

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

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

MEMBERS ABSENT: Allan Wamsley

GUESTS: Jude Kyoore, Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Institutional Research Updates	Jude Kyoore presented the following Institutional Research updates: <ul style="list-style-type: none"> ● IR Updates May 2022 ● Jude provided an update on the progress of instructional excellence KPIs and community engagement KPIs. ● Jude announced the schedule for the IR dashboard, which will officially be launched this summer. ● Jude discussed collaboration with HR to provide analytics of our workforce. ● Cabinet noted that we need to determine what areas are doing non-credit training that is not tracked (i.e., LEA training with other agencies). ● Discussion was held regarding tracking students who earn non-credit credentials.
Approval of Minutes	Approval of the May 2, 2022 Cabinet meeting minutes was deferred until the next meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● No changes.
MCCA External Award Nominees	<ul style="list-style-type: none"> ● Award of Distinction - Dena has Dan Govero's information. ● Distinguished Alumni - Shannon will send Jennifer Kim Robertson's bio. ● Distinguished Business & Industry - Kenny sent Chris the letter from Mercy. ● Trustee Leadership - We do not have anyone who meets the criteria. ● Classified Staff Award - A nominee is being determined. ● MCCA Innovation - B. Ray Henry Award winner.
B. Ray Henry Award Winner	<ul style="list-style-type: none"> ● Cabinet reviewed the results of the survey that Deb Bonham sent out.
Tueth Keeney Workshop June 9 or 10	<ul style="list-style-type: none"> ● Michael Booker, Kristen Sides, and Sheree Bell will attend. ● Kim may also have staff attending.
Food Service Update	<ul style="list-style-type: none"> ● Daryl provided an update to the Cabinet.
Budget/State Funding Discussion	<ul style="list-style-type: none"> ● Dena reported on the amount of core funding that is proposed for Jefferson College. Nine of twelve schools could end up with more money. ● A final decision of how the funds will be split will be made at this Wednesday's Presidents & Chancellors meeting.
DHEWD Email re: Performance Funding	<ul style="list-style-type: none"> ● Dena reviewed an email from Zora Mulligan. ● Cabinet discussed who would be responsible for providing the requested information by June 17.

	<ul style="list-style-type: none"> Projects include the Vet Tech Clinic construction. Budget estimates and information from the architect are needed by June 17.
Health Insurance Issues	<ul style="list-style-type: none"> Several issues have come up with UMR both with customer experience and on the billing and coding side. HR is looking at information for other providers that may provide better service for our employees. If the College decides to move to another provider, it would need to go out for bid in May. Results would be due in August, and a recommendation would go to the Board in September.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> There were no Monday Meeting Action Items to review.
Strategic Workforce Planning Permissions to Fill	<ul style="list-style-type: none"> There were no Permissions to Fill to review. Position updates: <ul style="list-style-type: none"> Assistant Director of Financial Aid - Alasia Buschkopf has accepted the position as of July 11, so the Part-time Retention Advisor will need to be filled. Financial Aid Advisor - Stephanie Penn has accepted the Financial Aid Advisor position beginning May 23, so the Enrollment Services Assistant-JCA position will need to be filled. Cabinet reviewed other open positions included in the HR Board Report.
Purchasing	<ul style="list-style-type: none"> CARES Act Funding Spreadsheet 5/9/2022 - No discussion.
Enrollment	<ul style="list-style-type: none"> A Summer Call-a-Thon is underway, and postcards are going out to students to encourage enrollment.
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"> All items for the June Board meeting are due May 31. Dena emphasized that everything should be uploaded to BoardDocs on time. Lisa will build the June meeting's tentative agenda early. <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> Daryl shared an email from Dale Richardson about participants for kick-off meetings regarding the following projects: Viking Woods expansion, Fine Arts renovation, Vet Tech expansion, and Student Center cafeteria space renovation. A Facilities Master Planning discussion will be added to a future Cabinet meeting. <p>Kim</p> <ul style="list-style-type: none"> The Softball team plays today at 1:45 p.m as part of the Regional tournament in St. Charles. The Baseball team won this weekend and is moving to the Regional tournament in Joplin. Kim asked for clarification on when fall grades are due for 2025-2026, as they should be due on Tuesday, and not Wednesday.

	Allan - Not present to report.
	Tasha <ul style="list-style-type: none"> • New HR Assistant Victoria Needy begins this Wednesday, May 11.
Diversity Discussion	<ul style="list-style-type: none"> • <i>Off-Week</i>
Adjournment	Time: 10:59 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