

**CABINET MEETING
MEETING MINUTES
November 28, 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: Tracy James, Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
IT/Communications Updates	<ul style="list-style-type: none"> ● Tracy presented the new requirements which the Missouri United School Insurance Council (MUSIC) will be requiring for the College to maintain cyber security insurance beginning July 1, 2023: <ul style="list-style-type: none"> ○ Multi-factor authentication - Students will be enrolled in MFA as of February 6, 2023, with emails alerting them of the change starting four weeks prior to this date. ATS and Dual Enrollment students will likely be enrolled in June. ○ Multiple copies of backups ○ Cyber disaster recovery and response plan ○ Endpoint detection and response ○ Cyber security training for employees ○ Secure email configuration ○ Account access measures
Approval of Minutes	<p>The minutes from the November 14, 2022 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: <u>Chris DeGeare</u> motioned to approve the November 14, 2022 minutes as presented. <p>Second: <u>Kim Harvey-Manus</u> seconded.</p> <p>Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● No changes. ● A spike is expected over the holidays.
HLC Annual Conference	<ul style="list-style-type: none"> ● HLC Conference Attendance 2013-2022 ● Registration is open for the annual conference. It is all in-person this year. ● This discussion will be continued at next week's Cabinet meeting.
JCNW	<ul style="list-style-type: none"> ● Notes from November 16 meeting <ul style="list-style-type: none"> ○ In general, it was determined by those meeting on November 16 that this is not the time to move forward with the JCNW project as there is not a current need/demand for it. ○ Cabinet shared other ideas for a possible Hwy 30 corridor facility.
Transfer Center-JCH/JCA	<ul style="list-style-type: none"> ● Cabinet reviewed a schematic for a Transfer Center that is being considered for the back office/storage area of the kitchen. ● Cabinet discussed moving the location of the JCA Transfer Center. <ul style="list-style-type: none"> ○ Another discussed option is to eliminate the transfer conference room to enlarge the CMU office. ○ Rearranging cabinets for more space at JCA was another discussion.

BOT Policies & Procedures Section I	<ul style="list-style-type: none"> • Dena emailed this out to all Cabinet members. It will be placed on next week's agenda. Please go over them prior to the next meeting. • A line will be added at the beginning of each policy section stating who owns the policy.
MO Area Career Center Opportunities Grant	<ul style="list-style-type: none"> • Approved application. • DESE has ARPA funds that they are passing through for Area Career Centers. JC submitted requests to update the ATS and CTE restrooms, but they were denied stating the proposal did not meet the grant intent for program enhancements. A resubmission was made for HRA lab renovations and the Fire Science Outdoor Burn Area. Funding for these projects was approved this morning.
Standing Agenda Items	
Action Items List	Monday Meeting Action Items were reviewed and updated.
Strategic Workforce Planning Permissions to Fill	<p>The following Permission to Fill was reviewed:</p> <ul style="list-style-type: none"> • Enrollment Services Assistant-JCA - Part-Time Regular replacement for Michael Pingel who submitted his resignation - Approved
Purchasing	<ul style="list-style-type: none"> • CARES ACT FUNDING SPREADSHEET 11 17 22
Enrollment	No discussion.
Budget	No discussion.
Planning	<ul style="list-style-type: none"> • There is a Facilities Master Planning Committee meeting today.
Employee Anonymous Questions	<p>Questions received since the last meeting:</p> <ul style="list-style-type: none"> • No new questions have come in since the last meeting.
Reports	<p>Dena</p> <ul style="list-style-type: none"> • The vans for MCCA are available for pick-up at the South County Enterprise location. Cabinet members were asked to let Lisa know if they will be picking up the vans tomorrow so that she can relay the message to Enterprise. • Extended Cabinet is Monday, December 5. Agenda items include: <ul style="list-style-type: none"> ○ On-site Registration ○ BOT Policies & Procedures Section I ○ Closing the Loop on Facilities Master Planning ○ Closing the Loop on the Remote Work Policy ○ Anonymous Questions ○ Soccer Team ○ Bond Update • BOT final agenda items are due today. <p>Chris</p> <ul style="list-style-type: none"> • The articulation agreement with Fontbonne is being updated. • There will be a retirement reception held for Allan Wamsley on Monday, December 5, at 1:00 p.m. in the Administration Building lobby. • Chris will be serving as a volunteer at MCCA. • There are several evening events taking place next week. • Perkins is up for a desk monitor this year. Kathy and Josephine are on top of it. <p>Daryl</p>

	<ul style="list-style-type: none"> • The bond has been finalized and will be presented at the next Board meeting. • The canopy on the north side of the Student Center has been cleaned by St. Louis Select. <p>Kim</p> <ul style="list-style-type: none"> • Project SUCCESS is having a voluntary compliance visit this Thursday and Friday. • The new Residential Life Coordinator, Julie Creath, starts this week. • The donated ping pong table has been picked up. <p>Allan - No report.</p> <p>Josephine - No report.</p> <p>Tasha - No report.</p>
Executive Session Leadership Academy	<ul style="list-style-type: none"> • Cabinet reviewed applications and selected participants.
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue? Chapter 11</i>
Adjournment	Time: 10:43 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