

CABINET MEETING
MEETING MINUTES
April 25, 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: Blake Tilley, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Foundation Updates	<p>Blake Tilley provided the following Foundation updates:</p> <ul style="list-style-type: none"> ● Current fundraising is at 109% of their goal. Last year’s total was \$419,000, and they are currently at \$453,000. ● Early analysis: 47% increase in number of donors, 23% increase in number of gifts. ● The Spring Virtual Auction produced 108% of the goal, with approximately \$43,000 raised for the Viking Fund. ● Save the date! The Viking Classic Golf Tournament is scheduled for Friday, September 23 at Crystal Highlands Golf Course in Festus. ● The Office of Violence Against Women (Federal DOJ) grant submitted last week was just under \$300,000. ● Library Book Sale produced the most proceeds ever (close to \$2,000); working with the Foundation’s fundraising process appears to be working well across the College. ● Promotions are being created for athletics scoreboard sponsorships, and for the legacy brick donations. ● Four Process manufacturing plant tour, workforce development, future sponsors. ● Blake will meet with Delta Group President Harry Mueller on Tuesday. ● Four new scholarships: <ul style="list-style-type: none"> ○ Established a new scholarship for the Law Enforcement Academy from the Hillsboro Police Department. ○ New scholarship for Nursing from Liz Wiley. ○ New covenants for Jefferson College Foundation scholarships, one endowed for interest only, and one that provides two \$1,000 awards.
Approval of Minutes	<p>The minutes of the April 18, 2022 Cabinet meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the April 18, 2022 Cabinet meeting minutes. <p>Second: Chris</p> <p>Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Two of the County indicators are in the yellow, but the County is still considered in the green level by the CDC.
Cabinet Summer Retreats	<ul style="list-style-type: none"> ● Summer Retreat topics include: JCA identity, facilities master planning. ● June: Facilities planning discussion - building names, and potential plans

	<p>for a cafeteria. Garrett Miller will be asked to check the equipment left in the cafeteria space.</p> <ul style="list-style-type: none"> ● July: JCA identity discussion - scheduling, enrollment, and program data needs to be examined. Associate Deans and Director of JCA will be included.
Advanced Carpentry Lot	<ul style="list-style-type: none"> ● A lot in Hillsboro has been identified for future development. The home on the lot burned down, but the foundation remains. The septic system will need to be replaced, which could be a negotiation point. ● The information will be presented to the Board before moving forward.
HLC Conference Review	<ul style="list-style-type: none"> ● Dena noted that HLC is going to add accreditations for short-term certificates and programs. ● Rend Lake and Southeastern IL Community College in Illinois have an agreement similar to our MOU with East Central and MAC. They share classes and split the cost of the instructors. ● Kim noted the following from ALO sessions: <ul style="list-style-type: none"> ○ We need to be sure to update HLC accreditation information to institutional accreditation since it is no longer regional. ○ Dual credit locations have to be approved, since it is possible that a student could earn 50% of their degree at a location when considering dual enrollment and online options. ○ Need to review assumed practices to stay in compliance. ○ A Dear Colleague letter may be issued regarding Critical Race Theory. ○ Title IX revisions might be coming out in May 2022, with changes needing to be implemented in August 2022. ○ The 25% content rule might be rescinded. ● Chris reported on a Collaboration Across Institutions session - one institution combined Student Services and Instruction. ● Several sessions referenced Credential Engine for credential transparency. This may be a state-wide initiative at some point.
Extended Cabinet Closing the Loop	<ul style="list-style-type: none"> ● Names and Renumbering of Buildings (Allan) ● Noel Levitz Survey Discussion: <ul style="list-style-type: none"> ○ Added some of the items into Strategic Plan KPIs (Allan) ○ Instructional Excellence (Chris) ○ Student Services (Kim) ● Solar tables - (Daryl) ● Facilities Master Planning - ASI Survey results (Allan) ● Remote Work (Tasha) ● Architect of Record - Approved by BOT (Daryl) ● Counseling Data - Will be shared with the BOT (Kim) <ul style="list-style-type: none"> ○ Sticky Spaces
MCCA External Award Nominees	<ul style="list-style-type: none"> ● Nominations are due by Friday, May 20, 2022. ● Changes have been made to the awards structure. ● Internal Awards: <ul style="list-style-type: none"> ○ Excellence in Teaching (Chris) ○ Administrative Professional Leadership (Chris) ○ Classified Staff Achievement ○ Outstanding Adjunct Faculty ○ MCCA Innovation <ul style="list-style-type: none"> ■ This topic will be discussed further at the May 9 Cabinet meeting.

	<ul style="list-style-type: none"> ● External Awards: (Cabinet to review these by next week's meeting) <ul style="list-style-type: none"> ○ Award of Distinction (Blake) <ul style="list-style-type: none"> ■ Possibly Dan Govero ○ Distinguished Alumni ○ Distinguished Business & Industry <ul style="list-style-type: none"> ■ Possibly Mercy ○ Trustee Leadership
DHEWD Commissioner's Advisory Group Updates	<ul style="list-style-type: none"> ● Mission Description Review will begin in May for every college. ● Performance funding discussion - a House Bill passed to conduct a study on performance funding. ● MoExcels submissions for FY24 will be coming out in May. ● A core increase, tied to inflation, will be requested. ● Jeff Barlow and Alyssa McLeod are both leaving the DHEWD. ● Zora Mulligan is a finalist for the Provost position at the University of Missouri.
Pet Policy Update	<ul style="list-style-type: none"> ● Certified Feedback ● Classified Feedback ● Classified Feedback 2 ● Faculty Feedback ● A lot of feedback was received, but it was not conclusive. ● The topic will not be discussed during tomorrow's President's Extended Cabinet meeting since so much feedback was received and legal guidance might be sought. For now, things will remain status quo.
Housekeeping Staff/Management Changes	<ul style="list-style-type: none"> ● Linda Covert and Joyce Buckner have both announced their retirement, as of July 1.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● The Action Item List was not reviewed.
Strategic Workforce Planning Permissions to Fill	<ul style="list-style-type: none"> ● There were no Permissions to Fill presented for approval. <ul style="list-style-type: none"> ○ Testing Center PT (19 hour) - Allan just received notification and will add the position for approval.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet 4 22 22 ● According to the architect, the size of the elevator in ASI might be grandfathered in, which would free up around \$150,000 in CARES funding.
Enrollment	<ul style="list-style-type: none"> ● No updates
Budget	<ul style="list-style-type: none"> ● No updates.
Planning	<ul style="list-style-type: none"> ● No updates.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Anyone attending the MCCA 2022 Trustee and Executive Leadership Conference (TELC) June 22-24 is advised to get their reservations made. ● Board meeting for May - Tentative agenda items are due to Lisa tomorrow. <ul style="list-style-type: none"> ○ FYE Faculty ○ Head Coach Appointments ○ \$79,000 Change Order for Asphalt Work on the Orange Lot ○ Director of Financial Aid Appointment (Zoom interview on Wednesday) ● Dennis Gannon will be recognized on Thursday, May 5, at the Boy Scout Council dinner to honor distinguished citizens.

- There was discussion at last week's EDC meeting regarding an opportunity for a manufacturer to expand into our area. The business would bring 300 jobs to Crystal City and groundbreaking would start in July.
- MCCA Presidents & Chancellors meeting updates:
 - Union negotiations - the only schools that do this are Jefferson College, Metropolitan, St. Charles, and East Central.
 - At Metropolitan, the college President is part of the team, and it has been beneficial.
 - Most of the above colleges (outside of Jefferson College) use an arbitrator and find it helpful when it is difficult trying to come to an agreement on something.
 - Tuition reimbursement - capped at \$3,000 per employee per year. New people starting a program will be capped at this amount, but others, already enrolled in a program, will be grandfathered in.

Chris

- This Friday, the Jazz Band will be playing from 5:00-8:00 p.m. on the Russell House patio for a faculty and staff happy hour.
- Chris and Kim met with Tracy James and his team about rolling out two-step verification to students. A voluntary rollout will be done for summer, with it being required as of January 2023.
 - The Testing Center will have the ability to create a one-time password for students who need to test.
 - Dual credit students, as well as other high school students who are not permitted to utilize their phones in class, will be given a temporary exemption from the two-step verification.
- GEARS II and MOExcel spending is spent down.
- Jefferson/Franklin WIOA partnership MOU is back up.

Daryl - No updates.

Kim

- The Student Journey Mapping process for adult learners is underway. A kickoff meeting was held on April 21, and the workshop will be held on May 25-26 in Jefferson City.

Allan - No updates.

Tasha

- Faculty contracts will be going out this week.
- Tasha will be finalizing a lot of job descriptions.
- A salary offer will be made to the EDU/COL & FYE Coordinator finalist.

Diversity Discussion

- *Off-Week*

Adjournment

Time: 11:20 a.m.

Respectfully Submitted,

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services

and

3/7/22

JB

Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction