

CABINET MEETING
MEETING MINUTES
February 28, 2022, 8:00 a.m.
Administration Building Board Room

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

GUESTS: Tracy James, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:05 a.m.
Technology Updates	<p>Tracy James reported regarding the telephone service outage last month at JCA, including fire alarms and elevators. It was determined that ATT had upgraded the circuit without notifying the College and the lines were not recoverable by ATT. Working with third party provider WorldNet, the College is switching to Spectrum. Spectrum is working to port all Jefferson College numbers over to their system by the end of this week.</p> <p>ACTION:</p> <ol style="list-style-type: none"> IT will reduce Hillsboro lines from 14 to 6, to include two fire alarm lines, two elevator lines, one TDD line, and a Business Office line. Access for eFax services will also be set up for Human Resources, Jennifer Baine (Instruction), Athletics (Field House), Student Financial Services, and Disability Support Services. Kim will provide specific SFS and DSS staff email addresses to Tracy. <p>The College currently has approximately 14,000 active email accounts, reduced from 80,000, and would like to further reduce students' email access to six months after they are last enrolled. Before accounts are deactivated, students will be notified and provided information on how to create their own Google account and transfer emails to avoid loss of information.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Beginning July 1, 2022, IT will begin deactivating email accounts for students who have not been enrolled for six months. Notification emails will be sent to those students in advance. <p>Multi-factor authentication is also recommended for students, which is the best measure for cybersecurity. Cabinet agreed to implement MFA in July, with announcements going out in advance.</p> <p>ACTION:</p> <ol style="list-style-type: none"> IT will implement multi-factor authentication for students beginning July 1, 2022. <p>Dena asked if there is a way to see who opens emails sent via Everbridge.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Tracy James will check on options to track who opens emails and completes surveys sent via Everbridge.

Approval of Minutes	Approval of the minutes of the February 22, 2022 meeting was deferred until the March 7 Cabinet meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● The College moved to masks recommended last week. ● St. Louis County and the State of Illinois mask mandates end today.
Professional Development Opportunity for Administrative Professionals	<ul style="list-style-type: none"> ● Excelling as an Administrative Professional, a one-day professional development opportunity, is offered on April 12, 2022 in Springfield, Missouri. The training is offered by the University of Missouri Extension and is available for up to 20 people.
Standing Agenda Items	
Diversity Discussion	<ul style="list-style-type: none"> ● <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> - Discussion on Chapter 2 will take place at the March 7 meeting.
Action Items List	<ul style="list-style-type: none"> ● The Action Item List was reviewed for updates.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill presented for approval.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet
Enrollment	<ul style="list-style-type: none"> ● Summer 2022 enrollment started last Monday. ● The Preview Day event will be held this Saturday, March 5.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● March 4 is National Employee Appreciation Day. There will be a pizza luncheon and prize wheel. Hershey bars will also be handed out to all employees. The bars are signed by each of the Cabinet members. ● Dena attended a signing ceremony at Spire for the co-op program last Friday. Our students will work with Spire employees while in school with the possibility of transitioning to full-time employment after graduation. ● Dena asked Daryl to speak with Dale about installing a plexiglass panel which will allow students to see the construction progress in ASI. ● The College's ARPA application will be presented to Jefferson County for approval this evening. ● Dena will be in Jefferson City on Wednesday. ● The MOU between Jefferson, East Central, and Mineral Area College to grant in-district tuition to students attending these sister institutions to complete programs that the home institution does not offer will go to the Board this month. <p>Chris</p> <ul style="list-style-type: none"> ● CAO meeting notes: <ul style="list-style-type: none"> ○ Discussion was held regarding dual credit tuition. ○ We are in line with other colleges regarding COVID protocols. ● During inclement weather, Vet Tech students have been required to come to campus to care for the animals. Marie Self assisted with this on Friday. She and Dave Brading will be asked to help in future instances, since they live on-campus. The USDA requires that the animals receive care twice a day.

	<p>Daryl</p> <ul style="list-style-type: none"> ● The Mercy Health Van was on campus last week. ● A decision regarding the selection of an architect needs to be made. There is a possibility of choosing two architects of record as other colleges have done. One would be considered the primary architect. <p>Kim</p> <ul style="list-style-type: none"> ● 51 students have RSVP'd to attend Preview Day. <p>Allan</p> <ul style="list-style-type: none"> ● Kudos to Sarah Perry for her hard work regarding the increase in ATS applications. <p>Tasha</p> <ul style="list-style-type: none"> ● A few updates will be made to the Remote Work policy based on feedback received.
Adjournment	Time: 9:40 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