

CABINET MEETING
MEETING MINUTES
January 19, 2022, 9:30 a.m.
Administration Building Board Room

MEMBERS PRESENT: Chris DeGeare, Kim Harvey-Manus, Dena McCaffrey, Allan Wamsley, Tasha Welsh, Daryl Gehbauer

GUESTS: Mark Janiesch, Jennifer Baine, Lisa Vinyard, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:30 a.m.
Budget Update	Mark Janiesch shared the following spreadsheets for discussion with Cabinet: <ul style="list-style-type: none"> ● FY22 Projection Summary and Assumptions as of 1/19/22 ● Expense Analysis FY22 ● Revenues and Expenses as of 1-19-22 ● FAST Salary Comparisons 1-19-22
Approval of Minutes	The minutes from the November 29, 2021 , December 6, 2021 , December 13, 2021 , December 20, 2021 , and January 10, 2022 meetings were presented for approval. ACTION: <ol style="list-style-type: none"> 1. Motion: Kim Harvey-Manus motioned to approve the November 29, December 6, December 13, and December 20, 2021 minutes, as well as the January 10, 2022 minutes. Second: Chris DeGeare Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● The County is in the red status due to high positivity rates. ● Herculaneum School District is going to remote learning for the rest of this week due to staff absences. ● Kim reported 32 student COVID reports, with 21 still positive this week, and 29 employee reports, with 17 positive and 9 still active. ● The College is accepting home tests now.
Extended Cabinet Agenda	<ul style="list-style-type: none"> ● The following items will be included on the January 25 Extended Cabinet meeting agenda: <ul style="list-style-type: none"> ○ Student Conduct Policy ○ Remote Work Policy ○ Communicable Disease Policy ○ Architect RFQ ○ Updates to the standardized email signature
Jefferson Foundation Grant Update	<ul style="list-style-type: none"> ● Dena and Blake Tilley met regarding the grant: <ul style="list-style-type: none"> ○ Capacity Building - Do we want to ask the architect about a pavilion for outdoor learning and a separate building to house the JCPD and private apartments? ○ Scholarships for Health Occupations. ○ \$250,000 request to assist the EMT program with equipment and the move to JCI.
Discretionary Days	<ul style="list-style-type: none"> ● The Academic Calendar and DRAFT schedule were reviewed and discussion was held regarding discretionary days for 2022-2023.

	<p>ACTION:</p> <ul style="list-style-type: none"> 2. Chris will check the Fall 2022 Friday Final Exam schedule regarding President’s Discretionary Days and will follow-up with Cabinet.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● The Action Item List was reviewed and updated.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● ATS Health Services Faculty - Replacement for Jacalyn Eberhart, who retired. - Approved ● Academic Skills Coordinator - Replacement for Nathan Bright, who was promoted to Director; 100% grant-funded. - Approved ● Workforce & Employment Specialist - Replacement for Cynthia Critchfield, who submitted her resignation. - Approved ● Coordinator of Enrollment Services - Replacement for Tricia Fromm. - Approved ● Campus Police Officer - Replacement for Roy Anderson, who submitted his resignation. - Under review.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet 1 14 22
Enrollment	<ul style="list-style-type: none"> ● No discussion.
Budget	<ul style="list-style-type: none"> ● Discussed earlier.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Lisa will share information with Cabinet about the upcoming State of the County meeting which is scheduled for February 21 at Seckman High School. ● Mercy is holding a gala on April 30 at River City Casino. Cabinet members were asked to let Dena or Lisa know if they would like to attend. ● The next Board meeting will be on February 10. Tentative agenda items are due Tuesday, January 25. Final agenda items are due Monday, January 31. <p>Chris</p> <ul style="list-style-type: none"> ● Faculty In-Service Day is next Tuesday, January 25. A coffee truck will be brought in. ● There are quite a few applicants for the Dean of Instruction position. ● Chris is catching up on Institutional Assessments. 2018 IA’s are posted. <p>Daryl</p> <ul style="list-style-type: none"> ● Daryl spoke with Steve Bahn, the realtor involved with the sale of the Highway 30 property. The sale will go to the Board in February. If approved, the property will be listed for \$625,000. ● A Bookstore meeting was held yesterday. If the College moves forward with bidding a fee-based model, a bid for a traditional bookstore would still be in place as an alternative. The next step is to look at an institution similar to Jefferson College to see how the fee-based model has worked for them. <p>Kim</p>

	<ul style="list-style-type: none"> ● The PTK Award Luncheon is scheduled from 10:00 a.m - 1:00 p.m. on Thursday, April 28. In the past, the President, VPSS, Dean of Instruction have attended. ● Part-time and full-time advisors worked over Winter Break to assist students. ● This semester, the College has dual enrolled students from Parkway South, Sullivan, Ursuline, Vianney, and Steelville. <p>Allan</p> <ul style="list-style-type: none"> ● ATS recruitment is ongoing at the high schools. Eight sessions were held with 80 students each. ● The ATS Open House is scheduled for next week. <p>Tasha</p> <ul style="list-style-type: none"> ● The Remote Work Policy will go to the Task Force tomorrow. ● Staff are working on updates due to the change in insurance.
Adjournment	Time: 11:19 a.m.

Respectfully Submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction
and
Lisa Vinyard
Executive Assistant to the President & Board of Trustees