

**CABINET MEETING
MEETING MINUTES
August 28, 2023, 9:00 a.m.
Google Meet**

MEMBERS PRESENT:

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

GUESTS: Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:01 a.m.
Insurance Updates	<p>Tasha provided the following updates:</p> <ul style="list-style-type: none"> ● The Benefits Subcommittee meeting went well last week. <ul style="list-style-type: none"> ○ There were no concerns with keeping long-term disability the same. ○ There were still questions about implementation of a sick leave bank. ○ The group discussed premiums. <ul style="list-style-type: none"> ■ The College could offer a one-month premium furlough in December, which would benefit employees and also put us back on schedule with paying current premiums instead of paying ahead. ○ A follow-up meeting is scheduled this week, with a goal to have decisions made regarding short-term disability, long-term disability, and premium structures. ● Cabinet agreed to move forward with a 5.2% premium increase. The College will subsidize the increase for employees, but employees will pay the increase for dependent (spouse, children and family) coverage, and retirees will also pay the increase. Dependent premiums for employees will not be charged in December.
Foundation Updates	<ul style="list-style-type: none"> ● Deferred to the September 11 meeting.
Approval of Minutes	Approval of the August 21, 2023 Cabinet meeting minutes was delayed until the September 11 meeting.
Great Colleges to Work for Survey Results	<ul style="list-style-type: none"> ● Deferred to the September 11 meeting.
Wages for Retirees Returning as Temps	<ul style="list-style-type: none"> ● Deferred to the September 11 meeting.
Pep Band	<ul style="list-style-type: none"> ● Elke Overton has identified an adjunct instructor to oversee the Pep Band and would like to advertise for student musicians to join. ● Kim and Chris are not sure from what budget the \$500 student stipends would be charged since this was not budgeted for FY24. ● Cabinet would like the flier updated to remove the stipend.
JCA Update and Upcoming Construction Meeting	<p>John provided the following updates:</p> <ul style="list-style-type: none"> ● The next JCA construction meeting is this Wednesday, August 30. ● Flooring is going down this week to complete the lobby. ● The Water District turned the water on yesterday afternoon. The water

	<p>will not need to be turned off again to re-bury the line.</p> <ul style="list-style-type: none"> ● A meeting will be held directly after Wednesday’s scheduled JCA construction meeting, to clear things up regarding the delays and to discuss moving forward.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed, and no updates were needed.
Strategic Workforce Planning Permissions to Fill	There were no new Permissions to Fill to review.
Purchasing	<ul style="list-style-type: none"> ● No updates.
Enrollment	<ul style="list-style-type: none"> ● Enrollment is flat at this time.
Budget	<ul style="list-style-type: none"> ● No updates.
Planning	<ul style="list-style-type: none"> ● No updates.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● There were no new questions received this week.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Tentative agenda items are due to Lisa tomorrow, Tuesday, August 29. ● Dena will be in Springfield, Missouri, on Wednesday and Thursday this week for a MCCA Presidents/Chancellors meeting. <ul style="list-style-type: none"> ○ A Strengthening Community Colleges Consortium Grant is on the President’s meeting agenda for discussion. ● Final agenda items should be uploaded to BoardDocs by this Friday, September 1. <p>Chris</p> <ul style="list-style-type: none"> ● Leslie Hoff was welcomed as the new Controller this morning. John Linhorst is working with her during her orientation. ● Chris is unsure who should coordinate the POW/MIA designation process. John suggested that a task force be organized under CEOC. Referred to Blake as Administrative Liaison to CEOC. <p>Daryl - Not present to report.</p> <p>Kim - No report.</p> <p>Josephine</p> <ul style="list-style-type: none"> ● Josephine thanked everyone for getting the NSF statements done. They have been submitted. <p>Kenny</p> <ul style="list-style-type: none"> ● STLCC is on board for the NSF Biotechnology grant designed to assist students who are marginalized. Jefferson College has the potential to host a one-week summer biotech bootcamp for 15-20 students as a part of this grant. ● There is a meeting on Wednesday regarding a Department of Labor grant with rootEd. They would like to have a rural academic resource advisor. Someone from Student Services will join the meeting. <p>John</p> <ul style="list-style-type: none"> ● A reminder that the Veterinary Technology bid opening meeting will be

	<p>held tomorrow afternoon</p> <p>Tasha - Not present to report.</p> <p>Tracy - Not present to report.</p> <p>Blake</p> <ul style="list-style-type: none"> • The Foundation Board of Directors signed off on the sale of the house at Fox Run. They have accepted a \$550,000, all-cash offer.
Executive Session	<ul style="list-style-type: none"> • If needed.
Adjournment	Time: 10:22 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 Academic Affairs
and
Lisa Vinyard
Executive Assistant to the President & Board of Trustees