

**CABINET MEETING
MEETING MINUTES
October 31, 2022, 8:00 a.m.
Administration Building Board Room**

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

GUESTS: John Linhorst, Saranda Lund, Blake Tilley, Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:10 a.m.
Diversity Updates	<p>Saranda Lund presented updates on behalf of the Diversity Committee:</p> <ul style="list-style-type: none"> ● The new Co-Chair is Elke Overton, Faculty ● The new Classified Staff Representative is Jenna Schwartz, staff from Workforce & Employment. ● The Taskforce for the new five-year Diversity Plan is underway: <ul style="list-style-type: none"> ○ Summer retreat ○ August Welcome Week Open House ○ Starting to work on writing the plan and initiatives ○ Added belonging to DEI ○ Discussion of looking for grants for hiring a part-time person ● Committee charge - charge stayed the same, but may be changed in the new plan. ● Juneteenth conversation - potentially sending out a survey to committee members. ● Visit from Professor Otto about creating a land acknowledgement agreement. Task force with Chris Otto and Gabrielle Everett. ● MACHB - 10 additional questions were edited and updated to tie to the Strategic Plan and add belonging. ● A monthly themed calendar with recognition of days/holidays - HR (Alicia/Tasha) are putting together suggestions for each month. ● Ever-Fi: running out of grant money, so looking at new grants, or change of resource for curriculum that is less expensive; looking at new / different curriculum for this. ● HR training in Diversity - looking into potential new options using tools already available through HR. ● PEN - planning to renew partnership / membership; pending approval. ● Chris and Dena encouraged Saranda to add Jason Johnson to any First Year Experience task work and to look into OER resources.
Foundation Updates	<p>Blake Tilley provided the following updates:</p> <ul style="list-style-type: none"> ● New Board Directors in 2022: <ul style="list-style-type: none"> ○ Grant Bowen, President, Custom Insurance, Festus ○ Courtney Castulik, Home Service Oil/Express Mart ○ Tracy Smith, Jefferson County Partnership Association ○ Jill West, Retired, Jefferson College ○ Stokely Wischmeier, Hopson Lumber, DeSoto ● The Foundation team has grown, and it has been producing and distributing resources across Jefferson College: ● They welcomed Emily Koogler, a JeffCo alumna, to their team, and she has

	<p>been wonderful!</p> <ul style="list-style-type: none"> • The Golf Tournament brought in nearly \$29,000, which is split between Vikings Athletics and the Viking Fund. Thank you to all who helped! • More than \$3,500 in emergency assistance has been provided to 10 students this semester so far. • The Foundation Board of Directors approved five funding requests at its September meeting for a total of almost \$10,000! • The Foundation has helped several groups on campus raise more than \$1,700. • They are working with the Men’s Soccer, Women’s Basketball, and Baseball teams to raise money for their programs. • Mysun Charitable Foundation awarded a \$40,000 grant for students facing personal judgment and dependency override situations. • Four non-profit campaign consultant proposals have been sent to the Board campaign committee chair Linda Wulf for review. • The sale of the Fox Run home is moving along. The Board has established a committee to take the actions of listing the house and reviewing all proposals.
Approval of Minutes	Approval of the October 17, 2022 meeting minutes was deferred to the November 7 meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> • Alert Levels, Triggers, and Activities
FY ‘24 Capital Projects Discussion	<ul style="list-style-type: none"> • Cabinet reviewed the FY24 Capital Projects Submissions list that John shared. • The Library proposal, with an estimated \$60,000, will be removed from the Capital Projects list, and an annual budget will be added for routine collection additions. • The Accessibility Improvement project will be removed, and an annual budget will be added for universal design improvements.
Suggestions for Leadership Academy	<ul style="list-style-type: none"> • Item was deferred to the November 7 meeting.
Shared Governance Flowchart	<ul style="list-style-type: none"> • Cabinet reviewed the Flowchart for the Shared Governance/Committee Recommendations Process. • Cabinet discussed what happens if they veto a committee decision. • The communication part is not currently being addressed in the flowchart. • Chris and Kim will get together and work on the flowchart.
Clergy Compliance Exercise	<ul style="list-style-type: none"> • Clergy Exercise Notes were shared. • Cabinet will go through the Stafford After Action report questions at the December retreat. <ul style="list-style-type: none"> ○ Dale, Roger, Tracy, and others will be invited to participate. ○ Cabinet members are asked to review the report and bring ideas and questions to the December Retreat. • Each division needs to develop a Continuity of Operations Plan. • Building Managers need to be designated and trained on emergency preparedness.
Door Safety	<ul style="list-style-type: none"> • There are some office and classroom doors that cannot be locked from the inside. Josephine brought forward a proposal to purchase different locks in light of the recent school shooting in St. Louis. She will share the information with Daryl. • Employees need to be sure external doors latch behind them when they

	leave in the evening.
MCCA Convention	<ul style="list-style-type: none"> • Convention Attendees • Lisa has reserved four vehicles. A carpool will be done to pick up the vehicles from the South County Enterprise location. Chris and Tasha will probably drive from Hillsboro. Arnold drivers are TBD. • A reminder to all attendees that the Wednesday night dinner is mandatory.
Remote Work Position Evaluations	<ul style="list-style-type: none"> • Cabinet will meet to review positions that still need to be evaluated, as well as those that appear to be fine for remote work approval. They will also review positions that there are questions about. • Several position evaluations said they could be done completely remotely with no changes, or minor changes, but were checked ad hoc only. • Remote work needs (i.e. front desk worker or computer work only) should match the number of days the employee is allowed to work remotely per week.
ARPA Workforce Training Grant	<ul style="list-style-type: none"> • Chris shared the working copy of the Application. • Two positions will be needed during the grant.
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"> • Financial Aid Technician - Replacement for Brenda Baner, who was promoted to Financial Aid Advisor effective October 24 - Approved.
Purchasing	<ul style="list-style-type: none"> • CARES ACT FUNDING SPREADSHEET 10/27/22
Enrollment	<ul style="list-style-type: none"> • No discussion.
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"> • The Civic Engagement Action Plan has been updated to include accomplishments, what is in progress, and what is no longer in place. Brandi Gallaway and Roger will present it to Cabinet at a future meeting. • Dena had a meeting regarding the James Hardie development coming to the airport location. She will be co-chairing the Investor’s Council. • The ACCT Leadership Conference went well last week. Dena saw a school there that had uploaded every blueprint and plan into an electronic database and shared it with everyone in the school community for facilities planning. <p>Chris</p> <ul style="list-style-type: none"> • The first 2 + 4 agreement for Chiropractic Medicine with Logan University is being signed this afternoon. <p>Daryl</p> <ul style="list-style-type: none"> • Dale reported to Daryl that he has seen updated plans for JCA and that the architects met with the City of Arnold. Daryl will see if Dale can share the plans electronically. • Everyone should have received a green cardstock flier that included information on Printing options.

	<p>Kim</p> <ul style="list-style-type: none"> The EdSights Retention Bot statistics show that 97% of our students have opted in. Of those, 47% of the students have engaged with the Bot. Kim noted that there are keywords related to students in crisis that trigger notification to our COMTREA therapist. <p>Allan - No report.</p> <p>Josephine - No report.</p> <p>Tasha</p> <ul style="list-style-type: none"> Tasha helped with clearing the nature trail during Friday's Day of Service.
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 10....Deferred to Nov. 7 meeting
Adjournment	Time: 11:15 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