

**CABINET MEETING  
MEETING MINUTES  
August 2, 2023, 3:00 p.m.  
Administration Building Board Room/Google Meet**

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**MEMBERS PRESENT:**

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| <input checked="" type="checkbox"/> Chris DeGeare  | <input checked="" type="checkbox"/> Josephine Kershaw | <input checked="" type="checkbox"/> Kim Harvey-Manus |
| <input checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> John Linhorst     | <input checked="" type="checkbox"/> Tasha Welsh      |
| <input checked="" type="checkbox"/> Tracy James    | <input checked="" type="checkbox"/> Dena McCaffrey    | <input checked="" type="checkbox"/> Kenny Wilson     |

**GUESTS:** Dustin Lemp, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 3:00 p.m.
<b>Approval of Minutes</b>	Approval of the <a href="#">July 10, 2023</a> Cabinet meeting minutes was deferred until the next Cabinet meeting.
<b>Demo of “New” Announcements Landing Page</b>	<ul style="list-style-type: none"> <li>● Dustin Lemp demonstrated the revised process for requesting announcements.               <ul style="list-style-type: none"> <li>○ The new landing page will include Campus Announcements, Employee News, and the Master Calendar.</li> <li>○ Start and end dates will be required.</li> <li>○ Supervisor permissions will be included.</li> </ul> </li> </ul>
<b>DHEWD FY2025 Budget</b>	<ul style="list-style-type: none"> <li>● The budget is due by Friday, August 4.</li> <li>● Capital projects and new decision items should be included. Student Center-related work could be added under capital projects.</li> <li>● MOExcels has been included for the renovation of the Veterinary Technology space in the Career &amp; Technical Education building to accommodate Workforce Services.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Chris and Kim will gather and forward information and necessary data for the DHEWD FY2025 budget to Anthony Merseal for submission in Daryl’s absence.</li> </ol>
<b>Esports Lab Renovation</b>	<ul style="list-style-type: none"> <li>● John shared the bid tabulation for the Esports lab renovation. All bids received were over budget, but the lowest bid was from Integra.</li> <li>● Paragon prepared a possible rendering for the Esports lab.</li> <li>● Photos of Esports labs at other local community colleges were shared.</li> <li>● A space utilization study for the lower level of the Student Center would be beneficial.</li> <li>● <a href="#">Esports Content</a></li> <li>● Cabinet agreed that the Field House space will be used. John will coordinate the project. Paint, furniture, and networking are needed.</li> </ul>
<b>Tuition Reimbursement</b>	<ul style="list-style-type: none"> <li>● Cabinet reviewed the <a href="#">new tuition structures at UMSL and Mizzou</a> draft memo and the College’s Board <a href="#">Policy</a> &amp; <a href="#">Procedure</a> regarding reimbursement of professional study expenses.</li> <li>● The memo will be sent out to all employees.</li> <li>● Mizzou and UMSL have changed their fee structures, which is affecting the way Jefferson College reimburses employees for tuition.</li> <li>● Any changes made would need to be included in BAT-FAT negotiations,</li> </ul>

	<p>as our current reimbursement rates were negotiated items.</p> <ul style="list-style-type: none"> <li>● Tasha suggested that Kristen research how other area community colleges reimburse employees for tuition.</li> </ul>
<b>Board Due Dates Discussion</b>	<ul style="list-style-type: none"> <li>● Dena asked Cabinet members to plan earlier deadlines for their employees to submit Board agenda items, to ensure that items are prepared and submitted on time.</li> </ul>
<b>Town Hall Date Change?</b>	<ul style="list-style-type: none"> <li>● The Town Hall is scheduled for October 5, which is the Board of Trustees meeting preparation week.</li> <li>● Shannon or another Administrative Specialist can assist with formatting the slides since there is not an alternate date that works for everyone.</li> </ul>
<b>Opening Week</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed whether or not it is necessary to take attendance at the Monday morning Opening Meeting.</li> <li>● A fire drill will be conducted for all buildings, except the Student Center building, on Tuesday afternoon of Opening Week. The Student Center fire drill will be conducted two weeks after classes begin.</li> </ul>
<b>Pole Barn and Farm Road Project</b>	<ul style="list-style-type: none"> <li>● The pole barn has been identified as a site for a Fire Science Training Center and Service Learning Project for MetalFab. This building will need to be cleaned out.</li> <li>● A building repair shed further down the road could be removed to allow for placement of a few metal storage containers.</li> <li>● Equipment located near the house on the Farm Road will be removed by October 1.</li> </ul>
<b>NSF ExLENT Grant with BOSTL/STEMSTL and STLCC - Biotech</b>	<ul style="list-style-type: none"> <li>● Josephine, Lora Warner, and Kenny have been working on the grant.</li> <li>● There is no match for this grant, which would be beneficial for the College.</li> <li>● Kenny will bring a Grants Checklist to a future Cabinet meeting.</li> </ul>
<b>Transfer Center Relocation</b>	<ul style="list-style-type: none"> <li>● John shared a <a href="#">drawing</a> of the proposed relocation of MoBap services to ASI 112. The space is adjacent to the UMSL Office located in ASI 110, and will create a Transfer Center.</li> <li>● The move will allow the Viking Room and Annex to be ready in time for the first Friday Speaker Series luncheon scheduled for September 15.</li> </ul>
<b>Holiday Party Date</b>	<ul style="list-style-type: none"> <li>● The Holiday Party will take place on Friday, December 8, at the Hillsboro Civic Center.</li> </ul>
<b>Mandatory Meal Plan</b>	<ul style="list-style-type: none"> <li>● Cabinet confirmed that the mandatory meal plan will not be waived for any Viking Woods residents.</li> </ul>
<b>Review of Committee Ex-Officios</b>	<ul style="list-style-type: none"> <li>● Cabinet reviewed and updated the <a href="#">Cabinet Liaisons - 2023-2024</a> list.</li> <li>● Cabinet members are to review the document and come back with suggestions and recommendations.</li> </ul>
<b>Clery Act Compliance Training Academy</b>	<ul style="list-style-type: none"> <li>● The Clery Consultant has recommended that employees attend a week-long Clery Act Compliance Training Academy.</li> <li>● The cost is \$3,500 per person.</li> <li>● David Parchim will be requested to attend the training in October 2023.</li> </ul>
<a href="#">Trends in Higher Education</a> - Continue discussion to determine Opening Week topics	<ul style="list-style-type: none"> <li>● <a href="#">Cabinet's Rankings</a></li> <li>● This item will be discussed at the Cabinet Retreat on Monday.</li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>● Monday Meeting Action Items were not reviewed due to time constraints.</li> </ul>

<p>Strategic Workforce Planning Permissions to Fill</p>	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>● Academic Advisor (PT) - Replacement for Diana Jacobs who has been promoted to Advising Specialist - Career Guidance. - Approved</li> <li>● Faculty Librarian - Replacement for Joe Kohlburn who submitted his resignation. - Approved</li> <li>● Online Learning Help Desk (PT) - Replacement for Hailey Nguyen who has transferred to the Sr. Administrative Specialist for Institutional Effectiveness. - Approved</li> <li>● Development Assistant - New position to create more support for the Foundation since Marketing is moving under it. - Pending</li> <li>● Marketing and Communications Director/Manager - Replacement for Director of Marketing and Public Relations Roger Barrentine who submitted his retirement effective July 31, 2023. The position title is changing. - Pending</li> </ul>
<p>Purchasing</p>	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
<p>Enrollment</p>	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
<p>Budget</p>	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
<p>Planning</p>	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
<p>Employee Anonymous Questions</p>	<ul style="list-style-type: none"> <li>● One question was received and will be addressed regarding the condition of Mel Carnahan Drive.</li> </ul>
<p><b>Reports</b></p>	<p>Dena - No report.</p> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> <li>● Daryl is out for surgery starting tomorrow.</li> </ul> <p>Kim - No report.</p> <p>Josephine:</p> <ul style="list-style-type: none"> <li>● The new acronym for Institutional Effectiveness and Equity Resources is InstEER.</li> <li>● The NSF Project Vision grant application was submitted.</li> <li>● Josephine attended a MOCAN "State of DEI" update with other Missouri Chief Diversity Officers. They are looking at concerted higher education responses for future challenges, similar to how MCCA coordinates for community colleges.</li> </ul> <p>Kenny - No report.</p> <p>John</p> <ul style="list-style-type: none"> <li>● Sheree Bell should be back on campus next week.</li> <li>● The Flock cameras should be installed by the start of the fall semester.</li> </ul> <p>Tasha - No report.</p> <p>Tracy</p> <ul style="list-style-type: none"> <li>● IT has selected someone to fill the part-time JCA Computer Technician position.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Gramm-Leach-Bliley Act requires vendor verification, so IT will be reaching out to departments for vendor information.</li> <li>• IT is on schedule with Barnes &amp; Noble Bookstore and Great Western Dining.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>• Not needed.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 5:03 p.m.

Respectfully Submitted,

Shannon Schoenky  
Senior Administrative Assistant to the Vice President of Student Services  
and  
Lisa Vinyard  
Executive Assistant to the President & Board of Trustees