

**CABINET MEETING
MEETING MINUTES
March 25, 2024, 9:00 a.m.
Board Room and Google Meet**

MEMBERS PRESENT:

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| <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 type="checkbox"/> Tasha Welsh |
| <input checked="" type="checkbox"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Kenny Wilson |

ABSENT: Tasha Welsh

GUESTS: Joe Haack, Leslie Hoff, Brenna Young, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

| AGENDA ITEM | DISCUSSIONS/OUTCOMES |
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| Call to Order | Time: 9:03 a.m. |
| JCA Updates | <ul style="list-style-type: none"> ● Joe Haack and Brenna Young gave a presentation regarding recent and upcoming updates at Jefferson College Arnold. ● A grand opening date will be shared with Cabinet as soon as it is available. ● Additional faculty office space may be needed. |
| FY24 Bond Projections and FY25 Bond Budget | <ul style="list-style-type: none"> ● John reviewed bond estimates and discussed FY25 and FY26 projects with Cabinet. ● Cabinet had previously held a discussion with the Board regarding how to spend down the remaining bond balance. ● The next steps involve confirming the costs of the Fine Arts renovation with the architect, and looking at the cost of adding new flooring, ceiling tiles, and paint in ASI as well as lower level restroom and Viking Room renovation costs in the SC. |
| Approval of Minutes | <p>The minutes of the February 26, 2024, March 4, 2024, and March 11, 2024 Cabinet meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Dena motioned to approve the February 26, 2024, March 4, 2024, and March 11, 2024 Cabinet meeting minutes. Second: John Approved by All |
| Administrative Policy & Procedure Scholarships | <ul style="list-style-type: none"> ● It was noted that the Administrative Policies and Procedures for scholarships have not been reviewed since 2011. ● All of the Jefferson College scholarships are listed in Appendix A. ● No changes will be made for the 2024-2025 academic year. ● Further discussion needs to occur as a result of the new tiered tuition model and the impact on scholarships. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Kim will begin a review of all scholarships with Paula Carpenter, Chris DeGeare, Blake Tilley, John Linhorst, Kenny Wilson, and Leslie Hoff over the summer, and bring information back to Cabinet for discussion and updates. |

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| <p>Civic Engagement</p> | <ul style="list-style-type: none"> ● Cabinet reviewed the Civic Engagement list and Golf Tournament Participation list. ● Dena would like Cabinet members to make recommendations to fill vacancies. ● Blake’s office will work toward creating updates for constituent groups. ● The Arnold and Northwest Chambers are the two Chamber tournaments that will be participated in this year, rotating chambers each year. For any other chambers, schools, etc., that invite us to participate, we will at least sponsor a hole. We will also regularly play in the Mercy, Jefferson County All Rotary, and JCGA tournaments. |
| <p>Process for Approval of Requested Operational Budget (e.g., EdSights Retention BOT)</p> | <ul style="list-style-type: none"> ● Cabinet discussed the approval process for large operational costs, such as the EdSights Retention BOT that was originally funded through the capital project funding. <p>ACTION:</p> <p>3. John will create a checklist for large cost items.</p> |
| <p>Tuition Only Scholarships</p> | <ul style="list-style-type: none"> ● Item was included in Administrative P&P Scholarships conversation. |
| <p>Missouri Scholarship and Loan Foundation</p> | <ul style="list-style-type: none"> ● Dena shared with Cabinet the Institutional Invitation: Increasing Affordability for Missouri Students through MSLF Programs and Other Statewide Resources. ● There is a lot of Student Services and Financial Aid-related information included. Cabinet was asked to share with their areas. |
| <p>ABA2 Grant</p> | <ul style="list-style-type: none"> ● Kenny presented information on this grant opportunity of more than \$4 million. ● The grant has a very short turnaround. ● A Grants Checklist form will need to be completed. |
| <p>Standing Agenda Items</p> | |
| <p>Action Items List</p> | <ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed. |
| <p>Strategic Workforce Planning Permissions to Fill</p> | <p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● Lead Teacher - New position combining the Part-time Lead Teacher and Teacher’s Assistant positions. - Approved ● Director of Advising and Retention - Transfer of Brenna Young from Interim Director of JCA to Director of Advising and Retention - Approved ● Maintenance Associate - Replacement for Jimmy Smetzer, who has been promoted to Maintenance Technician - Approved |
| <p>Grants</p> | <ul style="list-style-type: none"> ● No further updates. |
| <p>Purchasing</p> | <ul style="list-style-type: none"> ● No updates. |
| <p>Enrollment</p> | <ul style="list-style-type: none"> ● Fall 2024 enrollment starts today. ● Summer enrollment is still looking good. |
| <p>Budget</p> | <ul style="list-style-type: none"> ● No further updates. |
| <p>Planning</p> | <ul style="list-style-type: none"> ● No updates. |
| <p>Employee Anonymous Questions</p> | <ul style="list-style-type: none"> ● No new questions have been submitted. |
| <p>Reports President</p> | <p>Dena</p> <ul style="list-style-type: none"> ● Board of Trustees meeting tentative agenda items are due to Lisa tomorrow, March 26. ● Items to be discussed at the March 28 Board of Trustees Work Session |

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| <p>Vice President of Academic Affairs</p> | <p>include the following:</p> <ul style="list-style-type: none"> ○ FAFSA (Paula Carpenter) ○ Budget (John Linhorst, Leslie Hoff, and Chris DeGeare) ○ BOT Goals (for Board Members and Dena only) <p>Chris</p> <ul style="list-style-type: none"> ● They are working on Pep Band descriptions. ● Ellucian representatives will be on-campus for in-house Banner training over the next three days. |
| <p>Vice President of Student Services</p> | <p>Kim</p> <ul style="list-style-type: none"> ● Approximately 210 individuals (70 students and their family members) attended Preview Day on Saturday, March 2. ● Saturday, March 8, has been selected as the date for the 2025 Preview Day. ● The College will be moving forward with outsourcing Title IX and will be contracting with Institutional Compliance Solutions (ICS) to serve as the College’s interim Title IX Coordinator. ● The Marketing Department is working on a Q&A for students regarding the FAFSA changes. |
| <p>Vice President of Finance & Administration</p> | <p>John</p> <ul style="list-style-type: none"> ● The pedestrian bridge replacement project will require shutdown of Viking Drive on either side of the bridge on May 28. The pedestrian crossing/entrance on the cafe level of the Student Center will remain open throughout the project. ● The Mission, Vision, and Values Committee will meet Tuesday, March 26. John plans to ask the group to present to Cabinet in the next few weeks. ● The cafeteria furniture was installed over Spring Break. ● John will add a contract extension for Cardinal Vending to the April Board meeting agenda. |
| <p>Dean of Instruction</p> | <p>Kenny</p> <ul style="list-style-type: none"> ● Human Resources and Kenny hope to confirm the Associate Dean position this week. |
| <p>Dean of Institutional Effectiveness & Equity</p> | <p>Josephine</p> <ul style="list-style-type: none"> ● HLC AIDU report in progress; IPEDS will feed into AIDU. ● For the Education Design Lab professional development opportunity for Institutional Research staff, we got through the first round, but did not make it through the final round for the Data Collaborative. ● Our application was selected for the Pathways to Innovation (an NSF program to prepare to submit an NSF Advanced Technological Education grant application). The program officer recommended focusing on an application to develop the academic plan’s Industrial Engineering Technology program for the grant cycle submission deadline in October. ● To recognize Celebrate Diversity and National Developmental Disabilities Awareness Months, the ABIDE A Day in the Life of... a Disabled Student simulation for Cabinet is scheduled for April 1. |
| <p>Senior Director of Human Resources</p> | <p>Tasha - Not present to report.</p> |

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| <p>Senior Director of Information Technology</p> <p>Executive Director of Development & Strategic Communications</p> | <p>Tracy</p> <ul style="list-style-type: none"> ● The IT disaster recovery exercise was successfully completed. <p>Blake</p> <ul style="list-style-type: none"> ● Work on the new website continues. PDFs can cause accessibility issues on websites, so his team is researching publishing documents online in other formats. ● Staff are working with IT on developing a workflow process. ● The Foundation has moved forward in establishing a Board designated endowment. ● All Foundation Board members have chosen to renew their position. Steve Albert will be resigning at the end of May. ● Two gifted donations, from First State Community Bank and Hopson Lumber, were received toward the Vet Tech project. |
| <p>Executive Session</p> | <ul style="list-style-type: none"> ● If needed. |
| <p>Adjournment</p> | <ul style="list-style-type: none"> ● Time: 11:29 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