

**CABINET MEETING
MEETING MINUTES
December 12, 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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Approval of Minutes	Approval of the minutes from the December 5, 2022 meeting was deferred until the December 19 meeting.
Event Planning	<ul style="list-style-type: none"> ● When a College event is being held, that date/time should be blocked out so that other events cannot be scheduled concurrently. ● When the College is closed, no events should occur. <p>Action:</p> <ol style="list-style-type: none"> 1. Daryl will check to see if there is a way to block already scheduled event dates/times (on- or off-campus) and College closed dates in EMS.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Jefferson County is still in the medium level. ● Some places have begun taking precautions again.
Releasing Transcripts with Past Due Balances	<ul style="list-style-type: none"> ● Chris, Daryl, and Kim discussed that OTC and Crowder College are releasing transcripts for students who have past due holds. The schools still do collections, and the students are prevented from registering until the balance is paid. ● NASFAA and other organizations are encouraging institutions to adopt policies that do not prevent transcripts from being issued for students who owe past due balances. ● Can a report be run to identify the number of students who owe a balance over a certain amount? <p>FURTHER DISCUSSION NEEDED.</p>
Esports Location	<ul style="list-style-type: none"> ● The lower level of the Student Center has been suggested as a location for Esports. There are concerns with that plan, since the Student Center renovation plans have not been finalized and the space may be needed for other purposes. ● Kim has recommended that Field House Rooms 200 and 202 be designated as the location for Esports. The Cabinet agreed with Kim's recommendation. ● Blake Tilley has offered to assist with development of the Esports program. ● There is no budget for renovations until next fiscal year. Work may be done over the summer to prepare Field House Rooms 200 and 202 for fall 2023. ● It was noted that non-instructional furniture requests will now be handled by the Employee Support Committee.
Anonymous Question	<ul style="list-style-type: none"> ● One anonymous question was submitted. A reply will be provided at the next Extended Cabinet meeting.

Faculty In-Service Day	<ul style="list-style-type: none"> ● Cabinet reviewed the draft schedule. ● Dena asked Chris to remind faculty that their syllabi, grade books, etc. must be posted in Canvas.
Remote Work Policy	<ul style="list-style-type: none"> ● Remote work was tested in Employee Records last week. There is only one approval level available in Employee Records, so it will be the supervisors approving employees at that point instead of administrators.
Standing Agenda Items	
Action Items List	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"> ● Data Analyst - IR Analyst position in lieu of Director - Approved. ● Housekeeping Tech - replacement for Joe Burks - Approved. ● Teacher's Assistant - part-time regular replacement for Anna Clippard who resigned - Approved.
Purchasing	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 12 8 22
Enrollment	<ul style="list-style-type: none"> ● No discussion.
Budget	<ul style="list-style-type: none"> ● NelNet is raising their fees by \$5 in January, effective with the fall 2023 semester. This increase will be included on the FY '24 budget assumptions.
Planning	<ul style="list-style-type: none"> ● No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Tentative agenda items are due tomorrow, and final agenda items are due Monday, December 19. ● Administrators were reminded not to send emails to employees over winter break. ● The Cabinet Retreat in January will include discussions concerning FY '24 budget and emergency planning. ● Dena is in Jefferson City tomorrow, Tuesday, December 13; constituents from Greater St. Louis will be on campus on Wednesday; and the EMT and Nursing Pinning Ceremonies will be held on Thursday. <p>Chris</p> <ul style="list-style-type: none"> ● Chris will be out of the office the week of December 19. <p>Daryl</p> <ul style="list-style-type: none"> ● Renderings of designs for the new Veterinary Technology building were shared: <ul style="list-style-type: none"> ○ The estimate is now \$3 million, down from \$4 million. ○ The Foundation's goal will be to raise \$1 million. ○ Another meeting will be held in January to review the new plans. <ul style="list-style-type: none"> ■ Red brick will be requested to be added to the building. ● Renderings of designs for the new Viking Woods building were shared. <ul style="list-style-type: none"> ○ A different facade might be requested for the JCPD Office. ● Renderings of the Arts & Science I building were shared from the view of Highway 21. <p>Kim - No report.</p> <p>Allan - No report.</p>

	Josephine - No report. Tasha - No report.
Executive Session	
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 11
Adjournment	Time: 10:50 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