

CABINET MEETING
MEETING MINUTES
October 25, 2021, 9:00 a.m.
Administration Building Board Room

MEMBERS PRESENT: Chris DeGeare, Kim Harvey-Manus, Dena McCaffrey, Allan Wamsley, Tasha Welsh
(Kim and Allan joined the meeting at 9:26 a.m.)

MEMBERS ABSENT: Daryl Gehbauer

GUESTS: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:07 a.m.
Foundation Updates	<ul style="list-style-type: none"> ● There were no Foundation updates this morning. Blake Tilley will be giving a Foundation Update presentation at Extended Cabinet later today.
Approval of Minutes	<p>The minutes from the October 18, 2021 meeting were reviewed.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the October 18, 2021 minutes. Second: Tasha seconded. Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Jefferson County has been moved down to the Orange level.
Continued Impact of COVID on Community College Students	<ul style="list-style-type: none"> ● Dena shared this document linked to how students are dealing with COVID. ● At the end of the report, there are questions that can assist us in asking how we engage in conversation in our various areas.
Wildlife Sub-Committee Proposal	<ul style="list-style-type: none"> ● Deferred to November 1 meeting.
Extended Cabinet Breakout Discussions	<p>Noel Levitz Group Topics</p> <ul style="list-style-type: none"> ● Breakout groups will be divided between Allan, Chris, Dena, and Kim. ● Challenges: <ul style="list-style-type: none"> ○ Wifi on campus is adequate and accessible ○ The tuition paid is a worthwhile investment ○ There are sufficient courses within my program of study ○ Financial aid information is easily accessible ○ Faculty provide feedback in a timely manner ○ The quality of instruction I receive in class is excellent ○ Administrators are responsive to student concerns ○ Classes are scheduled at times that are not convenient for me ● Strengths: <ul style="list-style-type: none"> ○ Campus is secure ○ Feel welcome ○ Easy ways to pay ○ Campus is physically accessible ○ Security staff respond quickly ○ Campus is well-maintained ● Kim will give an introduction prior to breakout rooms to explain what people are to discuss in their group.

Other Extended Cabinet Items	<ul style="list-style-type: none"> ● Roger Barrentine will bring up creating a uniform email signature line. ● Roger will also mention the uniform outgoing voicemail message that everyone should be using. ● Child Development Center will discuss the possibility of a name change.
Review State ARPA Information	<ul style="list-style-type: none"> ● Toolkit Information ● Dena will use information from each of the six areas included to develop a plan that explains what Jefferson College is doing. She will then meet with the County and some city administrators to see if they would provide additional funding to Jefferson College for a variety of projects that fit within the Toolkit. ● If received, this grant is required to be obligated by 2024, spent by 2026. <p>Action:</p> <ol style="list-style-type: none"> 1. Dena will share the Jefferson College Alignment document, including what she is requesting.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items will be reviewed individually.
Strategic Workforce Planning Permissions to Fill	<p>The following Permission to Fill was reviewed:</p> <ul style="list-style-type: none"> ● Part-time regular Teacher’s Assistant due to a recent resignation in the CDC - Approved
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet
Enrollment	<ul style="list-style-type: none"> ● No discussion.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● No discussion.
Reports	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> ● He is reviewing the job description for the Dean of Instruction position to make sure it is actually what we want, and would like to begin with an internal search - even if it is short-term (1-2 weeks), before deciding whether or not to switch to an open search. <p>Daryl - Not present to report</p> <p>Kim</p> <ul style="list-style-type: none"> ● Kim will serve on the hiring committee for the rootEd Missouri Regional Director search. They will meet next week. <p>Allan</p> <ul style="list-style-type: none"> ● Lisa Pritchard has been elected to serve as Chair of the Depository Library Council. An announcement will be sent out. <p>Tasha</p> <ul style="list-style-type: none"> ● Cigna will not continue providing dental coverage for the College, so we will be going with UMR for both medical and dental. Tasha will announce this at today’s Extended Cabinet meeting. ● Tasha, along with others in HR, is also working on the Remote Work Policy.

Adjournment	Time: 10:05 a.m.
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Respectfully Submitted,

Jennifer Baine

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 & Board of Trustees