

**CABINET MEETING
MEETING MINUTES
May 20, 2024, 9:00 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 | <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, Heidi Hogan, Lauren Kemper

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Approval of Minutes	<p>The minutes of the May 13, 2024 Cabinet meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the May 13, 2024 Cabinet meeting minutes with one minor change from Kenny. <p>Second: Blake seconded the motion.</p> <p>Approved by All</p>
B. Ray Henry Award	<ul style="list-style-type: none"> ● A request for nominations was sent out earlier in the semester. The nominations were reviewed by Cabinet. ● Chris sent out a <i>Cabinet Vote</i> email for Cabinet to vote for the award recipient. ● This item will be discussed again at the June 17 Cabinet meeting. ● All B. Ray Henry award nominees will be announced at the Opening Meeting.
Summer Cabinet Retreats	<ul style="list-style-type: none"> ● The following topics were suggested for upcoming summer retreats: <ul style="list-style-type: none"> ○ Title IX - June 3 (Interim Title IX Coordinator Brittany Gates will be included for this discussion) ○ Facilities and Emergency Operations Planning ○ Long-Term Plan / What does Jefferson College Look Like in 2035... ○ Strategic Planning / Next Steps in Integrated Planning ○ Long-term Marketing Brand Strategy ○ Final Strategic Workforce Plan / Supervisor Training / Professional Development for Employees ○ Budget Calendar ● Summer Cabinet retreats will be held 8:00-9:00 a.m., with Cabinet meetings beginning at 9:00 a.m.
Opening Week Speaker	<ul style="list-style-type: none"> ● Jefferson College has been awarded a substantial scholarship to have John O’Leary speak at the Opening Meeting. The scholarship is awarded by John O’Leary’s organization. ● The Speaker Engagement Agreement will be sent to John Linhorst for signature. ● Cabinet discussed inviting members of community organizations to attend the Opening Meeting. Large donors (Monticello Society) and the Foundation and College Board members will be invited to attend. ● Cabinet discussed which book should be the subject of the keynote

	<p>speech and the logistics of the book signing. Books will be provided to employees by the College, and a Foundation funding request will be submitted to cover the cost of the books distributed.</p> <ul style="list-style-type: none"> ● A Campus Announcement will be posted soon.
June 13 Dr. Sandoval Presentation	<ul style="list-style-type: none"> ● Saint Louis University demographer Dr. Sandoval will speak at Jefferson College regarding his studies on the declining population on June 13 at 1:30 p.m. ● The St. Louis metropolitan area population is declining based on more deaths than birthrates. He will focus his talk on Jefferson County.
Voter Registration Day Grant	<ul style="list-style-type: none"> ● Civic engagement with CEOC. ● Kim's staff is working with Josephine's staff on a \$5,000 grant opportunity from Levi Strauss. ● The grant would promote our voter registration events.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● There were no new Monday Meeting Action Items to review.
Strategic Workforce Planning Permissions to Fill	<p>The following Permission to Fill was reviewed:</p> <ul style="list-style-type: none"> ● Vet Tech Faculty - This position is due to the retirement of Charlie Roberts. - Approved <p>It has been noted that several individual ads have been placed in The Leader rather than one combined ad for open positions. Tasha will check with her staff on this item, as it may be more cost effective to place one larger ad.</p>
Title IX	<ul style="list-style-type: none"> ● No discussion.
Grants	<ul style="list-style-type: none"> ● The Foundation was awarded a \$110,000 grant for the EMT program. ● The Department of Education grant will no longer be pursued. ● Allocations for the Perkins and CTE Base & Performance grants were received.
Purchasing	<ul style="list-style-type: none"> ● No discussion.
Enrollment	<ul style="list-style-type: none"> ● Enrollment remains up. ● End-of-term processing for the spring semester will be completed this week.
Budget	<ul style="list-style-type: none"> ● Leslie and John will meet later today to work on the First Reading for the May 29 Special Board of Trustees meeting. ● The Carpentry house should be ready for listing in June.
Planning	<ul style="list-style-type: none"> ● John Linhorst shared that the Strategic Planning Committee Co-chairs for 2024-2025 will be Matt Husky and Susan Todd. ● John also discussed the upcoming Facilities and Safety Summit in July.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● No new questions this week.
Reports President - Dena	<ul style="list-style-type: none"> ● There is a Special Board of Trustees meeting scheduled for Wednesday, May 29.
Vice President of Academic Affairs - Chris	<ul style="list-style-type: none"> ● AEL graduation is scheduled for this Thursday evening at 6:00 p.m. Dena is unable to attend, so Chris will stand in her place.
Vice President of Student Services - Kim	<ul style="list-style-type: none"> ● No report.
Vice President of Finance & Administration - John	<ul style="list-style-type: none"> ● Thirteen College vehicles sustained hail damage from the March 8 storms, but there was no roof damage to buildings. The monument marquee panels all have some sort of hail damage. ● Colored emergency and directional signage will be erected in the parking

	<p>lots.</p> <ul style="list-style-type: none"> ● Lauren Martin, from Barnes and Noble, will be moving to a different region. We will have a new Regional Manager once she moves. ● Michael Glisson has accepted the Director of Purchasing and Auxiliary Services position and will start on June 3. ● An outside agency will provide CyberSecurity testing for the campus in June.
Dean of Instruction - Kenny	<ul style="list-style-type: none"> ● Kenny leaves for Germany on Wednesday, May 22. ● The Outstanding Adjunct Instructor Award recipient needs to be determined by the end of June. ● Hiring is in full swing. There is a second interview scheduled with a Math faculty candidate today. ● Several new hires may require a Special Board of Trustees meeting in July prior to the July 25 regular monthly meeting. ● Kenny will research AI and how student grades may be impacted. Students are submitting work that TurnItIn is identifying as AI generated, but they are claiming their work is original.
Dean of Institutional Effectiveness & Equity - Josephine	<ul style="list-style-type: none"> ● Josephine is working with Suzanne Richardson and Jaclyn Birks on submitting the Additional Locations application to HLC. ● Kim, Kathy, Carrie, Matt, Brenna, and Josephine are working on completing the HLC Student Success Outcomes survey which is due on May 28. <ul style="list-style-type: none"> ○ Context: Earlier this year, HLC launched a multi-phase project to improve its ability to track student success outcomes at member institutions. The goals are to: (1) identify concerns that require institutions' attention or HLC follow-up; (2) identify opportunities for HLC support to institutions; and (3) increase transparency with students and other stakeholders. ○ Peer group: Two-year institutions <ul style="list-style-type: none"> ■ Jeffco First-year retention rate: 54.79% (within one standard deviation below the mean which was 55.39%) ■ Jeffco Graduation rate (150%): 33.52% (within one standard deviation below the mean which was 34.13%) ■ Jeffco Completion and transfer rate: 43.80% (more than one standard deviation below the mean which was 58.59%) ■ Jeffco is one of 30 community colleges (out of 321 other two-year institutions) that were significantly below the mean for completion and transfer rate at 8 years after entry to college. (Another 17 colleges were ranked in a lower percentile and have also been requested to complete the survey.) ● The Missouri College and Career Attainment Network (MOCAN) Guided Pathways Institute will be held on Friday, June 14, from 10am-3pm at MCC's Penn Valley Campus.
Senior Director of Human Resources - Tasha	<ul style="list-style-type: none"> ● Two large projects have been completed as of Saturday: (1) the Statement of Understanding for faculty; and, (2) 2024-2025 budget details are close to being finalized.
Senior Director of Information Technology - Tracy	<ul style="list-style-type: none"> ● Tracy noted that graduating high school students were recognized at his church yesterday, and that 12 of the 16 plan to attend Jefferson College. ● The barcode listed on College IDs is a nonstandard ID. MOBIUS changes to EBSCO later this week, and will need a standardized QR ID code. The

	<p>College will be transitioning to this over a two-year period, beginning this summer. Kim requested that Enrollment Services/Registrar staff be included in conversations regarding ID updates.</p> <ul style="list-style-type: none"> ● The new MyJeffco site should be launching soon. ● Tracy is reviewing the Emergency Response Plan with IT staff.
<p>Executive Director of Development & Strategic Communications - Blake</p>	<ul style="list-style-type: none"> ● Marketing and their committee are working on scoring five RFPs that were received for their project. ● Foundation Board voting will take place on the Board endowed gift tomorrow. ● Blake received a call from an alumnus who resides in Colorado who would like to establish an estate gift to the College. ● There are a few golf tournaments that the College participates in that are scheduled on Fridays. Blake asked if a team needs to be organized. Dena and Blake plan to play the June 14 tournament.
<p>Executive Session</p>	<ul style="list-style-type: none"> ● Cabinet moved into Executive Session at 10:32 a.m.
<p>Adjournment</p>	<ul style="list-style-type: none"> ● Time: 10:32 a.m.

Respectfully Submitted,

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services
and

Lauren Kemper

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

and

Heidi Hogan

Executive Assistant to the President