

CABINET MEETING
MEETING MINUTES
February 8, 2021, 8:30 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: Jude Kyoore, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:34 a.m.
<u>Institutional Research Updates</u>	<p>Jude gave the following updates regarding Institutional Research:</p> <ul style="list-style-type: none"> ● Market Share of High School Graduates <ul style="list-style-type: none"> ○ Methodology: <ul style="list-style-type: none"> ■ Aggregate all First-Time Degree-Seeking students from Jefferson County ■ Total high school graduates from DESE published Data for 10 school districts (public school only) ■ Proportion is Enrollees divided by the total graduates ○ Historical Trend of Market Share - One in three students from Jefferson County enrolled at Jefferson College in fall 2012, but that has decreased 10 points, to one in five students for fall 2020. ○ Goal Suggestion - Reach 40% of the market share of all high school graduates in Jefferson County by 2025. This would require aggressive outreach programs, especially to the largest districts: Fox and Northwest. <ul style="list-style-type: none"> ■ A goal of 33% by 2025 would still be a stretch goal, but also more achievable. Goal was updated to 33%. ■ The Arnold campus location could assist with connections to Fox high school due to proximity. ■ Targeting non-dual credit students was discussed. ● Fall-Spring Persistence <ul style="list-style-type: none"> ○ Percentage of full-time students from fall who graduate/complete certificates or enroll again in spring. ○ Potential Goal - To be in the top two of comparable peer institutions and above the 75th percentile nationally (full-time next-term persistence rate). The Cabinet agreed to this goal. ○ The College's fall-spring persistence is currently 82.22%. The highest in Missouri is 83.79%, followed by 82.55%. ○ Cabinet discussed using all students rather than only first-time students for data. ○ Missouri Peers: <ul style="list-style-type: none"> ■ Crowder College ■ East Central ■ Mineral Area College ■ Moberly Area Community College ■ North Central Missouri College ■ State Fair Community College

	<ul style="list-style-type: none"> ■ St. Louis Community College ■ Three Rivers Community College <ul style="list-style-type: none"> ● Fall-Fall Persistence <ul style="list-style-type: none"> ○ The percentage of full-time students from the fall cohort who graduated or completed before the next fall or who enrolled in the subsequent fall. ○ The College's fall-fall persistence rate is 57.62%; one school among Missouri peers is higher, at 60.93%. ○ Goal Suggestion - To rank in the top three among peers and reach the 75th percentile nationally. The Cabinet agreed to this goal. ● Graduation within 150% Normal Time: the percentage of students from the entering class who graduate within 150% of normal time (3 years). <ul style="list-style-type: none"> ○ The College ranks seventh among peers, at 31.19%. Five institutions have higher rates, with 36.14% being the highest. ○ Goal - To be one of the top three among peers and above the median national average for graduation within 150% of normal time. The Cabinet agreed with this goal.
Approval of Minutes	<p>The minutes from the February 1, 2021 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the February 1, 2021 minutes. Second: Tasha Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● The number of positive tests are down to 10.5%, from 14% last week (Orange, Level 3). When positive tests reach 9% or lower, the level will move from Orange to Yellow (Level 2).
Employees Interested in Vaccines	<ul style="list-style-type: none"> ● The Health Department has requested the number of employees who may be interested in getting vaccinated. A list of interested employees will be developed. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Kim will follow up with the Health Department to find out what information would need to be gathered for the list of employees interested in getting vaccinations.
Vaccines on Site	<ul style="list-style-type: none"> ● Dennis Gannon has contacted Dena regarding possible use of the College as a vaccination site. It has not yet been determined if it will be a drive-through clinic or an indoor clinic. <ul style="list-style-type: none"> ○ Considerations for Field House accessibility were mentioned. ○ The soccer field/track could be considered as well.
Extended Cabinet/Jamboard	<ul style="list-style-type: none"> ● Agenda: Performance Evaluation Discussion (Tasha); Budget Update (Mark); Integrated Planning - Rapid Prototyping (Allan) <ul style="list-style-type: none"> ○ PeopleAdmin Module was removed from the agenda, but Tasha will mention the job description update process and let Extended Cabinet know to be on the lookout for more information.

Years of Service Recognition	<ul style="list-style-type: none"> Employee Support is asking for guidance regarding the years of service recognition for this year. Virtual recognition was discussed. A campus-wide Town Hall was requested from the Student Services Directors; the recognition could be added to the Town Hall. Dena would hand out the certificates personally after the Town Hall. <p>ACTION:</p> <ol style="list-style-type: none"> Cabinet will work to schedule a Town Hall date in the spring.
ATS Lunch	<ul style="list-style-type: none"> In the past, the ATS Culinary Arts program has served lunch on specific dates as part of the curriculum. It would be scheduled for a Friday. Cabinet discussed the logistics of the event, including considerations for Food Services. To assure safe delivery of the meals: <ul style="list-style-type: none"> One-way entrances and exits would need to be clearly marked. Spacing in line would be necessary. Meals could be pre-ordered and boxed with individual condiment packages.
Required Diversity Module	<ul style="list-style-type: none"> COL101 has a required diversity module right now. This module is being updated for Canvas. The Diversity Committee is looking at curriculum to replace the old diversity module. The committee is working with the Foundation for a grant opportunity. <p>ACTION:</p> <ul style="list-style-type: none"> Daryl will ask Richard Stephenson to provide the remaining portions of the agreement for the COL101 diversity program for review.
Employee Attendance at Commencement	<ul style="list-style-type: none"> Roger is working on virtual backgrounds for faculty to use for virtual attendance at Commencement.
RAD Tech Expansion	<ul style="list-style-type: none"> An expansion would require moving Janet's position to a full-time Certified Staff Director and hiring a 9.5-month faculty member. <p>ACTION:</p> <ol style="list-style-type: none"> Chris will get a Permission to Fill ready for a 9.5-month faculty member. Chris will meet with Julie Johns to discuss office spaces and AEL start date in the fall.
Student Center Renovations Transfer Center	<ul style="list-style-type: none"> A long-term solution for a Transfer Center is needed. A space needs to be identified, ideally in an academic building. Phasing of the Student Center project is being determined, as there are critical needs that must be completed first. The ASII 304 (Conference Room) could be used for office space if cubicle dividers are added. Kim will look into it as a possible space for Missouri Baptist University staff.
Day of Service Date	<ul style="list-style-type: none"> CEOC has chosen March 12 as the Day of Service, with March 26 as a back-up date. March 26 is also the first week that Fall 2021 registration begins. Participation will be limited to on-campus projects due to COVID-19. Cabinet had no objections to March 12 as the Day of Service Day.

Advising Restructure	<ul style="list-style-type: none"> ● Since advising was a previously negotiated item, this should be mentioned at BAT-FAT to keep FAT in the loop. FAT will be asked how they would like to go about formalizing the faculty role in advising in light of the advising restructure.
Standing Agenda Items: Action Items List	<p>The Action Items list was reviewed for updates:</p> <ul style="list-style-type: none"> ● Completed: Chris will share RAD Tech information with Cabinet for discussion. (2/1/21) ● Completed - Dena will check into eliminating the need for the Board to approve adjunct and overload assignments. (2/1/21) ● Ongoing - Dena will create a Google document to list all projects and share it with Cabinet. (2/1/21)
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.
Events Calendar	<ul style="list-style-type: none"> ● No new events to discuss.
Purchasing	<p>CARES Act Purchasing</p> <ul style="list-style-type: none"> ● The Library is requesting additional supplies at a cost of ~\$2,500. ● Daryl asked Cabinet members to include Mark Janiesch on emails requesting CARES funding for items. ● K-12 additional Canvas conversions need to be added to the list. It will cost \$13,000 to convert 200 courses from Blackboard to Canvas. The remaining ~100 courses will be converted by Online Learning staff. ● Additional item: Capabilities of Canvas to work with cross-listed, co-requisite, and pooled courses. Canvas functionality does not work how the College needs; Fischer Identity Management would need to be hired to develop the bridge to make cross-listed courses work in Canvas. This is directly tied to online learning. ● There is a new funding code for second-round CARES funds. Daryl will share it with the Cabinet.
Enrollment	<ul style="list-style-type: none"> ● No updates.
Budget	<ul style="list-style-type: none"> ● No updates.
Integrated Planning	<ul style="list-style-type: none"> ● No updates.
Reports	<p>Dena - No updates.</p> <p>Chris - No updates.</p> <p>Daryl - No updates.</p> <p>Kim</p> <ul style="list-style-type: none"> ● CRRSAA Student Funding - The task force met last week and will meet again in two weeks. There is some flexibility in how the funds are distributed. In no way can these funds be used to incentivize enrollment. Pell-eligible students would have preference; but Pell eligibility is not required. AEL students are not eligible unless degree-seeking. Some funding must be distributed by April 15.

	Allan - No updates. Tasha - No updates.
Adjournment	Time: 10:07 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. Alert Levels, Triggers, & Activities

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
and
Lisa Vinyard
Executive Assistant to the President and Board of Trustees