

**CABINET MEETING
MEETING MINUTES
June 3, 2024, 7:45 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 type="checkbox"/> Kenny Wilson |

ABSENT: Kenny Wilson

GUESTS: Jennifer Baine, Heidi Hogan, Lauren Kemper, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 7:52 a.m.
Approval of Minutes	Approval of the May 20, 2024 Cabinet meeting minutes was deferred to the June 17 Cabinet meeting.
JCA Ribbon Cutting	<ul style="list-style-type: none"> ● This agenda item will be discussed at the June 17 Cabinet meeting.
Opening Week	<ul style="list-style-type: none"> ● Monday Morning Schedule - The Opening Meeting has a welcome, updates, speaker, and presentation of awards. <ul style="list-style-type: none"> ○ The entire program will be in the morning. Guest speaker John O’Leary will be scheduled at the end of the morning, immediately prior to lunch. ○ Lunch will be held in the Field House. ● Accounting - The speaker cost will be split three ways between the VPAA, VPSS, and President’s Office.
Internal Service Awards	<ul style="list-style-type: none"> ● Awards Receipt History Log ● Adjunct Awards are still awaiting a few additional nominations prior to a vote. ● Chris will resend the B. Ray Henry nominations and voting sheets to Cabinet. This award agenda item will be discussed again at the June 17 Cabinet meeting.
MCCA Award Nominations	<ul style="list-style-type: none"> ● Awards Overview - Nominations are due by June 19, to be submitted by the Friday before TELC. <ul style="list-style-type: none"> ○ Missouri Pathfinder of the Year - Kim will take the lead. ○ MCCA Innovation Award - No submission this year. ○ Award of Distinction - Enterprise Bank (Foundation) ○ Distinguished Alumni Award - Alum of the Year (Bio provided by Student Services) ○ Distinguished Business & Industry Partner - Spire ○ Trustee Leadership Award - President’s Office
Mission Moment	<ul style="list-style-type: none"> ● June - Dena would like to ask a few staff members to speak on shared governance at the College, focusing specifically on Classified staff and how the committees play a big role in the process. <ul style="list-style-type: none"> ○ Various task forces have moved several different projects forward. ○ Included in the ask to participate will be Connie Nash, Daniel Boyer, Victoria Needy, and Isaac Perry.

	<ul style="list-style-type: none"> ○ Someone who is attending the MCCA Classified Staff Day could also report out on the events of that day. (Presenter TBD.) ● July - TBD
Counseling Services	<ul style="list-style-type: none"> ● Cabinet reviewed counseling services.
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.
Title IX	<ul style="list-style-type: none"> ● Discussion will occur during the Cabinet Retreat later this morning.
Grants	<ul style="list-style-type: none"> ● Discussion will occur during the Cabinet Retreat later this morning.
Purchasing	<ul style="list-style-type: none"> ● The new Director of Purchasing & Auxiliary Services, Michael Glisson, begins today.
Enrollment	<ul style="list-style-type: none"> ● No update.
Budget	<ul style="list-style-type: none"> ● A first draft should be presented to Dena for review soon.
Planning	<ul style="list-style-type: none"> ● The ATS house is in the process of sale.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● One question was received, and Tasha will handle this.
Reports	
President - Dena	<ul style="list-style-type: none"> ● Cabinet members were asked to RSVP if they plan to attend Dr. Sandoval's speech after the June 13 BOT meeting. ● Search committee letters will be condensed. It is recommended that no more than two be submitted to the Board.
Vice President of Academic Affairs - Chris	<ul style="list-style-type: none"> ● No updates.
Vice President of Student Services - Kim	<ul style="list-style-type: none"> ● Financial Aid continues to experience challenges. The processing of FAFSA applications is more difficult than originally anticipated. Award letters to students have been delayed. Updates are being communicated with students.
Vice President of Finance & Administration - John	<ul style="list-style-type: none"> ● Hail damage insurance claims are in progress. ● John is working with Food Service for summer options. ● Five Fire Science bids were received, but were all over budget. ● The Farm road signage is finished. It turned out very nice.
Dean of Instruction - Kenny	<ul style="list-style-type: none"> ● Not present.
Dean of Institutional Effectiveness & Equity - Josephine	<ul style="list-style-type: none"> ● The Voter Registration grant application presented for Cabinet approval at the last meeting was submitted.
Senior Director of Human Resources - Tasha	<ul style="list-style-type: none"> ● Monthly self-insurance reports will henceforth only be sent to Dena, John, Leslie, and Tasha.
Senior Director of Information Technology - Tracy	<ul style="list-style-type: none"> ● The new MyJeffco page had a successful launch last week. ● Tracy is working to transfer IT leadership in preparation for his retirement later this month.
Executive Director of Development & Strategic Communications - Blake	<ul style="list-style-type: none"> ● The Foundation is contacting all of the Baseball sign and scoreboard sponsors for renewals. ● The RFQ has been finished, and Blake is confident that it will go through to the Board for approval. ● The website is going well. A committee assisted with the recommendation of the wire frame. Cabinet will be presented with the

	<p>wire frame recommendation soon.</p> <ul style="list-style-type: none"> ● Blake has been working with Human Resources to fill the Webmaster/Social Media Manager position. ● Pettis and Spire now have large signs posted in the Automotive department.
Executive Session	<ul style="list-style-type: none"> ● There was no Executive Session. A Cabinet Retreat was held following the meeting.
Adjournment	<ul style="list-style-type: none"> ● Time: 8:49 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

Lauren Kemper

Senior Administrative Assistant to the Vice President of Student Services
and

Heidi Hogan

Executive Assistant to the President