

CABINET MEETING
MEETING MINUTES
April 11, 2022, 9:00 a.m.
Administration Building Board Room

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

ABSENT: Daryl Gehbauer

GUESTS: Sarah Bright, John Linhorst, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
Remote Work Forms and Training	<p>Tasha, Sarah, and John provided an overview of supervisor training, forms, and process for evaluating positions for remote work eligibility and applying for a remote work arrangement.</p> <ul style="list-style-type: none"> ● The Remote Work Task Force has prepared a position evaluation form. The form will be in a fillable PDF format. It will be uploaded to PeopleAdmin and routed through workflows. ● After all positions have been evaluated, the application process will be opened. ● Training on the process will follow. ● The goal is to implement the remote work policy for employees on September 1, pending Board approval in April. ● An email will be going out soon regarding supervisor training. There will be four sessions held over the next two weeks.
Approval of Minutes	<p>The minutes of the March 28, 2022 Cabinet meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the March 28, 2022 Cabinet meeting minutes. <p>Second: Kim Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Levels continue to decline. ● Contact Tracers will continue to handle positive and symptomatic COVID reports through the end of the spring semester.
HLC Annual Conference Updates	<ul style="list-style-type: none"> ● Kim will provide a higher level overview at the Board meeting. ● Kim will be joining the Heartland Pathways Consortium group that focuses on accreditation. ● Daryl, Chris, and Kim would split seven areas of federal compliance. ● Cabinet will have a discussion of federal compliance requirements to determine which Cabinet member will be responsible for each of the seven federal compliance areas identified.
Student Journey Mapping Application	<ul style="list-style-type: none"> ● The application for the Missouri Department of Higher Education & Workforce Development project was accepted. ● A team from Jefferson College will attend the Student Journey Mapping Workshop on May 25 & 26.
Extended Cabinet Agenda 4/26	Possible topics were discussed for the last Extended Cabinet meeting of this

	<p>academic year (scheduled for Tuesday, April 26):</p> <ul style="list-style-type: none"> ● Preview Day Feedback (Kim will include quick comments in the Celebrations section at the beginning of the meeting; not an agenda item) ● Review of Action Items and Discussions from previous meetings/closing the loop of the following: <ul style="list-style-type: none"> ○ Naming and renumbering buildings ○ Noel Levitz breakout sessions ○ Solar-powered tables ○ ASI survey results and next steps ○ Remote Work policy ○ Architect RFQ ○ Sticky spaces/Connecting students on campus ● Pet Policy Update (Emily West) ● Predictive Model for Student Retention (Jude Kyoore/Matt Husky) ● KPI Update - this item will be included on the September meeting agenda. ● HLC Conference Update (Kim, if time allows)
Town Hall - Monday, April 18	<ul style="list-style-type: none"> ● Cabinet members reviewed the agenda for the upcoming Town Hall. <ul style="list-style-type: none"> ○ The agenda for this meeting will be the FY'23 budget and Q&A. ○ Employees receiving Years of Service and Retirement Recognition will be shared at this meeting. An in-person reception is scheduled for Thursday, April 21, in the Cafeteria.
Cabinet Schedule	<ul style="list-style-type: none"> ● Dena asked if any summer retreats should be scheduled. This will be discussed at the next Cabinet meeting. ● Should weekly meetings continue, or move to every other week? Dena suggested moving meetings to 8:00-11:00 a.m. every other Monday.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● The Action Item List was reviewed for updates.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were approved:</p> <ul style="list-style-type: none"> ● Faculty - ATS Advanced Carpentry - replacement for Mark Fuchs, who has submitted his resignation. ● Financial Aid Technician - replacement for Michelle Allen, who is being promoted to Financial Aid Advisor.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet
Enrollment	No discussion.
Budget	No discussion.
Planning	No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Next year's State budget has been passed by the House. <p>Chris</p> <ul style="list-style-type: none"> ● Dr. Josephine Kershaw has accepted an offer for the Dean of Instruction position. She will begin June 15. <p>Daryl - Not present to report.</p>

	<p>Kim</p> <ul style="list-style-type: none"> Holly Lincoln has asked if interested employees could use community service hours to plant donated trees at Jefferson College Arnold on Arbor Day. There are 78 students enrolled in JCA courses only, and 254 enrolled in JCA and online courses. Four hundred students are taking at least one JCA course. <p>Allan</p> <ul style="list-style-type: none"> Kudos to Sarah Perry for her efforts in obtaining 525 student applications for ATS for Fall 2022. Chris, Allan, and Jennifer virtually met with Gloria Rogers regarding having her as the guest speaker for Opening Week. She specializes in Assessment. She will review some of our materials. Then, a follow-up meeting will allow us to work out details together. <p>Tasha</p> <ul style="list-style-type: none"> The focus has been on wrapping up the Remote Work Policy, working on budget, preparing faculty contracts, and hiring. Certified contracts will be next.
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 postponed.
Adjournment	Time: 10:40 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