

CABINET MEETING
MEETING MINUTES
January 31, 2022, 8:30 a.m.
Administration Building Board Room

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

GUESTS: Sheree Bell, Jennifer Baine, Lisa Vinyard, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:37 a.m.
Architect of Record Discussion	<p>Daryl and Sheree presented the results of the architects' scoring for Cabinet discussion:</p> <ul style="list-style-type: none"> ● The two finalists are Paragon and Hastings and Chivetta after scoring. ● Renderings were shown from the top two finalists. ● Cabinet will follow-up with local schools to see who may have used these finalists for building projects in the past and their feelings about the work that was provided. Further discussion is needed on this topic. ● Discussion was brought back up about renaming campus buildings more clearly, although this is being put on hold for the current time.
Approval of Minutes	<ul style="list-style-type: none"> ● The minutes from the January 19, 2022 meeting will be presented for approval at the February 14, 2022 Cabinet meeting.
Diversity and Inclusion Updates	<ul style="list-style-type: none"> ● Richard Stephenson and Christine Platter were unable to participate in today's meeting, so Dena led a discussion regarding diversity. ● The College's new Diversity Plan group meets this Friday morning. ● Vianney is putting together a new Diversity task force initiative. The leader is VP at Enterprise. The book that this initiative is based on would be beneficial for Cabinet to go through (one chapter/week). ● Dena provided to Cabinet a copy of the book entitled <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Cabinet should read the Introduction and Chapter 1 for the February 14 meeting. Discussion of the book will be added as a Standing Agenda Item. ● Lisa Pavia-Higel is reviewing the book to see if it would be good for the College as a whole.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities
Athletics	<ul style="list-style-type: none"> ● Kim is meeting with the Softball and Baseball coaches regarding COVID guidance. We will be doing a five-day exclusion, as we do for other Jefferson College students. ● Individuals must wear masks on the bus due to social distancing requirements.
Jefferson City Legislative Visit	<ul style="list-style-type: none"> ● Dena would like a group to travel to Jefferson City in April to coincide with National Community College Month. ● The MCCA Student Leadership Institute is scheduled for Wednesday, April 13, from 10:00 a.m - 4:00 p.m., in Jefferson City.
BOT Work Session Topics	<ul style="list-style-type: none"> ● February 24 - Budget, Architects ● March 31 (currently scheduled for March 24, but since this is during Spring Break Week, Dena is reaching out to the Board to push the meeting back one week) - Remote Work ● April 28 - Final Budget

Performance Evaluations	<ul style="list-style-type: none"> ● Cabinet discussed the format for this year. ● The long form will be utilized this year, rather than the short form used last year. <ul style="list-style-type: none"> ○ Note that this does not have anything to do with COVID. ● If a staff member will be retiring later this year - and it is in writing, their supervisor does not need to complete a performance evaluation on them. ● Performance evaluations may also be performed at times of the year when the department is less busy. They do not have to be completed in April of each year.
Remote Work Policy Follow-up	<ul style="list-style-type: none"> ● This discussion was deferred.
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	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> ● Violence Prevention Project Coordinator - convert 25% of Saranda Lund's grant-funded position to institutional funds through 9/30/2022 to support compliance requirements - Approved ● Coordinator of Enrollment Services - Replacement for Tricia Fromm's position - Already budgeted; but was partially CARES funded - Approved
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"> ● Daryl has a conservative budget to share with the Board. ● Capital Project rankings have been distributed. If back-up funding comes through, all projects should be able to be approved.
Planning	<ul style="list-style-type: none"> ● No updates.
Reports	Dena - No report. Chris <ul style="list-style-type: none"> ● The Instruction Division meeting held on Faculty In-Service Day (Jan. 25) went well. Snow days were discussed, as well as how this policy does not apply to cold weather. ● Chris and others met with Webster regarding an Associate of Biology. ● The University of Missouri extension is seeking partners for a new Certificate in Clinical Engineering. ● Mara Woody presented on Adult Learners. This is a teaching course for those working with Adult Learners. ● Michael Ravenscraft has a new position working with the Jefferson Foundation. ● The Art Task Force is on an upcoming agenda. Daryl <ul style="list-style-type: none"> ● Cabinet discussed whether it would make sense to keep TRI working through their current phases of construction, or to switch to the new Architect of Record, once one is hired. Kim <ul style="list-style-type: none"> ● A VA audit was completed last week and received positive results.

	<ul style="list-style-type: none"> ● It was announced that RootED (Missouri Postsecondary Advising Initiative) will be expanding, and every community college, with the exception of STLCC, will have a Regional Director on their campus. <p>Allan</p> <ul style="list-style-type: none"> ● The ATS Open House was held last week. ● ATS applications are up this year. They are in the 360-370 range, which is very good! <p>Tasha</p> <ul style="list-style-type: none"> ● Human Resources is working to wrap-up the Remote Work Policy.
Adjournment	Time: 10:55 a.m.

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