

**CABINET MEETING  
MEETING MINUTES  
December 11, 2023, 9:00 a.m.  
Admin. Board Room / Google Meet**

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**MEMBERS PRESENT:**

- |                                                      |                                                       |                                                  |
|------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Chris DeGeare    | <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"/> Tracy James      | <input checked="" type="checkbox"/> Dena McCaffrey    | <input checked="" type="checkbox"/> Kenny Wilson |

**GUESTS:** Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:04 a.m.
<b>Approval of Minutes</b>	Approval of the minutes of the <a href="#">December 4, 2023</a> Cabinet meeting was deferred until the January 8, 2024 meeting.
<b>Future Trends - John and Tasha</b>	<ul style="list-style-type: none"> <li>● John discussed the future trends of remote work and hybridization. The format (live, virtual, hybrid) of Committee meetings was also discussed.</li> <li>● Tasha discussed future trends and next steps for performance management and employee engagement.</li> </ul>
<b>Staff Grievance Policy and Procedure</b>	<ul style="list-style-type: none"> <li>● Tasha emailed final draft versions out to the Cabinet last week. She is asking for feedback, and will be sending this out to the constituent committees in January.</li> </ul>
<b>Marketing Director Search</b>	<ul style="list-style-type: none"> <li>● There is another interview scheduled for tomorrow.</li> <li>● Blake also asked Cabinet for recommendations of anyone they may know who would fit the position, so he can personally reach out to them. This is already being done by Alicia in HR via incomplete applications in PeopleAdmin and using Indeed.</li> </ul>
<b>CSI Subcommittee</b>	<ul style="list-style-type: none"> <li>● John discussed consideration for a new direction with the “Campus Safety Initiative” Subcommittee.</li> <li>● A budget and task force was originally created in 2017. Funds of approximately \$150,000 rest under the Police Department. Should the subcommittee be dissolved and the funds go back to the emergency operations funding initiative? <ul style="list-style-type: none"> <li>○ John needs to double-check if this is paying for the fiber-optic cable in the 2024-2025 academic year.</li> </ul> </li> </ul>
<b>Mandatory Employee Training Videos</b>	<ul style="list-style-type: none"> <li>● There are ten full-time employees who have not yet watched the mandatory videos.</li> <li>● HR will send another email reminder to the employees and copy Cabinet members. HR will also email the supervisors and copy the employee, so the employees know the supervisors are being notified.</li> <li>● There are also student workers, temporary employees, and adjuncts who have not met the requirement.</li> </ul>
<b>Enhancement Grant Updates</b>	<ul style="list-style-type: none"> <li>● Everything has been purchased for the December 11 Enhancement Grant deadline. We came in \$37,000 under.</li> <li>● It looks like we will have over a million again this year, so there will need to be some trimming.</li> </ul>

<b>Student Group Fundraisers</b>	<ul style="list-style-type: none"> <li>• The EMS/EMT program rented the Hillsboro Civic Center last year for a fundraiser, but alcohol was not approved to be served, as they were representing the College.</li> <li>• A student group has requested to hold a fundraising event at a local winery.</li> <li>• Cabinet agreed that off-campus student events will not be approved when alcohol is present.</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 reviewed.</li> </ul>
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>• Computer Technician-JCA - PT position moving to FT effective 1/4/2024 - Approved</li> <li>• Director of Purchasing and Auxiliary Services - Replacement for Sheree Bell - Approved</li> <li>• FT Academic Services Administrative Specialist - FT support and floater for Academic Services - Approved</li> </ul>
Grants	<ul style="list-style-type: none"> <li>• No discussion.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>• No discussion.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>• No discussion.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• This March, the Rad Tech Trivia Night will be held on campus in the Field House.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>• None received.</li> </ul>
<b>Reports</b> President  Vice President of Academic Affairs/CAO  Vice President of Student Services	<p>Dena</p> <ul style="list-style-type: none"> <li>• Dena distributed AACC Core Competencies manuals to Cabinet members that can be used as a resource for training and professional development. It has also been used in the Leadership Academy.</li> <li>• Dena noted that the Holiday Party went well and everyone seemed to enjoy themselves. Kudos to the Holiday Party Planning Committee.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>• The EMT graduation will take place on Thursday at noon at Jefferson College Imperial.</li> <li>• The Nursing pinning ceremony is on Thursday, December 14, in the Fine Arts Theatre.</li> <li>• Chris, Kim, and John will be meeting with Missouri Baptist University to discuss the Memorandum of Understanding between the two institutions.</li> <li>• Josephine and Chris went to KJFF last week to do a short recording regarding the NSF grant.</li> <li>• Chris is out beginning December 18 for holiday break.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>• The updated Title IX regulations are anticipated in March 2024.</li> <li>• Kim met with staff from Athletics and Viking Woods regarding food for students in housing over Winter Break. The College will help support the students until the cafeteria reopens in January.</li> </ul>

Dean of Institutional Effectiveness & Equity	Josephine <ul style="list-style-type: none"> <li>● She participated in an interview at KJFF regarding the NSF Grant.</li> <li>● The Grants Coordinator position is ready for posting later this week.</li> <li>● Display regarding holidays from around the world will be in the cafeteria.</li> <li>● The grant discussed last week is being sent out, and another NSF opportunity is being pursued.</li> </ul>
Dean of Instruction	Kenny <ul style="list-style-type: none"> <li>● All full-time faculty are participating in a Simple Syllabus audit on Faculty In-Service Day. The goal is to have 75% utilization in the spring semester and 100% utilization in the fall. Kenny will be sending out a communication about this to faculty today.</li> <li>● HLC has put out some guidance regarding the 18-hour rule for teaching at a Community College. We have this rule and are working on an internal policy that will allow some latitude, as HLC and some other colleges are doing.</li> </ul>
Interim Senior Director of Operations	John <ul style="list-style-type: none"> <li>● The CIS Data Center project should be wrapping up this week.</li> <li>● Contractors have been contacted that they have been approved to begin construction as agreed regarding the Nursing Suite renovation in CTE.</li> <li>● Plans for a ceremonial ground-breaking for the new Veterinary Technology building are not yet finalized.</li> <li>● Capital project presentations will likely be made to the Board of Trustees at the February meeting.</li> </ul>
Senior Director of Human Resources	Tasha - No report.
Senior Director of Information Technology	Tracy <ul style="list-style-type: none"> <li>● All computer equipment has arrived, and all of the eSports equipment has been installed.</li> </ul>
Executive Director of Development & Strategic Communications	Blake <ul style="list-style-type: none"> <li>● Dena and Blake recently met with a potential donor who would like to donate funds for a scholarship that would be awarded to students from the Fox school district who are going into the trades.</li> <li>● Blake, Cody Weseman, and John Willett met with the Sons of the American Revolution where they presented Building &amp; Grounds a flag display award.</li> <li>● Responses are due by Friday, December 15 to submit feedback on the new website.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>● If needed.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 11:08 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