

**CABINET MEETING
MEETING MINUTES
July 25, 2022, 8:00 a.m.
Administration Building Board Room**

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

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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:04 a.m.
Institutional Research Updates	<p>Jude Kyoore presented Institutional updates:</p> <ul style="list-style-type: none"> ● Jude provided a full draft of the KPIs to Cabinet for review and discussion. ● He also provided a draft of how we intend to track the data after adoption. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Jude will present this information at both the August Extended Cabinet meeting and the September Board of Trustees meeting.
Approval of Minutes	The minutes from the June 20, 2022 and July 11, 2022 meetings were deferred to the August 8 meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Levels are still high. Consistent with what we have been seeing. ● Some places have gone back to requiring masks. ● A decision needs to be made at the next Cabinet meeting as to what the protocol will be for the fall semester.
Capital Project/State Funding	<ul style="list-style-type: none"> ● Questions have been brought forward regarding ARPA funding. ● Daryl will have more information following a meeting today with CFOs from across the State.
Jefferson County Safety Summit	<ul style="list-style-type: none"> ● Chris, Dena, and Suzanne recently attended a Jefferson County Safety Summit that covered all safety in the county. This Summit was scheduled following the school shooting in Uvalde, Texas, and included many aspects of safety in the schools, including preparation/training, student mental health, etc. ● Dena shared that it would be beneficial for a campus-wide active shooter training for all employees. Training is needed at JCA as well.
MCCA Conference Sessions	<ul style="list-style-type: none"> ● Jefferson College's MCCA Proposal Submissions ● Cabinet reviewed the sessions being proposed for this year's Conference.
CICC Chair	<ul style="list-style-type: none"> ● 2012-2022 Committee Chairs ● Cabinet discussed who might be appropriate to serve as chair(s) of CICC.
New Employee Social	<ul style="list-style-type: none"> ● Cabinet discussed holding the Social at the Russell House. <ul style="list-style-type: none"> ○ Wednesday, August 10, 4-6 p.m. ○ Employees hired after last year's Opening Week will be invited to the social. ○ Jennifer Baine will work on this. She will send calendar invites and reserve the room at Russell House.
PTK Co-Chair	<ul style="list-style-type: none"> ● Allan discussed the College's PTK Five-Star Chapter classification and what is involved in this designation, including costs, benefits, and pros and cons.

	<ul style="list-style-type: none"> ● Cabinet discussed potential positions that could assist with PTK.
Food Service Update	<ul style="list-style-type: none"> ● Daryl had two meetings last week with potential food service companies. <ul style="list-style-type: none"> ○ Cardinal Vending is a local company who does about 60% of their business in MicroMarts and the rest in vending. ○ Mike Kumpf from FSC discussed with Daryl minimally opening the cafeteria and supplying child care food service. A meal card would be an option for students. ○ Current MicroMart cards with balances will not be refunded when they cease services in a couple of weeks.
P&P Update	<ul style="list-style-type: none"> ● Dena asked Daryl to work with Rebecca Ellison to get the combined BAT-FAT MOU finalized and submitted to the Board of Trustees for approval. ● Dena will determine what days Shirley will be on campus so Cabinet members can consult with her regarding updates to Board Policies and/or Procedures.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● Director of Law Enforcement Academy - Approved. ● Advising Specialist, replacement for Patrick McKelvey, who submitted his resignation - Approved. ● Law Enforcement Faculty, replacement of Josh Shearrer - Approved. ● Human Resources Administrative Specialist, replacement of Heather Bradley - Approved.
Purchasing	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 7/21/22 - There were no changes to the spreadsheet.
Enrollment	<ul style="list-style-type: none"> ● The drop for non-payment will be processed this week. ● Paramedic program students aren't registered yet, as well as some HOP programs.
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"> ● Dena's Opening Week statements will include some of the things that the Cabinet is doing. ● A Special Board meeting will be held on August 4. Possible agenda items were discussed. ● Blake Tilley will now serve as the College's representative on the High Ridge Rotary. <p>Chris - Not present for update.</p> <p>Daryl</p> <ul style="list-style-type: none"> ● Closings were finalized on Friday, July 22, for the sale of the ATS house and the College's purchase of property on Hillsboro-House Springs Road as a future ATS house building site. <p>Kim</p> <ul style="list-style-type: none"> ● A Cabinet Retreat is scheduled at JCA next Monday, August 1.

	<ul style="list-style-type: none"> ● Title IX proposed regulations were released. ● Kim, Kenny Wilson, and Amanda Macke are working on the Assurance Argument draft. ● The new National Suicide Prevention Line, 988, is available on- or off-campus. <p>Allan</p> <ul style="list-style-type: none"> ● Adjunct Faculty Welcome Day is being held virtually this year. ● Allan is working on Criterion 5. <p>Josephine</p> <ul style="list-style-type: none"> ● Josephine volunteered to join Tasha as an Administrative Liaison on the Diversity Committee. <p>Tasha</p> <ul style="list-style-type: none"> ● Health insurance may increase 5.3% for next year; however, this is a preliminary estimate. Human Resources is exploring the possibility of offering vision as a stand-alone plan.
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 6
Adjournment	Time: 10:12 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