

**CABINET MEETING
MEETING MINUTES
October 17, 2022, 9:00 a.m.
Administration Building Board Room**

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

GUESTS: Shannon Schoenky, Jennifer Baine, Lisa Vinyard, John Linhorst

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
	<ul style="list-style-type: none"> The filing dates for the Jefferson College Board of Trustees elections have been updated due to changes in State statute. Filings for the April 2023 election will be submitted at the Jefferson County Clerk's Office.
Approval of Minutes	<p>The minutes from the October 3 & October 10, 2022 meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Kim motioned to approve the October 3 & October 10, 2022 minutes with one minor change to the October 10 minutes. Second: Daryl Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> Alert Levels, Triggers, and Activities
State of the College Review	<ul style="list-style-type: none"> If you have or have heard feedback regarding State of the College, please let Dena know. A few members in the meeting noted that they have received positive feedback.
JFCAC Board Membership JCCP Board Membership	<ul style="list-style-type: none"> College representation has been requested for these boards. The members should be certified staff level or above. A representative will be needed for the Northwest Chamber beginning in January 2023. It is preferred the representative resides in the Northwest vicinity.
Cabinet Liaisons to Committees & Constituent Groups	<ul style="list-style-type: none"> Cabinet reviewed the current list of liaisons. Chris's title will officially change, as of January 1, 2023, to Vice President of Academic Affairs. <ul style="list-style-type: none"> Kim mentioned that this will need to be changed with accreditation, as well. A few minor changes were made to the liaison list.
Visit by Congressman Luetkemeyer	<ul style="list-style-type: none"> Congressman Blaine Luetkemeyer will visit campus on Wednesday, October 19. After a brief meeting, Dena and Chris will provide a tour. Chris and Dena will show the Congressman a few programs such as Veterinary Technology, nursing, and machining, and the future site of Veterinary Technology.
LEA Scholarship/Tuition Waiver Idea	<ul style="list-style-type: none"> Cabinet was asked their consideration on this question: Would the College want to consider giving a scholarship or waiving tuition for an LEA student who contracts to work for the College for a certain number of years after graduation?

	<ul style="list-style-type: none"> ○ A scholarship doesn't seem to be the correct way to go for various reasons; however, a tuition waiver or a "sponsorship" may be possible. Further details will be researched and discussed at a future Cabinet meeting.
Rad Tech Student Professional Development Venue Question	<ul style="list-style-type: none"> ● Student Conference PD - Casino Venue - This is a very well-organized conference; however, the conference itself is held in a casino. Is there concern with the perception of sending students to this conference? Cabinet members agree that there is not. ● Students are planning to do fundraising for the conference.
Travel Guidance - Hotel Stays	<ul style="list-style-type: none"> ● Cabinet discussed the process for employees to pay for hotel rooms, meals, and travel expenses while attending conferences and other professional development events. ● Daryl will distribute information campus-wide regarding travel advances, etc.
Leadership Academy Update	<ul style="list-style-type: none"> ● The timeline is being moved to a calendar year rather than an academic year. Applications will be open soon, with the program beginning in January. ● Tasha shared the open-ended questions from the application and asked if there were any suggestions for research topics for Leadership Academy participants. <ul style="list-style-type: none"> ○ Dena responded with 'meeting the needs in the community' and 'Bachelor's degrees at community colleges'. ● This topic will be added to next week's Cabinet agenda, where Cabinet members may share more ideas. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Cabinet members will share ideas for the Leadership Academy participants' research topics at next week's Cabinet meeting.
Professional Leave Update	<ul style="list-style-type: none"> ● Update on professional leave reporting options in Banner; demo of professional leave request form in Google; discuss implementing academic professional leave request process campus-wide. ● Staff will have a professional leave category effective November. An announcement will be sent out to share this information. ● Chris has a Professional Development Request form that could be tweaked so that the entire campus could use it. <ul style="list-style-type: none"> ○ It was recommended to work with IT so that we could possibly integrate this form into Banner or something later on. ● A Task Force will be formed to determine what needs to be placed on the Professional Development Leave (not request) form. ● Allan spoke on how both of these forms would be very helpful from a KPI standpoint. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Cabinet will revisit the Professional Leave topic to discuss a recommended timeline at a future meeting.
Grant: Retention of Child Care Staff	<ul style="list-style-type: none"> ● Cabinet discussed Retention of Child Care Staff Application information and Kim shared the Retention of Child Care Staff Grants Checklist. ● The grant would include a one-time payment to Early Childhood Center staff. ● This retention stipend is based on how long the child care employees have served.

IRB Approval Request - MACHB Student-Athlete Survey	<ul style="list-style-type: none"> ● IRB Docs ● Students will send out surveys to athletes, assess the answers, and present the data. ● Cabinet had no concerns regarding the survey.
ARPA Missouri Area Career Center Opportunities Grant	<ul style="list-style-type: none"> ● Grant Checklist - Grant deadline was extended. ● Application ● Jefferson College is requesting \$400,000. ● Using this money, discussions were had regarding updating the restrooms in ATS and CTE. ● We are still going to proceed as if June is the deadline.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> ● Housekeeping - Replacement for Justin Dean, who resigned effective October 21 - Approved
Purchasing	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 10 13 22
Enrollment	<ul style="list-style-type: none"> ● Spring 2023 registration begins today October 17, 2022.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● The Capital Projects list summary was distributed by John Linhorst. ● There are nine total projects. <ul style="list-style-type: none"> ○ Each of the project's pros and cons were discussed. ○ Disability Support Services will be changing to Accessibility Services. ● The Mission, Vision, and Values Task Force will be meeting soon.
Reports	Dena <ul style="list-style-type: none"> ● Extended Cabinet is scheduled for October 25. Agenda items were discussed: <ul style="list-style-type: none"> ○ Pet Policy ○ Open Enrollment update ○ Board of Trustees Policies and Procedures updates Chris <ul style="list-style-type: none"> ● Lisa Pritchard noted that the Missouri Archaeological Society will be on-site today. ● DESE sent Chris and Suzanne a request to estimate capital needs for Career & Technical Education for the next 5 years. ● The Leader Holiday dinner is returning on December 16 and will be held in the Field House. Culinary Arts will prepare the food. Tickets are \$25/person or \$40 for a VIP ticket including a one-hour wine and cheese reception prior to the dinner. Daryl <ul style="list-style-type: none"> ● Daryl asked for a clarification on the Esports location. The storage area next to the Viking Room is a nice possibility for the moment, until a permanent location can be determined; however, John Linhorst is still researching locations. Kim

	<ul style="list-style-type: none"> • A reminder that the <i>SEM/R Open Forum on Completion</i> will be held virtually at 3:00 p.m. this Wednesday. • The flags in the cafeteria are not being respectfully presented right now, and it may be better to take them all down. • Kim will be out of the office this Friday and all of next week. <p>Allan - No report.</p> <p>Josephine</p> <ul style="list-style-type: none"> • Josephine attended the UMSL campus information session. <p>Tasha - No report.</p>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue? Off-Week</i>
Adjournment	Time: 11:22 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