

**CABINET MEETING
MEETING MINUTES
November 6, 2023, 9:00 a.m.
Board Room**

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 - Virtual |
| <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: 9:04 a.m.
Approval of Minutes	<p>The minutes of the October 23, 2023 and October 30, 2023 Cabinet meetings were presented for approval. Approval of the October 30, 2023, minutes was deferred to the November 13, 2023, Cabinet meeting.</p> <p>* Note on the October 23 minutes: John and Tasha will present their Future Trends topic on November 27.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Chris motioned to approve the October 23, 2023, Cabinet meeting minutes. Second: Kim seconded the October 23 meeting minutes. Approved by All
Future Trends - Landscape of Credentials	<ul style="list-style-type: none"> This item was deferred to the November 13 meeting.
Inclement Weather Follow-Up	<ul style="list-style-type: none"> Cabinet reviewed the updated Contact list for inclement weather. Cabinet will monitor county school closures. Chris volunteered to keep track of the amount of school closings. The procedure/policy regarding snow days was updated in draft form.
Remote Work	<ul style="list-style-type: none"> Cabinet discussed feedback and questions from the Classified Professional Staff meeting on November 2, 2023. Classified and Certified Professional Staff brought up many valid questions regarding the new remote work on closed days policy. Tasha brought these questions to Cabinet for discussion. A statement was drafted that will be shared as an announcement.
Shipping and Handling Costs	<ul style="list-style-type: none"> CAM Print, Inc. is used for many of our print jobs, and shipping costs are sometimes high for each order. They are located in Maryland Heights. <ul style="list-style-type: none"> Could we send a courier to pick up orders and save on shipping? Could we limit campus orders to twice a month? The new color printer in COS may also be able to take some of the orders we send out and keep them in-house. Blake will also be working with the new Marketing Director to review other vendors to maintain competitive costs.
DHEWD College Affordability Survey	<ul style="list-style-type: none"> DHEWD College Affordability Survey.pdf This survey should be distributed to all degree-seeking students.

	<ul style="list-style-type: none"> ○ Josephine has already sent an initial announcement and will send a DHEWD reminder email to currently-enrolled degree-seeking students.
BOT/Strategic Plan Discussion	<ul style="list-style-type: none"> ● Cabinet discussed various ways to keep our Strategic Plan (KPIs, Goals, etc.) progress in front of the BOT. ● How can we share Institutional Assessments with the Board? <ul style="list-style-type: none"> ○ A suggestion was made to have a time set apart for each program to share an IA presentation with Cabinet. No details have been determined at this point. ○ Dena would like to see all completed IAs after they have been reviewed. They are all placed in a shared folder, which Chris will show to Dena.
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	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● Esports Manager - This is a new position budgeted for FY24. It is similar to an Athletics Coach. - Approved ● Enrollment Services Assistant - This is a request to increase hours from 29 to 40 hours/week through June 30, 2024, to provide additional assistance to the Admissions Office. They are currently short staffed due to one employee on FMLA intermittent leave and another employee on maternity leave. Position to work 24 hr/wk at JCA and 16 hr/wk at JCH. - Approved ● Custodian - This position is to replace Jake Laburay who has submitted his resignation effective November 13, 2023. - Approved
Grants	<ul style="list-style-type: none"> ● Kim received an email regarding a Student United Way Grant for \$1,000 one-time funding. She will research it.
Purchasing	<ul style="list-style-type: none"> ● Nothing to report.
Enrollment	<ul style="list-style-type: none"> ● Nothing to report.
Budget	<ul style="list-style-type: none"> ● Cabinet received early retirement notifications from the following employees: <ul style="list-style-type: none"> ○ Michael Booker ○ Sarah Bright ○ Tracy James ○ Kathy Johnston ○ Connie Kuchar ○ Dave Leonard ○ Dianne Marquart ○ Sheba Nitsch ○ Shannon Schoenky ○ Lisa Vinyard ● Budget managers will receive the budget report for FY24 projections and FY25 requests in early January. Cabinet discussed making the deadline February 9, 2024. ● The goal is to have the Board approve tuition by the February meeting.
Planning	<ul style="list-style-type: none"> ● Nothing to report.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● The new questions will be reviewed at the next Extended Cabinet meeting.

Reports

Dena

- A send-off and Spirit Day is planned on Wednesday, November 8, for Women's Cross Country as they leave for Nationals. Those who would like to cheer them on should be at Viking Woods by 2:45 p.m.

Chris

- One of the panels on the entrance sign has a color issue.
- We are exploring a pep band to determine what kind of a return investment this might bring.

Daryl

- The DHEWD three-year income summary was submitted.
- Another report to go to Electronic Municipal Market Access (EMMA) will be submitted.

Kim

- Thanks to everyone who came to the Men's basketball game.
- The Women's Basketball team won by over 30 points on Saturday at their home opener.

Josephine

- EPIIC grant workshops are being launched for Jefferson College. An announcement has been sent out.
- The required consumer information on the website has been updated.

Kenny

- Kenny participated in a meeting with Josephine and the Project Vision Team.
- Kenny also had a good meeting with DRS, which has upcoming Department of Defense grants. They are interested in pursuing an apprenticeship with our welding program.
- We've started a process with CMU regarding a post-secondary youth-apprenticeship program.

John

- The optional pre-bid for the Nursing suite is coming up.
- Both the Nursing suite and pedestrian bridge bids will open up on November 21.
- We had a good meeting last week for Fine Arts. We are now working back from the number we have available to scale things down, so that we can get to that total.
- John met with the Fire Science staff and that project is moving forward.
- Student Center restrooms are scheduled to be completed by the end of next week, but Kim noted there are no stalls, tiles, etc.

Tasha

- Open enrollment is coming up for insurance. Employees need to be reminded to review their announcements where information regarding enrollment will be housed.

Tracy

	<ul style="list-style-type: none"> • The high-end gaming equipment for Esports has been received. The electricians and IT staff will be working in the space. • Dan Modglin and Dustin Lemp will be attending MCCA this week. <p>Blake</p> <ul style="list-style-type: none"> • An offer has been extended for the Administrative Assistant position. • Closing of sale is anticipated on the Ault House next week.
Executive Session	<ul style="list-style-type: none"> • Not needed.
Adjournment	Time: 10:53 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