

CABINET MEETING
MEETING MINUTES
March 28, 2022, 9:00 a.m.
Administration Building Board Room

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

GUESTS: Elke Overton, Lisa Pavia-Higel, Christine Platter, Blake Tilley, Mark Janiesch, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Diversity Plan Task Force Discussion	<p>Lisa Pavia-Higel, Elke Overton, and Christine Platter gave an update on behalf of the Diversity Committee.</p> <ul style="list-style-type: none"> ● A plan should be ready for the Board in spring 2023. ● The Diversity Committee was restructured to have an easier reach and more progress on initiatives. ● The committee’s goal is to look at current data during their summer retreat and determine what is still needed. ● An anonymous student climate survey will be sent out in the future. <ul style="list-style-type: none"> ○ Dena recommended checking with other offices to be sure there is not an abundance of student surveys sent out at/near the same time. ● A listening session will be held during Opening Week for faculty and staff. ● Cabinet was asked to share strengths of the Diversity Committee: <ul style="list-style-type: none"> ○ Programming ○ Moving initiatives forward ○ Continuing diversity conversations ● Cabinet was asked to share weaknesses/challenges of the Diversity Committee: <ul style="list-style-type: none"> ○ Needing to put inclusion first is a challenge ○ It is challenging to know what we need to do to attract diverse employees ○ Our community offers little opportunity for similar [diverse] people, even though the campus is welcoming. This is also a challenge. ● What role should training play as the next Diversity Plan is written? <ul style="list-style-type: none"> ○ Training is very important. Some required, some optional. We should have ongoing training beginning with first-day onboarding.
Foundation Update	<p>Blake Tilley provided the following Foundation updates:</p> <ul style="list-style-type: none"> ● Launders Wince joined our board after BOT approval; he is the Director of Customer Relations for Ameren serving Jefferson and Franklin counties. Currently interviewing Stokely Wischmeier, Jr., Hopson Lumber, DeSoto. The Board now consists of 17 Directors. Director Jack Stewart will receive emeritus status in May. ● The Foundation Board approved \$4,960 in new College funding requests on March 15. ● The Foundation is pursuing a reimbursement for \$4,692 paid out in emergency grants from March 2021 from Jefferson County ARPA funds.

	<ul style="list-style-type: none"> ● The Foundation Board approved all incumbents to serve a two-year term. Julia Hampton, President; Ron Holland, Vice President; Peggy Northcott, Secretary; Steve Albart, Treasurer. ● The Foundation applied for a Workforce grant from the MO Scholarship and Loan Foundation for \$30K to purchase equipment for the Patient Care Technician program. ● The Foundation is assisting Student Services in applying for a three-year continuation federal grant from the Department of Justice, Office on Violence Against Women. ● The Foundation auditors approved the process of making a fund to provide employee-to-employee assistance, along with providing a vehicle for campus-wide collection and distribution (like GoFundMe). The initiative would most likely involve the Employee Support Committee to determine distributions for employee support, and the Cabinet and/or President would determine the campus-wide collection. ● The Foundation’s virtual auction started March 27 and lasts through April 2. Donations and sponsorships have been successful, and Blake is looking to exceed last year’s performance. ● The Foundation’s total fundraising met the goal in March. Budgeting for next year has started, and the 2022-23 budget will project from last year's actuals.
<p>Budget</p>	<ul style="list-style-type: none"> ● Mark Janiesch gave an update regarding the budget. <ul style="list-style-type: none"> ○ The March 23, 2022 FY22-FY23 Projection has changed from the January 31, 2022 representation due to some tweaking of the FY22 revenues, increasing the amount of State funding estimated for FY23 along with changing from a 5% projected decrease in enrollment to a 4% decrease in enrollment along with expenses increasing to show positions being filled and upgraded. ○ The March 23, 2022 V2 FY22-FY23 Projection has changed from the March 23, 2022 representation due to some tweaking of FY23 Expenses, including changes in the salary schedule and Cost of Living Adjustments in salaries and benefits. ○ The debt remaining worksheet represents our bonds and COPS outstanding followed by a summary that shows all debt including bonds and COPS as of March 31, 2022. ○ The fund balance history of plant funds shows from FY17 and projects out to FY24 to show where our plant fund has evolved along with transfers of fixed assets to Fund 7 to be depreciated.
<p>Approval of Minutes</p>	<p>The minutes of the March 7, 2022 and March 18, 2022 Cabinet meetings were presented for approval.</p> <p>Kim shared the updates she made to the minutes.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the March 7, 2022 and March 18, 2022 Cabinet meeting minutes. Second: Kim Vote: Daryl abstained from the vote on the March 7 minutes. All others voted to approve the March 7 and March 18 minutes.
<p>COVID Planning Review Alert Levels</p>	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● The new variant is prominent in the Northeast currently.

<p>Pet Policy</p>	<ul style="list-style-type: none"> ● Updated Pet Policy ● Guidelines are based on the Disability Services handbook. ● Daryl will include language regarding pets not being allowed in classrooms, in meetings, or in interviews. ● It was recommended to change to “employees may bring their pet up to one day a month with their supervisor’s approval” with adding the other predetermined guidelines (i.e. owner is solely responsible for care, animals must be in good health, etc...) ● It was also recommended to add “Due to allergies of other employees in the area....” and “Animals must be leashed when outside of your office area.” ● This policy will be an Administrative Policy rather than a Board of Trustees policy. It still requires feedback from constituent groups and Extended Cabinet.
<p>MCCA Leadership Academy</p>	<ul style="list-style-type: none"> ● Identify next participant(s) ● Scheduled the week of September 12, 2022.
<p>Classified Staff Updates</p>	<p>Dena reported updates from her meeting with Kristen Sides and Shannon Crow:</p> <ul style="list-style-type: none"> ● Opening Week <ul style="list-style-type: none"> ○ Classified Staff has recommended no virtual option; however, it may be wise to plan for a virtual option in the event it is needed (e.g. an increase in COVID cases). ● Chris will bring back more information at the next Cabinet meeting, after having a follow-up Opening Week Task Force meeting later this week. ● Years of Service and Retiree Recognition - For the face-to-face reception, the Planning Committee would also like to invite employees to the reception from 2020 and 2021 since their recognition was only virtual. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Chris will discuss Opening Week details with the Opening Week Task Force and report back at the next Cabinet meeting.
<p>Studio Art Space Expansion</p>	<ul style="list-style-type: none"> ● Chris suggested making ASII room 401 (greenhouse space) into an Honors classroom. FA202 (existing Honors Classroom) would become the new Student Art Gallery.
<p>Architect of Record</p>	<ul style="list-style-type: none"> ● This discussion was deferred.
<p>Student Journey Mapping Application</p>	<ul style="list-style-type: none"> ● This is a project coming from the Missouri Department of Higher Education & Workforce Development; the application is due this Friday, April 1. Kim will follow-up on this.
<p>Standing Agenda Items</p>	
<p>Action Items List</p>	<ul style="list-style-type: none"> ● The Action Item List was reviewed for updates.
<p>Strategic Workforce Planning Permissions to Fill</p>	<p>The following Permissions to Fill were approved:</p> <ul style="list-style-type: none"> ● Head of Basketball Operations - new position due to addition of Men’s Basketball effective July 1. ● Financial Aid Advisor - replacement for Carla Crowson, who was promoted to Financial Aid Specialist effective July 1. ● Financial Aid Advisor - replacement for Tori Thomas, who will move into Project SUCCESS Academic Skills Coordinator position effective April 4.
<p>Purchasing</p>	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet
<p>Enrollment</p>	<ul style="list-style-type: none"> ● No discussion.

Budget	<ul style="list-style-type: none"> Daryl will discuss the FY '23 budget at the Board Work Session on Thursday, March 31.
Planning	<ul style="list-style-type: none"> No discussion.
Reports	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> Regarding the Dean of Instruction search, references are still being checked for the final candidate. <p>Daryl - No report.</p> <p>Kim - No report.</p> <p>Allan - No report.</p> <p>Tasha - No report.</p>
Diversity Discussion	<ul style="list-style-type: none"> <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> - Discussion of Chapter 2 was deferred.
Adjournment	Time: 11:56 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