

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

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

MEMBERS ABSENT: Daryl Gehbauer

GUESTS: John Linhorst, Dale Richardson, Blake Tilley, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

| AGENDA ITEM | DISCUSSIONS/OUTCOMES |
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| Call to Order | Time: 8:03 a.m. |
| Opening Week Presentation Review | Cabinet reviewed the Opening Session 2022 presentation slides. <ul style="list-style-type: none"> ● Blake will be going to Wal-Mart in Festus to buy 5-6 wheeled coolers to be used during Opening Week and for future campus events. ACTION: <ol style="list-style-type: none"> 1. Jennifer Baine will work on setting up a practice session for Thursday, August 11 (before 11am), in the Fine Arts Theatre. |
| Approval of Minutes | The minutes from the June 20, 2022 , July 11, 2022 , and July 25, 2022 meetings were presented for approval. ACTION: <ol style="list-style-type: none"> 2. Motion: Chris motioned to approve the June 20, 2022 and July 11, 2022 minutes. The July 25, 2022 minutes will be reviewed at the next meeting. Second: Kim Vote: All approved. |
| COVID Planning Review Alert Levels | <ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Jefferson County remains in the red level. |
| COVID Protocols for Fall 2022 | <ul style="list-style-type: none"> ● The CDC should be releasing new guidelines for K-12 and higher education this week. ● Kim reached out to other community colleges in the State, and only East Central is requesting positive COVID reporting (voluntary basis). ● The College should release a campus-wide COVID protocol update this week. ● The COVID reporting form will be removed from our website as we end our reporting protocol (barring CDC regulation). ACTION: <ol style="list-style-type: none"> 3. Roger will update the COVID webpage to include CDC guidance on communicable diseases, including a link to their website, a link to the Jefferson County Health Department, and a link to the Jefferson County Department of Health and Senior Services. |
| NOAA Weather Ready Ambassador Program | <ul style="list-style-type: none"> ● Josephine reported on a meeting in which she recently participated. ● If the College becomes an ambassador, it is free, and will promote weather-preparedness. ● A weather contact would need to be designated on campus. ● This might be a good Friday Speakers Series topic. |

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| | <ul style="list-style-type: none"> ● Josephine will share information with Dena so she can discuss it further with Roger. |
| Rural Community College Alliance National Conference | <ul style="list-style-type: none"> ● The RCCA 2022 National Conference will take place September 14-16 in Council Bluff, Iowa. |
| AY '23 Board Work Session Topics | <p>Suggested topics included:</p> <ul style="list-style-type: none"> ● Construction projects and financing ● Bidding and BOT approval limits <ul style="list-style-type: none"> ○ Ask about raising the limits based on inflation over the years. ● IT infrastructure and cloud migration ● Diversity Plan ● Year 4 Assurance Argument ● Budget ● ACCT Retreat - Dena has entered the College into an ACCT contest; they are giving away 25 retreats that ACCT staff will facilitate for Board members. ● Remote Work implementation ● Policy & Procedure updates |
| eSports Update | <ul style="list-style-type: none"> ● A meeting was held last week to discuss plans. They would like to start with eight seats and a soft roll-out in Spring 2023. ● The estimated initial cost is \$30,000. ● A part-time coach would have to be hired. ● Possible locations suggested were TC 201, ASII 301, and the Viking Annex. <ul style="list-style-type: none"> ○ TC201 would require that a few faculty/staff members be moved to different locations to allocate the space to eSports. ○ ASII 301 is currently where all COL classes at Hillsboro are held. ○ The Missouri Baptist University office is currently housed in the Viking Annex, but could be relocated to the AS II Conference Room with UMSL to create a Transfer Center. |
| 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 Permission to Fill was reviewed:</p> <ul style="list-style-type: none"> ● Coordinator of Academic Success Center, due to the resignation of Richard Stephenson - Approved. |
| Purchasing | <ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 8/4/2022 ● This extension ends next May. All funds must be used by that time. ● It was emphasized that the ASI project needs to be taken back up right away. ● Should we look at other opportunities to use these funds? |
| Enrollment | <ul style="list-style-type: none"> ● Enrollment is still strong for fall. ● Law Enforcement and Paramedic classes haven't been enrolled yet, which affects JCI numbers. |
| 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"> ● Enrollment at other community colleges for Fall - St. Charles Community College and Jefferson College both have our enrollments up. No one else mentioned theirs being up, most down a couple of percent. |

- MCCA staffing updates were provided. Jordan Williams and Debbie Chesshire are no longer working at MCCA.
- Fast Track no longer has the loan provision included. Some colleges who have employees return to earn degrees are sending them through Fast Track rather than institutional funds. Kim will review this information.
- Cabinet members were asked to encourage employees in their areas receiving awards at Opening Week to attend the MCCA Convention. The Convention is being held in St. Louis this year. College employees attending the conference are expected to stay for MCCA-specific evening programming (i.e. Awards Dinner). It was suggested that someone be designated to coordinate travel arrangements for attendees, to avoid multiple mileage reimbursements. Lisa Vinyard will look into vehicle rentals.

Chris

- Faculty Professional Development Day plans are underway.
- The reception for new employees is this Wednesday from 4-6 p.m. at the Russell House.
- The Adjunct Faculty Orientation is scheduled this Saturday, August 13, and is being held virtually.

Daryl - Not present to report.

Kim

- Daryl Gehbauer, Darrel Hulvey, Beau Besancenez, and Kim met last week regarding Clery and have a plan in place for the ASR which is due October 1. The next priority will be reviewing the Clery audit.

Allan - No report.

Josephine - No report.

Tasha - No report.

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| Diversity Discussion | <ul style="list-style-type: none"> ● Discussion deferred until the next meeting. |
| Adjournment | Time: 10:56 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