

**CABINET MEETING
MEETING MINUTES
March 20, 2023, 9:00 a.m.
Administration Building Board Room**

MEMBERS PRESENT: Daryl Gehbauer, Kim Harvey-Manus, Josephine Kershaw, Dena McCaffrey, Tasha Welsh, Chris DeGeare (virtual)

GUESTS: Kathy Kuhlmann, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Budget Updates	Kathy Kuhlmann presented the following updates: <ul style="list-style-type: none"> ● Dena will discuss a higher procurement amount with Steve Meinberg. ● The adjunct overload [projected] was not entered. Chris will go through the report today and update it. ● Several areas have not yet turned in their budgets to Daryl and Kathy.
Approval of Minutes	Approval of the March 6, 2023 and March 13, 2023 Cabinet meeting minutes was deferred to the March 27 meeting, giving Daryl time to answer the questions directed to him on the March 6 minutes.
Third-Party Servicers	<ul style="list-style-type: none"> ● Husch Blackwell Article ● These are additional requirements due to the Department of Education's guidance. ● The College needs to find out who these third-party servicers are and contact them via the DOE requirements. The deadline has been extended to September 1, 2023. <p>ACTION:</p> <ol style="list-style-type: none"> 1. A Task Force led by Daryl Gehbauer will be implemented to further investigate what needs to be done regarding third-party servicers and how to get it done before the September 1 deadline.
Employee Sick Bank	<ul style="list-style-type: none"> ● Cabinet is exploring the possibility of implementing an employee sick leave bank. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Tasha will work with Kristin to check on rates for an employer provided short-term disability plan.
Institutional Committee Budgets	<ul style="list-style-type: none"> ● Cabinet continued their discussion from the March 13 meeting. ● Committee chairs do not know whether or not they received their budget. How do we make sure we have communicated this and who should communicate it back? <ul style="list-style-type: none"> ○ Daryl was under the impression that it was the CICC Chairperson's responsibility, as Cabinet has discussed this matter minimally. ○ Should all of this be budgeted within committee budgets? ○ Daryl recommended that Cabinet take some time to discuss this further and then he will take it back to CICC. ○ Discussion will be continued at the April 3 Cabinet retreat.

<p>Extended Cabinet Agenda - April 6</p>	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Diversity Plan 2. CICC Shared Governance Flowchart - Connie 3. Discussion Items - Changing demands in the workplace; Turnaround time; How do we as an institution support each other?; Doodle Polls; Shared Google Calendars; Google as a main App; Many Administrative Support Professionals will be leaving the College within the next couple of years...
<p>BOT Work Sessions -3/31 and 4/27</p>	<ul style="list-style-type: none"> ● March 31 <ul style="list-style-type: none"> ○ Budget Update ○ Purchasing Levels ● April 27 <ul style="list-style-type: none"> ○ Possibly move to an afternoon Retreat
<p>BOT April Meeting Agenda items</p>	<ul style="list-style-type: none"> ● Tentative agenda items are due by March 28. Final agenda items are due by April 4. <ul style="list-style-type: none"> ○ Dena emphasized the importance of meeting BOT deadlines.
<p>Hillsboro Theatre Request</p>	<ul style="list-style-type: none"> ● Summer Children’s Community Theatre Program ● Cabinet discussed a request from a Hillsboro School District music teacher and a parent. They would like to use our Theatre and have the fee waived. ● After discussion, Cabinet opted not to approve this request.
<p>HLC Trends in Higher Education article</p>	<ul style="list-style-type: none"> ● This item will be discussed at the Cabinet retreat.
<p>Science Coach Sponsorship (Allan Wamsley)</p>	<ul style="list-style-type: none"> ● This item was deferred.
<p>Tiered Adjunct Compensation</p>	<ul style="list-style-type: none"> ● Chris reviewed the Proposed Framework. <ul style="list-style-type: none"> ○ This is a draft of the proposed new model for adjunct pay. ○ The Associate Deans would be expected to keep track for their adjuncts. <ul style="list-style-type: none"> ■ The adjunct would be expected to keep track and apply for promotion at the correct time. ■ The Associate Dean would be in charge of placing the adjuncts in the catalog correctly (i.e. correct level). ■ The <i>Date Last Paid</i> report will be run every December and July to terminate any adjunct who has not worked within the past two years. ■ Required trainings need to become better defined. Currently, the only training “required” is JC101. ○ Something needs to be done in PeopleAdmin to connect this to the adjuncts’ personnel files as they are promoted. ○ Tenure and Promotion should also be connected to PeopleAdmin. <ul style="list-style-type: none"> ■ Chris will discuss this with Tasha. ● Budgetary Impact <ul style="list-style-type: none"> ○ The budgetary impact is projected to average ~\$33,000 for FY2024. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Josephine will ask Terry Kite to write up a process for Tiered Adjunct Compensation for the Associate Deans.

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 Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> IT Technician - Replacement for Stephanie Werner, who is being promoted to Network Technician - Approved English Faculty - Replacement for Andrea St. John, who is retiring - Approved Police Chief/Director of Emergency Management - Replacement for Interim Chief Paul Ferber who is retiring July 1st - Approved FT Testing Supervisor - Resignation of Barb Clements - Approved - HOLD to start early to mid-summer PT IT Tech - Replacement for Matthew Mueller, who was promoted to FT - Approved - HOLD to start early to mid-summer
Purchasing	<ul style="list-style-type: none"> CARES ACT FUNDING SPREADSHEET 3/16/23
Enrollment	<ul style="list-style-type: none"> Fall enrollment begins next Monday.
Budget	<ul style="list-style-type: none"> No discussion.
Planning	<ul style="list-style-type: none"> No discussion.
Employee Anonymous Questions	<ul style="list-style-type: none"> One new question was received. It will be shared at the next Extended Cabinet.
Reports	<p>Dena</p> <ul style="list-style-type: none"> The Missouri Freedom of Expression Act is a hot topic on college campuses. Someone is putting up pictures of slaughtered animals on campuses and then calling in and saying that they are there. Then, when someone else comes to take them down, he files a complaint for a freedom of expression violation. This has already been done at several area community colleges. MCCA Convention dates have been announced for the next few years. Dena will ask Lisa to share them with Cabinet. TELC 2023 will be held June 20-22. Next Wednesday, March 29, the CEO of Greater St. Louis, Jason Hall, will be on campus. Dena will be giving him a tour of our manufacturing programs. The MO Governor Student Leadership Conference this year had a controversial speaker. One of our students expressed concerns and ended up meeting with conference organizers, in addition to Kim, regarding her concerns. <p>Chris</p> <ul style="list-style-type: none"> A brand new program from Lowe's for Gable Grants is available for HVAC. Josephine is working with Laura Villmer on the application. An update on the Fine Arts renovation: Accessibility (elevator on south end) is a must, but perhaps enclosing the breezeway is not a priority in phase one. There is still further discussion and estimates to get before any final decisions are made. <p>Daryl</p> <ul style="list-style-type: none"> Restroom renovations are out to bid again, due by April 11.

	<ul style="list-style-type: none"> • The roof at JCA needs to be replaced, as well as installation of a roof on the new area. We are getting a bid on the entire area. • Daryl obtained three bids on food service. Chartwells did not submit a bid. <p>Kim</p> <ul style="list-style-type: none"> • The Arnold Chamber of Commerce has been having Coffee Connections events, and we will be hosting one at JCA on May 2 at 8:00 a.m. <p>Josephine</p> <ul style="list-style-type: none"> • NSF Grant update: Josephine applied for the EPIIC program. Of over 700 applications, Jefferson College was selected! <ul style="list-style-type: none"> ○ Out of fifty selected applications, Jefferson College was chosen to attend virtual workshops which will explain next steps and introduce us to our “partner school” (likely SEMO). Josephine, Kenny, and Lora are working on the grant. It is Jefferson College’s first NSF grant, which is a very big deal. <p>Tasha</p> <ul style="list-style-type: none"> • There is a lot of recruiting going on. • Staff are finalizing budget details.
Executive Session	<ul style="list-style-type: none"> • No Executive Session was needed.
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue? Off-Week</i>
Adjournment	Time: 12:12 p.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