

CABINET MEETING
MEETING MINUTES
May 2, 2022, 9:00 a.m.
Administration Building Board Room

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

GUESTS: Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
Approval of Minutes	The minutes of the April 25, 2022 Cabinet meeting were presented for approval. ACTION: 1. Motion: <u>Kim Harvey-Manus</u> motioned to approve the April 25, 2022 Cabinet meeting minutes. Second: <u>Dena McCaffrey</u> Vote: <u>All approved</u>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● If everything remains status quo, we will remove this agenda item at the end of the semester and only re-add it if something changes.
Fall Movie Night	<ul style="list-style-type: none"> ● A Movie Night has been proposed for either August 26 or September 9. <ul style="list-style-type: none"> ○ August 26 is the first week of fall classes. ○ September 9 is Festus/Twin City Days. We should not compete with a community event. ● Could coupons be provided by the Foundation to the first 100 students for free food truck items?
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed for updates.
Strategic Workforce Planning Permissions to Fill	<ul style="list-style-type: none"> ● The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> ○ Teacher's Assistant - PT regular 25-hour position - Approved ○ Testing Specialist - PT 19-hour position due to Melissa Salzman promotion - Approved ○ Faculty - Nursing - replacement for Sarah Akridge, who will be promoted to PN Coordinator - Approved ○ Full-time Library Assistant - replacement for Laura Lewis who resigned, needs to be filled by July 1 - Approved
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet 4 28 22
Enrollment	<ul style="list-style-type: none"> ● Summer enrollment numbers are still a little low, while fall enrollment numbers are doing well.
Budget	<ul style="list-style-type: none"> ● Cabling project might end up being \$9,000-\$12,000 under budget. ● Our state allocation was emailed to Dena by Brian Millner. Jefferson College will <i>potentially</i> receive \$1.45 million altogether.
Planning	<ul style="list-style-type: none"> ● No updates.

Reports

Dena

- Reminder: Final BOT agenda items are due to Lisa today.

Chris

- CAO meeting updates:
 - STLCC is doing a survey regarding aligning application deadlines/requirements for their healthcare programs.
 - Proposing changing verbiage from opt-in to opt-out for reverse transfer.
 - Some schools give medals to dual-credit students who earn their associate degrees to wear at their high school graduations, and honor cords to dual-credit students who earn a certain number of credits while in high school.

Daryl

- An AFV Focus Group discussion was held last week. Vendor brought up three new things:
 - Smart cooler - This is for things to be put out in faculty/student lounges for purchase.
 - ZippyAssist - A web-based mobile app that people can use to immediately report errors and get refunds to their credit cards. Currently, they go through Deb Bonham.
 - Possibly having a hot food option 1-2 times weekly - The vendor stressed that he would still need to discuss this option with his supervisor before it could be promised.
 - Daryl hopes to hear back from the vendor within the next few weeks. If not, Daryl will contact him.

Kim

- Lora Warner will be joining the team for the Student Journey Mapping workshop.

Allan

- Thursday night is the ATS Open House.

Tasha

- The remote work training sessions finished up last week. Tasha's group will be submitting a proposal about remote work for the MCCA annual conference.
- Faculty and Certified Staff Contracts will be sent out very soon.
- Victoria Needy has been hired as the new HR Administrative Specialist.

Diversity Discussion

- *What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?* Discussion of Chapter 3.

Adjournment

Time: 10:33 a.m. (Adjournment time prior to book discussion.)

Respectfully Submitted,

Jennifer Baine

Senior Administrative Assistant to the Vice President of Instruction

and

Shannon Schoenky

5/2/22

JB

Senior Administrative Assistant to the Vice President of Student Services