

**CABINET MEETING
MEETING MINUTES
March 11, 2024, 8:00 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 - Virtual | <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: 8:06 a.m.
Approval of Minutes	Approval of the February 26, 2024 and the March 4, 2024 Cabinet meeting minutes was deferred until the next meeting.
TELC Attendance	<ul style="list-style-type: none"> ● June 25-27, 2024 ● Dena asked that all Administrators add TELC on their calendars and make reservations, as needed.
Board of Trustees Work Session - March 28, 2024	<ul style="list-style-type: none"> ● Topics to be covered include the following: <ul style="list-style-type: none"> ○ Budget update ○ Review of Board Goals
Extended Cabinet Agenda - March 25, 2024	<ul style="list-style-type: none"> ● Agenda Items to be included at this meeting include the following: <ul style="list-style-type: none"> ○ FAFSA Update by Paula Carpenter ○ Mission, Vision, and Values Update ○ Dena will research past agendas then determine if this meeting is needed since we have so few items for the agenda and these can wait until next meeting.
Senior Scholarship	<ul style="list-style-type: none"> ● Cabinet discussed whether the College can limit the scholarship to the Tier 1 rate. <ul style="list-style-type: none"> ○ Legislation ○ Administrative Procedure ○ Kim will do further research on this topic.
Developmental Disabilities Awareness Month - March	<ul style="list-style-type: none"> ● Josephine requested Cabinet participation in accessibility simulation activities. ● This will be discussed again at a future Cabinet meeting in April.
Apprenticeship Building America, Round 2 (ABA2) Federal Grant	<ul style="list-style-type: none"> ● Jefferson College as grant lead ● DOL FOA Apprenticeship Grant Synopsis ● DOL FOA Apprenticeship Grant Due 4.15.2024 ● MCCA Grants Council Apprenticeship Survey ● Per Kenny, based on previous consortium grants, there would be a separate, grant-funded grant lead person and another separate grant-funded finance person. However it works, it would not be current Business Office employees.
Lowe's Grant - HRA	<ul style="list-style-type: none"> ● Kenny has received the grants checklist, which is not as robust as he would have hoped. Blake has a meeting tomorrow with everyone involved. This \$100,000 grant is mainly down to time-related work.
Nursing Grant - MSBN	<ul style="list-style-type: none"> ● There have been so many applications for this grant that we will need to

	<p>increase the number of cohort groups. We do not have the internal staff to cover them.</p> <ul style="list-style-type: none"> ● It is being proposed that the Nursing department submit a grant application for the next academic year to fund new positions to support nursing program enrollment expansion. ● Kenny will check to see if we can get more than one year of funding in this grant.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were not reviewed due to time.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Grants	<ul style="list-style-type: none"> ● No update.
Purchasing	<ul style="list-style-type: none"> ● No update.
Enrollment	<ul style="list-style-type: none"> ● No update.
Budget	<ul style="list-style-type: none"> ● No update.
Planning	<ul style="list-style-type: none"> ● No update.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● None.
Reports	
President	<p>Dena</p> <ul style="list-style-type: none"> ● Dena will be in Jefferson City on Tuesday, March 12, to meet with Legislators. ● The CORE 60 bill is going to the House tomorrow for five specific programs.
Vice President of Academic Affairs	Chris - No report.
Vice President of Student Services	Kim - No report.
Vice President of Finance & Administration	<p>John</p> <ul style="list-style-type: none"> ● The new cafeteria furniture is due to be delivered at the end of next week.
Dean of Instruction	<p>Kenny</p> <ul style="list-style-type: none"> ● There will be eleven people attending the Global Studies trip this summer - eight students and three instructors/chaperones.
Dean of Institutional Effectiveness & Equity	Josephine - No report
Senior Director of Human Resources	<p>Tasha</p> <ul style="list-style-type: none"> ● There are currently multiple job position postings. ● The Communications faculty offer has been accepted.
Director of IT	<p>Tracy</p> <ul style="list-style-type: none"> ● Tiered tuition work in Banner has been completed. ● The IT disaster recovery exercise will be held this week.

Executive Director of Development & Strategic Communications	Blake <ul style="list-style-type: none"> ● The Paragon scholarship was funded at \$20,800. ● The Kurt Koenig endowed scholarship was funded at \$161,000. ● The Crystal Oaks scholarship is currently on hold, pending a \$268,000 scholarship.
Executive Session	<ul style="list-style-type: none"> ● Cabinet will hold an Executive Session during their retreat this morning.
Adjournment	<ul style="list-style-type: none"> ● Time: 9:03 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