

**CABINET MEETING
MEETING MINUTES
May 15, 2023, 9:00 a.m.
Administration Building Board Room/Google Meet**

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

GUESTS: Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
Budget Updates	There were no budget updates.
Approval of Minutes	<p>The April 17, 2023, May 1, 2023, and May 8, 2023 Cabinet meeting minutes were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Chris motioned to approve the April 17, 2023, May 1, 2023, and May 8, 2023 Cabinet meeting minutes. Second: Daryl Vote: Kim and Tasha abstained from the May 1st minutes. All others approved.
JCA Enrollment Touch Base	<ul style="list-style-type: none"> Dena would like to have a larger discussion regarding how the construction/closing of JCA will affect fall enrollment. Marketing will be key. Outdoor signs at JCA would be helpful to advise visitors of how to get enrolled, etc., and announce the reopening date.
MCCA Convention and Awards	<ul style="list-style-type: none"> Dena reminded everyone about call for proposals. <ul style="list-style-type: none"> Presentation proposals for the convention are due by May 26. Nominations for the following awards are due to MCCA by mid-June: <ul style="list-style-type: none"> Pathfinder of the Year Award (new this year) - Admissions will assist with selection. MCCA Innovation Award Award of Distinction Distinguished Business & Industry Trustee & Leadership Award
Library Faculty Policy & Procedure	<p>Cabinet reviewed the following Board Procedures:</p> <ul style="list-style-type: none"> BOT Procedure IV-001.02 rev 2023.docx - Outlines the duties and responsibilities of full-time instructional faculty, with a section added for full-time Library faculty. #17 may be amended to read “administration and faculty”. BOT Procedure IV-002.01 rev 2023.docx - Outlines types of appointments. The only change is to specify that some library faculty are eligible for tenure. BOT Procedure IV-006.01 rev 2023.docx - Outlines salary and administration. Tasha will review for updates needed. BOT Procedure IV-006.02 rev 2023.docx - Outlines promotion expectations in academic rank, and the steps to apply for promotion. BOT Procedure IV-006.03 rev 2023.docx - This procedure needs to be reviewed and updated with HR.

Opening Week	<ul style="list-style-type: none"> • The Opening Week theme and opening session were discussed. • There was a recommendation from the Task Force to not have an external speaker for the opening meeting, and instead focus on the 60th Anniversary of the College. A 30-minute presentation could be done about the College’s history, with discussion about the past to present, as well as the future of higher education.
In District Status	<ul style="list-style-type: none"> • The Grandview School District created an online academy called Missouri Virtual Academy (MOVA) during COVID. It has become the leading virtual online academy in the state. <ul style="list-style-type: none"> ○ Grandview wants the College to offer dual credit courses to MOVA students (who are considered Grandview School District students). • \$75/credit hour is the in-district dual credit rate, with no fees charged. • The in-district rate is continued for students after they graduate from a Jefferson County high school, whether they reside in Jefferson County or not. Discussion needs to take place on how to code MOVA students in Banner once they have graduated from high school. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Cabinet will determine how to code MOVA students in Banner once they graduate from high school.
Google Tips Review/Brown Bag	<ul style="list-style-type: none"> • As a follow-up to Extended Cabinet, Employee Support and Technology Committees will be asked to plan some Brown Bag sessions to provide helpful Google tips. • There is a Google Tips meeting scheduled during Opening Week. It will be recorded. • It was noted that faculty could create Office Hours Google calendars that could be shared with their students and allow appointment slots.
Ping Pong Table/Student Center	<ul style="list-style-type: none"> • Kim reported that the ping pong table has broken and cannot be fixed. • Discussion took place on potential updates for the cafeteria space.
Clery Exercise	<ul style="list-style-type: none"> • Someone from the JCPD needs to be identified to coordinate the Clery Emergency exercise. It can be done online or in-person, but the preferred method is in-person.
CBHE Mission Review	<ul style="list-style-type: none"> • Chris shared the Mission Review Document, which is due June 2, and is done every five years. • Cabinet members will review the document for feedback by this Friday.
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"> • Custodian - New position for the Student Center building - Approved.
Purchasing	<ul style="list-style-type: none"> • CARES ACT FUNDING SPREADSHEET 5 12 23
Enrollment	<ul style="list-style-type: none"> • No update.
Budget	<ul style="list-style-type: none"> • No update.
Planning	<ul style="list-style-type: none"> • No update.
Employee Anonymous Questions	<ul style="list-style-type: none"> • None
Reports	<ul style="list-style-type: none"> • No reports given due to time constraints.

Executive Session	<ul style="list-style-type: none"> • N/A
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 14 deferred until May 22.
Adjournment	Time: 10:29 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