

**CABINET MEETING  
MEETING MINUTES  
June 20, 2022, 8:00 a.m.  
Administration Building Board Room**

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**MEMBERS PRESENT:** Chris DeGeare, Daryl Gehbauer, Kim Harvey-Manus, Josephine Kershaw, Dena McCaffrey (virtual), Allan Wamsley

**MEMBERS ABSENT:** Tasha Welsh

**GUESTS:** Mark Janiesch, Kathy Kuhlmann, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 8:05 a.m.
<b>Budget Updates</b>	<p>Mark Janiesch presented budget updates:</p> <ul style="list-style-type: none"> <li>● A 1% tuition increase for all semesters for a year equates to roughly \$80,000. For fall alone, 1% is about \$40,000.</li> <li>● A \$2 tuition increase for FY24 could be worth about \$137,595 after a 4% decrease in tuition is realized for FY23.</li> <li>● The loss associated with the sale of the ATS house was budgeted at \$85,000 and this same assumption was used throughout the projections. This is based on previous years, which ranged from \$19,000 - \$85,000, so Mark stayed conservative and went with the worst case scenario.</li> <li>● A 3% increase in salaries and benefits was used year over year in order to take into consideration the effect of minimum wage on the salary schedule.</li> <li>● Lab Compensation, Adjunct/Temp/Overload, minimum wage increase, and property insurance increases were projected as similar amounts year over year.</li> <li>● A sale of an ATS house was projected to happen every other year.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Chris and/or Josephine will bring numbers for our new programs back to Cabinet once they are available - probably after census.</li> <li>2. Jennifer will email Jude to ask him to share a report of where our online students come from - geographically.</li> </ol>
<b>Approval of Minutes</b>	<p>The minutes from the <a href="#">May 23, 2022</a> and <a href="#">June 8, 2022</a> meetings were presented for approval.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. <b>Motion:</b> Kim motioned to approve the May 23 and June 8, 2022 minutes. <b>Second:</b> Chris <b>Vote:</b> All approved.</li> </ol>
<b>COVID Planning</b> Review Alert Levels	<ul style="list-style-type: none"> <li>● <a href="#">Alert Levels, Triggers, and Activities</a></li> <li>● Jefferson County levels continue to grow. We are currently in the high levels.</li> </ul>
COVID Reporting and Protocol	<ul style="list-style-type: none"> <li>● Kim suggested we maintain COVID reporting for employees and students.</li> <li>● We will continue to have individuals who have symptoms but test negative be excluded for 5 days.</li> <li>● On a side note, Chris noted that Missouri has reported its first case of Monkey Pox.</li> </ul>

<p><b>Google Calendar Visibility</b></p>	<ul style="list-style-type: none"> <li>● Should all employees have their Google calendars visible?</li> <li>● The concern is that not everyone is using their Google calendar yet. <ul style="list-style-type: none"> <li>○ In this case, using a Doodle Poll might be the better way to find a meeting time.</li> </ul> </li> <li>● If we get to the point that the Google calendar is used universally, we can revisit the subject of scheduling everything through Google calendar.</li> </ul>
<p><b>Active Shooter Training</b></p>	<ul style="list-style-type: none"> <li>● Dena inquired about when we may have active shooter training. She would like to have it early on in the academic year.</li> <li>● Daryl noted that it is difficult to do this right now due to the police department being short-staffed currently.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>4. Daryl will speak with Beau Besancenez about active shooter training and bring his response back to Cabinet.</li> </ol>
<p><b>Differentiated Adjunct Pay</b></p>	<ul style="list-style-type: none"> <li>● It has been increasingly difficult to find adjunct instructors to teach face-to-face classes.</li> <li>● Chris explained the proposal to increase adjunct compensation for face-to-face instruction: <ul style="list-style-type: none"> <li>○ 976 credits = \$48,800.</li> <li>○ Budget surplus for FY23 was \$176K.</li> </ul> </li> <li>● The Cabinet discussed adjunct pay.</li> </ul>
<p><b>Standing Agenda Items</b></p>	
<p><a href="#">Action Items List</a></p>	<ul style="list-style-type: none"> <li>● Monday Meeting Action Items were reviewed.</li> </ul>
<p>Strategic Workforce Planning Permissions to Fill</p>	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>● Temporary Automotive Instructor - temporary replacement for Brad Berrey due to military deployment. - Waiting</li> <li>● Full-Time Sr. Student Services Rep, WES - replacement for Morgan Klousia who submitted her resignation. - Waiting</li> <li>● Campus Police Officer - replacement for Connor Mason who resigned to take a position with NGA effective July 18. - Waiting</li> </ul>
<p>Purchasing</p>	<ul style="list-style-type: none"> <li>● <a href="#">CARES ACT FUNDING SPREADSHEET 6/16/22</a></li> <li>● Dena requested Cabinet members to please bring all current architectural renderings to the Cabinet retreat on June 29.</li> </ul>
<p>Enrollment</p>	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<p>Budget</p>	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<p>Planning</p>	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<p><b>Reports</b></p>	<p>Dena</p> <ul style="list-style-type: none"> <li>● She will be out all week at TELC.</li> <li>● Mineral Area College was approved to offer programs at Cape. This is a positive outcome for community colleges in general.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● We are moving ahead with Opening Week. We will go over the schedule at the next Cabinet meeting.</li> <li>● Welcome Josephine Kershaw, new Dean of Instruction.</li> <li>● Chris will be working remotely tomorrow, but will be available. He will be out the rest of the week at TELC.</li> </ul>

	<p>Daryl</p> <ul style="list-style-type: none"> <li>• The ATS house sold for \$295,000 which was higher than anticipated.</li> <li>• The College will close on the purchase of land on Hillsboro-House Springs Road for \$45,000 soon.</li> <li>• We are having trouble getting help on the custodial side; therefore, you may see more workers during the day throughout the summer months.</li> <li>• A company has been hired to take care of floor care, which should take some workload off the housekeeping staff.</li> <li>• Sheree and Daryl met with Akademos, a digital bookstore. The company does offer a fee-based bookstore model but the College would have to handle the distribution of any books that were shipped to campus. Students could also elect to have books shipped to their homes.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>• Student Journey Mapping - We have a great team. We are planning a retreat on the afternoon of July 27th. Anyone is welcome to attend. An implementation plan was due to the state last Friday.</li> <li>• The Esports work group is making progress and meets again tomorrow.</li> <li>• Kim is beginning to work with the Adult Learners Network. <ul style="list-style-type: none"> <li>○ Samantha Dickey is taking over for Mara Woody at the state level.</li> </ul> </li> </ul> <p>Allan</p> <ul style="list-style-type: none"> <li>• Allan is working on the retreat agenda.</li> <li>• They have also begun working on Adjunct Faculty Development Day.</li> <li>• Jude Kyoore will work with Allan on the list of KPIs.</li> </ul> <p>Tasha - Not present to report.</p> <p>Josephine</p> <ul style="list-style-type: none"> <li>• She is glad to be here.</li> </ul>
Diversity Discussion	<ul style="list-style-type: none"> <li>• <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue?</i> Discussion of Chapter 5</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 10:48 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