


**CABINET MEETING**  
**MEETING MINUTES**  
**February 14, 2022, 9:00 a.m.**  
**Administration Building Board Room**

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

**GUESTS:** Jude Kyoore, John Linhorst, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:25 a.m.
<b>Institutional Research Update</b>	Jude Kyoore presented the following information for Cabinet discussion: <ul style="list-style-type: none"> <li>• <a href="#">Institutional Research Updates</a></li> </ul> <p>Kim noted that Jude and Matt will be presenting at the SEM/R Open Forum meeting on Wednesday at 3:00 p.m.</p>
<b>Integrated Plans/Committee Structure</b>	John Linhorst shared the following information for Cabinet discussion: <ul style="list-style-type: none"> <li>• <a href="#">Institutional Strategic Plan Presentation</a></li> </ul> <p>At today's CICC meeting, John will bring up the Technology Committee as a potential group.</p>
<b>Approval of Minutes</b>	Approval of the <a href="#">January 19, 2022</a> and <a href="#">January 31, 2022</a> meeting minutes was deferred to the February 22, 2022 Meeting.
<b>COVID Planning</b> Review Alert Levels	<ul style="list-style-type: none"> <li>• <a href="#">Alert Levels, Triggers, and Activities</a> were reviewed.</li> <li>• Kim received updated COVID numbers as of 11:38 a.m. last Friday, which show a dramatic decline in the number of new cases per day and in hospitalizations. Compared to last week, new cases have declined by 56.7% and hospitalizations have declined by 14.7%. <ul style="list-style-type: none"> <li>○ Seven-day average of 2,612 new COVID cases per day via PCR and antigen testing (6,029 last week).</li> <li>○ Seven-day PCR positivity 19.3% (26.8% last week).</li> </ul> </li> </ul>
<b>Board Work Sessions - Updated Agenda Items</b>	<ul style="list-style-type: none"> <li>• Topics for the February 24, 2022 Board Work Session include: <ul style="list-style-type: none"> <li>○ Remote Work</li> <li>○ FY23 Budget</li> <li>○ Architects</li> </ul> </li> </ul>
<b>Mandatory Training Recommendation</b>	<ul style="list-style-type: none"> <li>• This item was deferred to the February 22, 2022 meeting.</li> </ul>
<b>AP Workflow Notification</b>	<ul style="list-style-type: none"> <li>• Supervisors for IT and the Library are in the workflow and should be receiving notifications twice a day about approving requests.</li> </ul>
<b>DHEWD Communities of Action</b>	<ul style="list-style-type: none"> <li>• <a href="#">Summer Bridge Program RFP</a></li> <li>• There is a new request for proposals for mentors to work with summer bridge programs to help get high school seniors into college.</li> <li>• This may be considered for next year.</li> </ul>
<b>DHEWD Campus Visit</b>	<ul style="list-style-type: none"> <li>• This item was deferred to the February 22, 2022 meeting.</li> </ul>
<b>Honors Recognition Ceremony</b>	<ul style="list-style-type: none"> <li>• NSLS Honor Society members will not be included in the Honors Recognition Ceremony, as their GPA requirement is below the 3.5 needed for academic honors.</li> <li>• Should PTK members be included in the ceremony? A 3.5 cumulative GPA is not required after induction, so many members are not eligible for</li> </ul>

	academic honors. They do not receive cords or certificates at the ceremony. Chris will speak with Bruce Korbasmeyer about this for the future, but they will be invited this year.
<b>MU Extension Request</b>	<ul style="list-style-type: none"> <li>● <a href="#">Clinical Engineering Certificate Program</a></li> <li>● This is a certificate for people who repair medical equipment. The AS in Engineering grads would be the only ones eligible. MU would pay Jefferson College \$10,000 to market this to eligible students.</li> <li>● Cabinet determined that further discussion is needed.</li> </ul>
<b>Preview Day</b>	<ul style="list-style-type: none"> <li>● Thursday, March 3, and the morning of Friday, March 4, will be designated as "Spring Cleaning Day" to get the campus cleaned up for the March 5 Preview Day event. <ul style="list-style-type: none"> <li>○ Cabinet will speak with building managers.</li> <li>○ A Google sign-up sheet will be developed for employees to indicate where they will work.</li> </ul> </li> <li>● The aluminum recycling bins should be cleaned out periodically so they do not attract gnats.</li> </ul>
<b>Standing Agenda Items</b>	
Diversity Discussion	<ul style="list-style-type: none"> <li>● Cabinet will begin discussion of Chapter One of the book <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue</i> at the February 22, 2022 meeting.</li> </ul>
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>● The Action Item List was reviewed and updated.</li> </ul>
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>● HR Administrative Specialist - replacement for Laurie Roubidoux, who resigned - <i>Approved</i></li> <li>● COL/EDU Faculty and FYE Coordinator - replacement for Tamela Reaves, who retired - <i>Approved</i> <ul style="list-style-type: none"> <li>○ This position will be further discussed at the Cabinet retreat.</li> </ul> </li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>●  CARES Act Funding Spreadsheet 2-11-22.xlsx</li> <li>● Mark Janiesch will attend the February 22 Cabinet meeting regarding the CARES budget.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● Enrollment is 1.29% down as of this morning.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No update.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No update.</li> </ul>
<b>Reports</b>	<p>Dena - No Report.</p> <p>Chris - No Report.</p> <p>Daryl - No Report.</p> <p>Kim</p> <ul style="list-style-type: none"> <li>● PonyBird and Next Steps for Life are merging by June 30, 2022.</li> </ul> <p>Allan - No Report.</p> <p>Tasha - No Report.</p>
<b>Adjournment</b>	<b>Time:</b> 11:37 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