program Director: Janet Akers-Montgomery would move to FT Certified Staff Director ■ FT Faculty/Clinical Coordinator: Rachel Dacus would move to FT faculty during fall/spring, clinical-based role in summer ■ Add FT Clinical Coordinator 9.5 month contract: Clinical responsibilities in fall/spring + Lab Assistant ○ Plan B: <ul style="list-style-type: none"> ■ FT Faculty/Program Director: move to FT Certified Staff Program Chair ■ FT faculty/Clinical Coordinator - 12 month contract (50% release): retain current contract <p>FURTHER DISCUSSION NEEDED.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 5. Chris will share the information with the Cabinet for discussion on Thursday. |
| <p>HLC Conference Follow-Up</p> | <ul style="list-style-type: none"> ● No discussion. |
| <p>Commencement Ceremonies</p> | <ul style="list-style-type: none"> ● Graduation Seating Options <ul style="list-style-type: none"> ○ Option 1 (preferred option) - 18 rows with 9 chairs across, with an aisle between faculty/student chairs on each side. <ul style="list-style-type: none"> ■ Graduates, 18 rows x 5 chairs = 90 ■ Faculty/staff/guests possible, 18 rows x 4 chairs = 72 ■ Accessible seating, front row of bleachers ○ Option 2 - 18 rows with 7 chairs across, with an aisle between faculty/student chairs on one side. <ul style="list-style-type: none"> ■ Graduates, 18 rows x 7 chairs = 126 ■ Faculty/staff/guests, 18 rows x 2 chairs = 36 ■ Accessible seating, front row of bleachers ● A maximum of five guests per graduate will be allowed. Students will be asked to RSVP with their number of guests. ● Masks will be required. Collecting COVID forms from all visitors would be very difficult. Temperature checks could be done. It is uncertain whether the College would need to collect names and phone numbers for contact tracing. ● The Field House must be cleaned/sanitized between ceremonies. <p>ACTION:</p> <ol style="list-style-type: none"> 6. Kim will consult with the Jefferson County Health Department about what |

| | |
|--|--|
| | the College's responsibilities are regarding contact tracing and/or safety measures for those coming to campus for Commencement ceremonies. |
| Faculty/Staff Attendance | <ul style="list-style-type: none"> Some staff members have expressed apprehension about working Commencement, due to health concerns. A virtual attendance option could be provided for those unable to attend in person. Tasha suggested creation of a standard Jefferson College backdrop for faculty and staff to use for virtual Commencement and other meetings via Google Meet. |
| Honors Recognition Ceremony | <ul style="list-style-type: none"> A virtual Honors Recognition Ceremony may be planned. |
| Student Center Renovations Transfer Center | <ul style="list-style-type: none"> Kim and Daryl are discussing the possibility of creating a smaller Transfer Center to find Missouri Baptist University offices another location. Discussion will continue at Monday's meeting. <p>FURTHER DISCUSSION NEEDED.</p> |
| Standing Agenda Items: Action Items List | <ul style="list-style-type: none"> No discussion. |
| Remote Work Requests | <ul style="list-style-type: none"> No discussion. |
| Strategic Workforce Planning | <ul style="list-style-type: none"> No discussion. |
| Events Calendar | <ul style="list-style-type: none"> No discussion. |
| Purchasing | <ul style="list-style-type: none"> No discussion. |
| Enrollment | <ul style="list-style-type: none"> No discussion. |
| Budget | <ul style="list-style-type: none"> Personnel budget discussions need to continue. Dena would like to add to the reserves. Minimum wage changes will affect the salary schedule dramatically. |
| Integrated Planning | <ul style="list-style-type: none"> No discussion. |
| Reports | Dena - No report. Chris - No report. Daryl - No report. Kim - No report. Allan - No report. Tasha - No report. |
| Adjournment | Time: 10:28 a.m. |
| Additional Documents | Attached documents reviewed during this meeting: <ol style="list-style-type: none"> Alert Levels, Triggers, & Activities 2021-01-25 Graduation Seating options |

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