

**CABINET MEETING
MEETING MINUTES
January 29, 2024, 8:15 a.m.
Board Room and Google Meet**

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
Call to Order	Time: 8:18 a.m.
Approval of Minutes	<p>Cabinet met on Monday, January 22, but no minutes were recorded due to campus closure for inclement weather. The minutes of the December 4, 2023 and December 11, 2023 meetings were approved at the January 22 meeting. (Recorded)</p> <p>The minutes of the January 8, 2024 Cabinet meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: John Linhorst motioned to approve the January 8, 2024 Cabinet meeting minutes. Second: Chris DeGeare Approved by All
Reclassification of FY24 “JCA 211 Biotechnology Laboratory Remodel” Capital Project	<ul style="list-style-type: none"> ● This is an approved project, but the grant was not approved. John is proposing to shift funding. This includes the purchase of an autoclave for the Hillsboro campus.
Opportunity for Letter of Support with Recycling Partner	<ul style="list-style-type: none"> ● Midwest Recycling is pursuing a grant opportunity and looking for support ● The College was approached, via Matt Keeney, to see if we would support their grant application to add styrofoam recycling. Cabinet discussed who would write the letter of support. <ul style="list-style-type: none"> ○ Cabinet suggested checking with Biology faculty, and potentially write “On behalf of the Jefferson College Environment and Safety Committee”. Also reiterate, “The Committee understands..”. “The Committees knows...”. “The Committee sees...” etc... Stay away from “we” or “our” when referring to the College; specify the “who” or “we.”
YMCA Board of Advisors	<ul style="list-style-type: none"> ● Jefferson County YMCA Board of Advisors job description ● Blake was looking into additional weather cams when he was told that Jefferson College should have representation on the YMCA Board of Advisors. <ul style="list-style-type: none"> ○ Dena advised that in the past, there was a large annual gift commitment. Blake will check to see what the current gift, if any, is, and this will be placed on an upcoming agenda for follow-up.
IDNA-Software Task Force	<ul style="list-style-type: none"> ● They would like to recommend Helio Campus software. Josephine asked

Recommendation Preview	<p>the process for recommendation.</p> <ul style="list-style-type: none"> ○ Chris noted that we need a scored rubric from the task force, and Dena added meeting minutes are also necessary. This also needs to be budgeted into the FY25 budget and added annually. ○ Kenny brought up being specific on who will maintain/upkeep the data.
Upcoming Cabinet Retreats - Topics and Responsibilities	<ul style="list-style-type: none"> ● Dates for upcoming Cabinet Retreats are February 15, March 11, and April 18. All three Retreats will cover budget/personnel; Emergency Operations Planning is also another topic that we will schedule for a retreat. ● The main topic for the February Retreat will be budget. ● The main topic for the March Retreat will be emergency operations.
MO Legislative Update and Spring Visit(s)	<ul style="list-style-type: none"> ● A date has not yet been determined, but it will likely be in late February or early March. ● Workforce is what Dena would like to focus on. It would be great to bring a student who is in FastTrack as well as an A+ student.
Institutional Assessment Status and Schedule	<ul style="list-style-type: none"> ● IA Reports and Resources ● Cabinet reviewed and updated the five-year IA schedule to make sure everything is still on-schedule. ● This agenda item will be added to a future agenda to discuss decompressing schedules and feedback processes. (Chris) ● There may be a need to revamp the IAs and IA process to obtain the desired data (e.g., student outcomes).
Sponsoring the JCGA State of the County	<ul style="list-style-type: none"> ● Cabinet agreed that the College will sponsor the event, which is scheduled for February 19. ● The member rate is \$200 and will be charged to the Marketing budget.
Leave Report Submission	<ul style="list-style-type: none"> ● Kenny asks his Direct Reports to submit a 0 leave report. Payroll feels that this is not necessary. Tasha will speak with Payroll to confirm that they are on-board with everyone submitting a leave report whether it be 0 or more hours. ● Dena suggested that supervisors be given more than 24 hours to approve leave reports.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Grants	<ul style="list-style-type: none"> ● Josephine spoke with a Data Collaborative program officer. If the College is awarded, it could be eligible for a \$50,000 institutional research grant.
Purchasing	<ul style="list-style-type: none"> ● No discussion.
Enrollment	<ul style="list-style-type: none"> ● No discussion.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● No discussion.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● There was one employee question to answer.
Reports President	<p>Dena</p> <ul style="list-style-type: none"> ● Reports will only be given during in-person Cabinet meetings. ● Missouri Department of Higher Education and Workforce Development

<p>Vice President of Academic Affairs/CAO</p>	<p>(DHEWD) Commissioner Ben Boggs will be this year’s Commencement Speaker.</p> <ul style="list-style-type: none"> ● The AACC State of Community College brochure was passed around the room. ● Agenda items for the February 8, 2024, Board meeting should be uploaded to BoardDocs today. <p>Chris</p> <ul style="list-style-type: none"> ● The second BAT-FAT negotiations meeting is scheduled for tomorrow, Tuesday, January 30. ● The Jefferson College Jazz Ensemble provided a wonderful performance at Lake of the Ozarks last Thursday evening, January 25.
<p>Vice President of Student Services</p> <p>Dean of Institutional Effectiveness & Equity</p>	<p>Kim - Nothing to report.</p> <p>Josephine</p> <ul style="list-style-type: none"> ● MCCA grants council has met. ● It is Black History month. ● A Grants Manager will hopefully be hired this week. ● Some accessibility issues on campus were reported and will be discussed. ● The Project Vision focus is likely going to be on Automotive Technology hybrid/EV training for the NSF Advanced Technological Education grant application. ● The NSF Working Partners sessions to work on developing strategic workforce and industry partnerships have launched
<p>Dean of Instruction</p>	<p>Kenny</p> <ul style="list-style-type: none"> ● Our thoughts are with a long-time faculty member who had a stroke last week and remains hospitalized. ● The Simple Syllabus audit is 70% complete!
<p>Interim Senior Director of Operations</p>	<p>John</p> <ul style="list-style-type: none"> ● A donation of labor and materials was received from SIM Surgical to paint TC106. ● A survey will be sent out to employees shortly regarding the Mission, Vision, and Values updates. ● Strategic Planning approved \$378,000 in Capital Projects last week. ● An advertisement and request for proposal for an external evaluator for -the College's NSF (National Science Foundation) grant through the Office of Institutional Effectiveness is being prepared. ● Discussion has taken place with B&N Bookstore staff regarding Commencement regalia ordering. ● Brockmiller indicated that there could be delays with electrical equipment/installation with the Veterinary Technology and Viking Woods building projects.
<p>Senior Director of Human Resources</p>	<p>Tasha</p> <ul style="list-style-type: none"> ● The HR Office is working on preparing the FY25 budget. ● The HR Institutional Assessment Retreat is scheduled for this week. ● They are finalizing the Strategic Workforce Plan.

<p>Senior Director of Information Technology</p> <p>Executive Director of Development & Strategic Communications</p>	<p>Tracy</p> <ul style="list-style-type: none"> ● Information Technology has been able to save \$20-25K annually by not renewing subscriptions. <p>Blake</p> <ul style="list-style-type: none"> ● The Foundation Auction is scheduled for May 4. ● The Foundation Golf Tournament is scheduled for September 26-27 at Crystal Highlands Golf Course. ● This Thursday, February 1, the Scholarship Luncheon is scheduled; approximately 50 people will be in attendance. ● The Foundation Office will try to centralize all planned events to see how they can assist. ● Dobbs has sold a portion of their company to a private equity firm. There is no pledge from Dobbs going forward at this point. Blake is working on other relationships. ● H&J is paying tuition for their employees in lieu of giving scholarships.
<p>Executive Session</p>	<ul style="list-style-type: none"> ● Not needed
<p>Adjournment</p>	<p>Time: 9:49 a.m.</p>

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