

**CABINET MEETING  
MEETING MINUTES  
January 8, 2024, 9:00 a.m.  
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"/> Blake Tilley |
| <input 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 |

**ABSENT:** Kim Harvey-Manus

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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:01 a.m.
<b>Approval of Minutes</b>	Approval of the minutes of <a href="#">December 4, 2023</a> , and <a href="#">December 11, 2023</a> was deferred until the January 22, 2024 Cabinet meeting.
<b>Extended Cabinet Agenda - January 22 Meeting</b>	<ul style="list-style-type: none"> <li>● Dena has added Policies and Procedures as a topic. Section II is complete except for Title IX, which will be updated once the new regulations have been released.               <ul style="list-style-type: none"> <li>○ Michael Booker is the current faculty Title IX person. This needs to be updated due to his impending retirement.</li> </ul> </li> <li>● Other topics will include:               <ul style="list-style-type: none"> <li>○ Grievance Process - Tasha</li> <li>○ Closing the Loop on Tiered Tuition - Chris</li> <li>○ Project Updates - John</li> <li>○ Future Trends - Tasha &amp; John</li> <li>○ Faculty In-Service Day - Kenny</li> <li>○ Veterinary Technology Expansion - Blake</li> </ul> </li> </ul>
<b>HLC Attendees and Transportation</b>	<ul style="list-style-type: none"> <li>● Kenny will work with Jan Johnston to identify a faculty member to attend.</li> <li>● Josephine’s office will be arranging travel using the HLC budget.</li> <li>● The Conference is scheduled for April 13-16, 2024. Dena is flying to Chicago for the President’s meeting only.</li> <li>● Cabinet agreed that 4-5 people should attend this year:               <ul style="list-style-type: none"> <li>○ Josephine will attend.</li> <li>○ Jan Johnson will attend for Instruction.</li> <li>○ Josephine will determine who will attend for Compliance.</li> <li>○ Tracy and John will consider someone from IT.</li> </ul> </li> </ul>
<b>Commencement Speaker Ideas</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed potential speakers.</li> <li>● An alumni who went on to have athletic success but got their start here would be a good idea (i.e. Mike Henneman, Cliff Politte, Mark Burley).</li> </ul>
<b>Campus Winter Break Closure Message Consistency</b>	<ul style="list-style-type: none"> <li>● Josephine noted that there was some confusion regarding messaging about textbook rental pick-up and returns while campus was closed.</li> <li>● John will make sure that Trevor in the Bookstore is aware of our academic calendar so future messaging is clear to students.</li> </ul>
<b>Unify Challenge: College Bowl</b>	<ul style="list-style-type: none"> <li>● Josephine presented information regarding an opportunity for our students to participate in the <a href="#">Unify Challenge: College Bowl</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>● Dedric Lee is interested in incorporating this into one of his courses.</li> <li>● Cabinet did not have any issues with this.</li> </ul>
<b>Discussion - Impending Weather this Week</b>	<ul style="list-style-type: none"> <li>● Everyone was reminded to be prepared for anticipated inclement weather this week.</li> </ul>
<b>KSDK/Leader Weather Camera on Campus</b>	<ul style="list-style-type: none"> <li>● Blake was contacted by the Leader regarding a request to install the KSDK Weather Camera on our campus.</li> <li>● He will be meeting with representatives from both KSDK and the Leader to determine a location for the camera.</li> </ul>
<b>Travel Expense Forms - Consistency</b>	<ul style="list-style-type: none"> <li>● Previously, not all procurement was done digitally. Now, there are various versions of [digital] forms floating around.</li> <li>● Chris shared a view of a form currently used by the Instruction division. Multiple signature lines were added, since different levels of approval may be required. The old form is still listed on the Finance and Administration page.</li> <li>● Tasha noted that direct deposit may be possible for reimbursements instead of checks being issued.</li> <li>● John will speak with Leslie about getting the updated form posted for use campus-wide.</li> <li>● Dena noted that Leslie wants to get all forms streamlined and will be looking at options.</li> </ul>
<b>Availability of Federal Disclosure Information Email</b>	<ul style="list-style-type: none"> <li>● Josephine received a federal disclosure email, which she sent to Blake's office for review and sendout.</li> <li>● Some federal disclosures have to be sent out as a direct email, instead of as an announcement, for compliance reasons.</li> <li>● It was suggested that a list of all mandatory email notifications be compiled for Cabinet to review. Blake will ask Melissa to create a list in the Cabinet drive that mandatory emails can be added to as they are sent out.</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	<ul style="list-style-type: none"> <li>● There were no Permissions to Fill to review.</li> <li>● An offer was extended for the Director of Marketing position.</li> <li>● Tasha noted that strengths and weaknesses are now added in PeopleAdmin, so a Search Committee Report is no longer needed.</li> </ul>
Grants <a href="#">Grant Checklist - Early Childhood Center</a>	<ul style="list-style-type: none"> <li>● A DESE grant is available in the amount of \$21,000 for Early Childhood students. The <a href="#">Terms and Conditions</a> and <a href="#">MOQPK-CC Guidance</a> was provided by Stephanie Cage. Cabinet had no concerns.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● Spring enrollment looks better today than it did just last Thursday.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● Leslie will be reaching out to budget managers about FAST and Millennium training to roll-over expenditures for budget planning. Training is needed before budget discussions begin.</li> <li>● Board Budget Subcommittee meetings need to begin in mid-February.</li> <li>● Creation of an annual budget calendar would be helpful for the future.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>● None.</li> </ul>

<p><b>Reports</b> President</p>	<p>Dena</p> <ul style="list-style-type: none"> <li>● The JCGA State of the County meeting will be held on Monday, February 26. Lisa will be emailing invitations soon.</li> <li>● The Board Policies and Procedures Section II will be shared with constituent groups this week. First Reading will be requested at the February Board meeting, with a Second Reading and approval requested at the March meeting.</li> </ul>
<p>Vice President of Academic Affairs/CAO</p>	<p>Chris</p> <ul style="list-style-type: none"> <li>● An updated tiered tuition model was sent out last week. Constituent feedback was included.</li> <li>● Chris, John, and Kim met with a representative from Missouri Baptist University regarding the MOU renewal.</li> <li>● The Missouri Job Center has reached out about bringing back the WIOA Youth Program on campus. A Zoom meeting is scheduled with Trish Davis and Mary Brown from the Missouri Job Center at 2:00 p.m. this Wednesday, January 10.</li> <li>● The Rural Post-Secondary Economic Grant was denied. Josephine has asked for feedback and will share the information with Cabinet.</li> <li>● Suzanne Richardson and Jaclyn Birks have been working to update MOUs for dual credit and third party partnerships with our sending schools.</li> </ul>
<p>Vice President of Student Services</p>	<p>Kim - Not present to report.</p>
<p>Dean of Institutional Effectiveness &amp; Equity</p>	<p>Josephine</p> <ul style="list-style-type: none"> <li>● As Chris reported, the RPED grant partnering with East Central and Mineral Area Colleges was not awarded. The reviewers' comments and scores should be sent out this week by OPE, and Josephine will share them.</li> <li>● The College was selected to be one of the institutions to participate in the Working Partners Project and Workshop. The NSF-funded program focuses on professional development experiences in the area of industry partnerships, including guided mentorship to create an industry partnership action plan.</li> <li>● Josephine will be submitting an application for professional development for the Institutional Research team through the Rural College Practitioner Design and Data Academies. Participation is designed to help colleges develop stronger data capabilities and create a more inclusive data culture. The application is due later this month.</li> </ul>
<p>Dean of Instruction</p>	<p>Kenny</p> <ul style="list-style-type: none"> <li>● Kenny asked if a decision had been made regarding Associate Deans attending Chair Academy for professional development. He will prepare information for consideration at February Cabinet Retreat.</li> <li>● Kenny had a great meeting with DRS Marlo prior to the break. They would like to work collaboratively to establish a welding apprenticeship program. There is an opportunity to create an adult and a high school apprenticeship program.</li> <li>● Two Jefferson College students received the Heartland Promise Scholarship from Webster University for the spring semester.</li> </ul>

Interim Senior Director of Operations	<p>John</p> <ul style="list-style-type: none"> <li>● Project Updates: <ul style="list-style-type: none"> <li>○ Student Center restroom renovations were completed over the break.</li> <li>○ Data Center renovations have also been completed.</li> <li>○ Asbestos abatement is underway on the Nursing suite renovation.</li> <li>○ Construction on the new Viking Woods building is moving forward; the building should be under roof by mid-February.</li> <li>○ JCA projects held up due to delivery delays are being finished; the new front counter furniture will be installed soon.</li> <li>○ The contract document phase is ongoing for the Veterinary Technology building and pedestrian bridge projects.</li> </ul> </li> <li>● Chief Parchim has some EOP items to share with Cabinet.</li> <li>● The Fine Arts building roof replacement is currently out for bid.</li> <li>● John is awaiting additional information before he can move forward with securing an external evaluator for the NSF Grant.</li> <li>● Paragon projects will go to the Board in February.</li> <li>● Three applications have been received for the Director of Purchasing and Auxiliary Services position.</li> <li>● A reminder that the cafeteria remains out of service until students return on Tuesday, January 16.</li> </ul>
Senior Director of Human Resources	<p>Tasha</p> <ul style="list-style-type: none"> <li>● The Human Resources department was supposed to have an off-campus Retreat this Friday, January 9, to focus on the department’s Institutional Assessment; this has been rescheduled due to anticipated inclement weather.</li> </ul>
Senior Director of Information Technology	<p>Tracy</p> <ul style="list-style-type: none"> <li>● The Esports Lab is just about complete. Tracy said once a Coach is hired, IT can customize the home screens on the computers for them.</li> </ul>
Executive Director of Development & Strategic Communications	<p>Blake</p> <ul style="list-style-type: none"> <li>● In late January, the Foundation will submit a grant application to the Jefferson Foundation for an EMT simulator costing approximately \$110,000.</li> <li>● The Veterinary Technology campaign continues with securing gift commitments.</li> <li>● Blake will meet with Dan Eckenfels on January 10 to discuss the establishment of a \$290,000 endowed scholarship for Health Occupation students. This money is the result of a liquidated non-profit in Festus.</li> <li>● No gift has resulted from Ameren contacting the Foundation about making gifts following the Rush Island energy plant closure.</li> <li>● The Foundation Scholarship Luncheon will be held on February 1.</li> <li>● The groundbreaking for the new Veterinary Technology building will be held at 3:30 p.m., just prior to the February 8 Board meeting.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>● Not needed.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 10:39 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