

CABINET MEETING
MEETING MINUTES
February 1, 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: Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Approval of Minutes	<p>The minutes from the January 25, 2021 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the January 25, 2021 minutes. Second: Chris Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● No students currently quarantining in housing: trigger changed to plenty of space. ● Number of positive tests declined to 14%, moving the level down to Level 3.
Extended Cabinet Agenda Items	<ul style="list-style-type: none"> ● February agenda items include: <ul style="list-style-type: none"> ○ People Admin Modules - Alicia and Tasha <ul style="list-style-type: none"> ■ This discussion will tie into Performance Reviews and job description updates. ○ Integrated Planning - SEM-R - Kim, Kathy Johnston, Brandon Whittington ○ Budget Update - FY21 and FY22 <ul style="list-style-type: none"> ■ Dena and Roger will create an announcement regarding the stipend, Compensation Study adjustments (FY21), and Spring Break week. ■ Board Budget subcommittee: Daryl's presentation went well. Looking at funds to go into reserves and stabilizing enrollment. ○ Rapid Prototyping (Break Out Rooms) - Allan - get feedback ● March meeting agenda: <ul style="list-style-type: none"> ○ Discuss updates to Admin Procedures for shared governance. ○ Present Academic Plan Outline draft.
Performance Reviews	<ul style="list-style-type: none"> ● Tasha has been researching the direction of performance reviews in 2021. Trending towards mentoring, employee well-being, goal development, etc. ● Cabinet discussed making the best use of time with the employees during the performance review.

	<ul style="list-style-type: none"> ● Possible streamlining of this year’s evaluation process will be brought up at Classified Staff, Certified Staff, and Extended Cabinet meetings. <p>ACTION:</p> <ol style="list-style-type: none"> 2. The performance evaluation process will be added to the Classified Staff and Certified Staff meeting agendas for this week and will be discussed at the Extended Cabinet meeting.
Out-of-State Employees	<ul style="list-style-type: none"> ● A current adjunct faculty member who teaches online classes resides in Pennsylvania. There may be payroll implications for employees who live out-of-state (other than Illinois).
RAD Tech Expansion	<ul style="list-style-type: none"> ● Chris and Kim recently met with MAC officials regarding the closure of their RAD Tech program and a potential partnership to assist their students with completing their degrees. ● Chris met with RAD Tech faculty and the Associate Dean to discuss the potential expansion and budget implications with additional faculty. ● AEL could be moved to TC 305 and 309 to allow for the expansion of RAD Tech in the CTE building <ul style="list-style-type: none"> ○ Advisors are scheduled to be temporarily moved into TC 305 and 309 during Student Center renovations. Kim suggested that the SC first floor be the first phase of the project, to get advisors out of TC305 and 309. ○ Timelines will need to be coordinated for room usage. <p>FURTHER DISCUSSION NEEDED.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 3. Chris - Update expansion plans and associated timelines to be further discussed at Cabinet next week.
HLC Conference Follow-Up	<ul style="list-style-type: none"> ● Criterion Work Groups ● Kim discussed possible attendees for this year’s virtual conference, including Criterion chairs and faculty/staff who are new to the accreditation process and have not had an opportunity to attend previously. ● Professional development fund balances would accommodate this opportunity for several employees and Kim noted there is funding available in the HLC budget. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Kim - provide a list to the Cabinet of those faculty/staff recommended to attend the conference.
Student Center Renovations Transfer Center	<ul style="list-style-type: none"> ● The topic will be discussed at a future meeting.
Standing Agenda Items: Action Items List	<ul style="list-style-type: none"> ● The Action Items list was reviewed for updates: <ul style="list-style-type: none"> ○ RAD Tech discussion was completed. ○ Adjunct and overload assignments will be presented as part of the HR Board Report instead of being presented for Board approval. ○ Google document listing all projects was completed.

Remote Work Requests	<ul style="list-style-type: none"> No requests were presented.
Strategic Workforce Planning	<ul style="list-style-type: none"> A Permission to fill for an Administrative Specialist (PIN 838) was submitted electronically by Kim on 1/28/21. This position is to replace the budgeted position for Shauna Gore, who moved to a full-time Admissions position. A Permission to fill was submitted electronically by Allan for an already budgeted PT Testing Supervisor (PIN 832) on 1/28/21 to replace Jenna Pinson, who moved to full-time. A Permission to fill was submitted on 1/28/21 for the budgeted ATS Director position (PIN 581) due to the resignation of Darrell Kyle, effective June 30, 2021. A Permission to fill was submitted electronically by Allan on 1/28/21 for the ATS Accountability Clerk (PIN 598) due to the retirement of Lisa Alter on June 30, 2021. This position is currently budgeted, but Allan is requesting a four-month overlap to allow for training. <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Chris motioned (via email on 1/28/21) to approve the Administrative Specialist (PIN 838) permission to fill. Second: N/A Vote: All Approved Motion: Allan motioned (on 1/28/21) to approve the PT Testing Supervisor (PIN 832) permission to fill. Second: N/A Vote: All Approved Motion: Chris motioned (on 1/28/21) to approve the ATS Director position (PIN 581) permission to fill. Second: N/A Vote: All Approved Motion: Chris motioned (on 1/28/21) to approve the ATS Director position (PIN 581) permission to fill. Second: N/A Vote: All Approved
Events Calendar	<ul style="list-style-type: none"> Events Calendar - Approvals for Events on Campus. <ul style="list-style-type: none"> Tabletop Night - Legion of Gamers event (Approved) Project SUCCESS Graduation Celebration - limited to graduating program participants (Approved) Teacher Education Graduates - food should be individually wrapped; 50 people maximum; masks required (Approved) Festus High School Commencement - seating option presented last week will be utilized; maximum of 90 graduates per ceremony; limited number of guests per student. (Approved) DRA Back to School Fair (Approved) Super Smash Bros - Open to students. (Would need to be partnered with a student organization or have a staff member to supervise.) Premiere Martial Arts - waiting to scheduling external classes -- REQUEST DENIED Financial & Tax Architects - Retirement classes by external organization -- REQUEST DENIED <p>ACTION:</p> <ol style="list-style-type: none"> Kim - share the Field House set-up for graduates and guests so this information can be shared with the high schools requesting a reservation.

Purchasing	<ul style="list-style-type: none"> No updates.
Enrollment	<ul style="list-style-type: none"> Census is Monday, February 8.
Budget	<ul style="list-style-type: none"> No updates.
Integrated Planning	<ul style="list-style-type: none"> No updates.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Dena and Steve Meinberg met last week; there are concerns about building a firing range on campus due to proximity to residential areas and potential noise issues. Dena recently spoke with Bill McKenna regarding a possible expansion to JCA utilizing federal funds for the project. <p>Chris</p> <ul style="list-style-type: none"> The meeting with MAC went well; possible partnership opportunities for RAD Tech and AFA students were discussed. MAC currently has 30 pre-RAD Tech students. Chris met with the Associate Deans about their most urgent staffing needs: <ul style="list-style-type: none"> A second HVAC faculty member is most needed. The Cyber-Security faculty position would be deferred by moving an additional HVAC position forward. Chris has discussed the Residential Carpentry program with local Superintendents as there will be a vacancy due to Chuck's retirement. Additional discussions will need to take place to determine the future of the second-year program and the need to fill the vacant faculty position The Missouri State Board of Nursing visit went very well and the program is pending full approval. Chris participated in the Chief Academic Officers state-wide meeting. WGU provided an update on its remedial program, WGU Academy, which is being extended to community colleges. Chris will send Kim information about it. <p>Daryl</p> <ul style="list-style-type: none"> Daryl spoke with Mike Kumpf of Food Service Consultants. <ul style="list-style-type: none"> Mike has applied for additional stimulus funds to get through the school year, but he has concerns about the future. Mandatory meal plans for students would help FSC; Daryl researched the meal plan options offered at other area community colleges. One option would be a "grab-n-go" option, available through the Bookstore. This topic should be discussed at the Housing Task Force. A plan for Child Development Center meals will need to be determined if FSC closes for the summer. Housing Task Force conversations include a suggestion to raise prices and increase revenues. With the potential sale of housing, the hope is to eliminate the debt and free up money for other institutional initiatives. <p>Kim</p> <ul style="list-style-type: none"> Carrie Greer is working with STLCC Admissions staff to partner on presentations about the benefits of attending community college.

	<ul style="list-style-type: none"> ● A former student who was issued a no trespass order has recently been reaching out to College employees via email. Tracy James recommended to Kim that employees block the person’s email address(es). <p>ACTION:</p> <p>6. Daryl - discuss the matter with IT to determine what process can be implemented to monitor the student’s incoming email messages to staff.</p> <p>Allan</p> <ul style="list-style-type: none"> ● Allan talked about the value of the 180-day follow-up report data regarding ATS students’ post-graduation status. ● ATS Progress Reports - issued periodically as an internal measure, as well as a communication tool with high school counselors regarding student progress. Allan and IT are working to bring this more in line with regular grade reporting. ATS is working with IT staff to streamline the emails associated with Progress Reports. ● A meeting is scheduled regarding Webster University’s interest in partnering with the College to assist with Early College students who earn their A.A. degrees. ● A safety incident occurred at the ATS on Friday. An incident report was filed, but 9-1-1 was not called and a release was not signed by the parent/guardian of the ATS student. If a situation arises that does not warrant a 9-1-1 call, the JCPD should still be called directly to complete a report. <p>ACTION:</p> <p>7. Daryl - work with Chief Riffe to get a Campus Announcement sent to remind employees to call 9-1-1 or the JCPD when an incident occurs on-campus.</p> <p>Tasha:</p> <ul style="list-style-type: none"> ● She noted that the Board policy regarding Library faculty has not yet been updated. ● After a conversation on a list-serv regarding classification and compensation studies, Tasha reached out to Carrie Greer and Kathy Johnson about participating in an informal call for MO-CUPA which resulted in the development of a more formal virtual presentation promoted by the national CUPA organization.
Adjournment	Time: 11:14 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. Alert Levels, Triggers, & Activities

Respectfully submitted,
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Lisa Vinyard
Executive Assistant to the President and Board of Trustees
and
Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction