

**CABINET MEETING
MEETING MINUTES
September 18, 2023, 9:00 a.m.
Google Meet**

MEMBERS PRESENT:

- | | | |
|------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey |
| <input checked="" 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: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Approval of Minutes	<p>The August 28, 2023 and September 11, 2023 Cabinet meeting minutes were presented for approval.</p> <p>ACTION:</p> <p>1. Motion: Chris motioned to approve the August 28, 2023 and September 11, 2023 minutes. Second: Dena Approved by All</p>
Town Hall/State of the College - October 5	<ul style="list-style-type: none"> ● Cabinet determined the following agenda items for the October 5 Town Hall/State of the College: <ul style="list-style-type: none"> ○ Budget/Enrollment for Fall <ul style="list-style-type: none"> ■ Have Leslie present on budget using some sort of a visual representation ○ Great Colleges to Work For information ○ Updates (InstEER, marketing) ○ Integrated Plan - How everything feeds into everything else (Kenny - Primary) <ul style="list-style-type: none"> ■ Enrollment and Esports (Kim - Student Services Plan) ■ Infrastructure - specifically JCA, restrooms, Viking Woods (John) ■ Grants ○ Strategic Workforce Plan (Tasha) ● Dena will work on the full agenda and send it to Cabinet members. Cabinet should be familiar with their topics by October 2. The Town Hall agenda will be reviewed in two weeks at the Cabinet meeting. That meeting will begin at 8:30 a.m.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed and updated.
Strategic Workforce Planning Permissions to Fill	<ul style="list-style-type: none"> ● There were no Permissions to Fill to review.
Grants	<ul style="list-style-type: none"> ● The College should be getting final word on the EPIIC grant soon. We have been approved for this grant. Josephine is working on complying with final requirements now.

	<ul style="list-style-type: none"> • The NSF ExLENT Grant was submitted by BIoSTL/STEMSTL on Thursday. We should hear from EconDev on BioTech today, and then move it forward within the next 30 days. • A grants spreadsheet will be added to the Cabinet Drive where all Cabinet members will give their approval for a grant application like they do on the Permissions to Fill. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Josephine will work with Blake to create the Grants spreadsheet in the Cabinet Drive.
Purchasing	<ul style="list-style-type: none"> • We are looking to see if software is still in use or if it needs to be removed from the list as part of the audit. Kathy Kuhlmann sent out an email about this to pertinent individuals.
Enrollment	<ul style="list-style-type: none"> • No report.
Budget	<ul style="list-style-type: none"> • No report.
Planning	<ul style="list-style-type: none"> • No report.
Employee Anonymous Questions	<ul style="list-style-type: none"> • A Town Hall Save the Date will be sent out today or tomorrow to give employees time to submit questions.
Reports	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> • Senate Bill 190 provides tax relief for seniors - specifically property tax relief. Fire, Ambulance and Superintendent districts were worried about how this bill would impact them. The Constitution states if taxes are cut, the government must provide restitution for lost funding. Not sure how that will happen. <p>Daryl - No report.</p> <p>Kim - No report.</p> <p>Josephine</p> <ul style="list-style-type: none"> • The College's NC-SARA agreement has been renewed. This is an agreement for out-of-state students to take online classes and receive credit. • Josephine attended the DEI meeting in Kansas City last week. <p>Kenny</p> <ul style="list-style-type: none"> • The group from Germany should arrive on Thursday evening. Lunch will be at noon in the Viking Cafe. Kenny will send out an agenda of their visit to Cabinet. • Michael Booker will be officially retiring June 22, 2024. • Kenny had a AA Degree in Mass Communications meeting with Lisa Pavis-Higel. The hope is to have this up and running by next fall. <p>John</p> <ul style="list-style-type: none"> • A virtual action planning workshop is being planned due to demand, Wednesday 9/21, 9:30AM. • A virtual institutional assessment check-in is scheduled for Friday 9/22, 1:00PM.

- Doors are being installed at JCA this week.
- The Emergency Response tabletop session is taking place tomorrow. A draft of the Emergency Operations Plan document was sent out by Chief Parchim this morning.
- SB 190 goes into effect today and increases the eligibility for deduction of certain Social Security income and retirement income, including PSRS and PEERS pension income, by removing the income limitations on this deduction. Public pension income in Missouri, including PSRS and PEERS pensions, which does not exceed the maximum allowed amount (currently \$36,976) will be exempt from state income tax without an income or filing status restriction on eligibility.
- The Environment and Safety Committee had concerns about bringing back health stations because of the rise in COVID. The stations will be brought back and placed around the buildings.
 - One housekeeping staff member will be shifted to a daytime role to help keep everything stocked and clean.
- There will be a meeting held on September 25 about a proposed Capital Project in combination with a service learning project to build a restroom facility/clubhouse for the baseball field.

Tasha - No report.

Tracy

- They are bringing up one classroom at a time at JCA.
- Attempting to get the annual computer bid to the October Board of Trustees meeting.

Blake

- Past two weeks, Shauna Gore fundraising was approved. A little over \$1,100 was raised through the Foundation.
- Hiring for the Foundation Assistant and Foundation Director is going well.
- Just before Roger left, he signed an agreement to promote JC through Festus R-6. Blake has six sport passes. If you'd like one, please let him know.
- The JCGA Bi-Annual Breakfast is scheduled tomorrow, Tuesday, September 12, 7:00-9:30 a.m. at the Russell House. Jefferson College will not have a table at this event as most Cabinet members are required to attend an Emergency Response Table-Top meeting on campus.
- A reminder that the JCGA Golf Tournament is coming up.

Executive Session	<ul style="list-style-type: none"> • Cabinet entered Executive Session at 9:57 a.m.
Adjournment	Time: 9:57 a.m.

Respectfully Submitted,

Jennifer Baine
 Senior Administrative Assistant to the Vice President of Academic Affairs
 and
 Shannon Schoenky
 Senior Administrative Assistant to the Vice President of Student Services

and
Lisa Vinyard
Executive Assistant to the President & Board of Trustees