

**CABINET MEETING
MEETING MINUTES
February 12, 2024, 9:30 a.m.
Board Room and Google Meet**

MEMBERS PRESENT:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Josephine Kershaw - Virtual | <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: Matt Husky, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:35 a.m.
PowerBI Data Dashboards and KPI Update Presentation	Matt Husky reviewed the following information for Cabinet discussion: <ul style="list-style-type: none"> ● My Jeffco Data Dashboards ● PowerBI & KPI Updates Presentation
Approval of Minutes	Approval of the January 29, 2024 Cabinet meeting minutes was deferred to the February 26 meeting.
Institutional Assessment - Decompressing Schedule and Feedback Processes	<ul style="list-style-type: none"> ● Discussion was deferred due to time constraints.
Leave Report Follow-Up	<ul style="list-style-type: none"> ● Discussion continued from the January 29 meeting regarding the time supervisors have to approve leave reports. It will remain one day. ● Leave reports must be submitted, even if an employee doesn't have time to report. Supervisors are responsible for making sure their employees are turning in leave reports. This will begin July 1. ● An announcement will be sent out by the College/Payroll stating this is the new expectation.
Recorded Diversity & Land Acknowledgement Statements	<ul style="list-style-type: none"> ● Land Acknowledgment Statement ● Diversity Statement ● This recording can be played before events, such as: Theatre events (plays, concerts, pinnings / ceremonies), Athletic events, graduation / other ceremonies, opening day campus-wide meeting. ● The recording will be played at athletic and other College-sponsored events.
Employee Appreciation Lunch	<ul style="list-style-type: none"> ● The event is scheduled for Thursday, February 29. ● Pizza will be delivered to Jefferson College Arnold and Jefferson College Imperial, with desserts dropped off to them that morning. ● Pizza will also be delivered to night shift employees at Jefferson College Hillsboro. ● Great Western Dining will provide pasta for employees on the Hillsboro campus.
Pep Band	<ul style="list-style-type: none"> ● Discussion continued about forming a pep band and the budgetary implications. ● Dena and Chris will have further discussion about this topic and bring it back to Cabinet.
Annual IT Disaster Recovery/Business	<ul style="list-style-type: none"> ● The exercise is scheduled for March 11-20, 2024. ● This year's scenario will be that the data center is unavailable, so there

Continuity Exercise	<p>is no Internet service and no power on campus.</p> <ul style="list-style-type: none"> IT, Payroll, Student Services (Financial Aid), Finance, and HR will be involved.
Board Work Session - February 22	<ul style="list-style-type: none"> Work session topics will include: <ul style="list-style-type: none"> Construction projects update - John will attend President and Board of Trustees goals discussion -Dena and Board The Work Session is optional for other Cabinet members
Impact of Tiered Tuition on CPL Fees and Graduation Fees	<ul style="list-style-type: none"> Discussion is needed on what posting fees will be. Currently we charge a \$45 graduation fee. The future of this fee is still under discussion.
Procurement Workflow Discussion	<ul style="list-style-type: none"> Cabinet reviewed a procurement workflow guide that Sue Lerch developed for Kenny. John and the Business Office are looking at various programs to move to a single program for all procurement. Currently, the workflow is electronic and paper, causing the Business Office to scan the paper copies to the electronic workflow.
Adjunct Tiered Pay - Dual Credit Faculty	<ul style="list-style-type: none"> Kenny inquired about pay rates for our adjunct instructors who also teach dual credit courses for area high schools. Chris clarified that their rate of pay is included in updated MOUs.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	<p>The following Permission to Fill was reviewed:</p> <ul style="list-style-type: none"> Executive Assistant to the President - This position is to replace Lisa Vinyard who is retiring effective 10/31/2024. This position would begin between May and July 2024 for training purposes. - Approved Kim provided an update regarding the Institutional Compliance & Title IX position – The selected candidate turned down the offer. Kim is considering a consultant position, similar to the Clery Consultant, due to the difficulty in finding someone for the Title IX position. Blake provided an update regarding the Director of Marketing position. A different direction is being considered – Blake is now focusing on hiring a Marketing Project Manager and instituting a marketing output workflow. All direct reports, including the Project Manager, will report to Blake.
Grants	<ul style="list-style-type: none"> No discussion.
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"> None received.
Reports	
President	<p>Dena</p> <ul style="list-style-type: none"> Please have administrative assistants send out invites to special events (ceremonies, etc).
Vice President of Academic	<p>Chris</p>

Affairs/CAO	<ul style="list-style-type: none"> The LEA graduation will be held this Thursday, February 15.
Vice President of Student Services	Kim <ul style="list-style-type: none"> The 2024 Honors Recognition Ceremony is Wednesday, May 1, at 6:00 p.m., in the Field House. Shannon will send out a calendar invite.
Dean of Institutional Effectiveness & Equity	Josephine <ul style="list-style-type: none"> The proposal for the Rural Practitioner Data and Design Academy was selected to move to the interview round. <ul style="list-style-type: none"> The Education Design Lab received a tremendous number of applications from interested institutions, and the selection process was highly competitive.
Dean of Instruction	Kenny <ul style="list-style-type: none"> Joe Haack, Suzanne Richardson, and Jan Johnson want to move the high school EMT program to be part of ATS at Jefferson College Arnold. A STLCC representative has asked to attend the Industry Summit that we are hosting. The number of applications for the ATS Health Services program is overwhelming the staff limits. Kenny is working with the Directors to find alternatives/solutions.
Senior Director of Human Resources	Tasha <ul style="list-style-type: none"> Tasha is working on the budget.
Vice President of Finance & Administration	John - No update
Executive Director of Development & Strategic Communications	Tracy - No update
Director of Foundation	Blake <ul style="list-style-type: none"> Blake is working on budgets. They will begin working on Commencement on Wednesday. Pettus Automotive has joined as a sponsor.
Executive Session	<ul style="list-style-type: none"> Not needed.
Adjournment	Time: 11:36 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