

**CABINET MEETING
MEETING MINUTES
June 17, 2024, 8:30 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 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 |

ABSENT: John Linhorst

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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:33 a.m.
Approval of Minutes	<p>The minutes of the May 20, 2024 and June 3, 2024 Cabinet meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Dena motioned to approve the May 20, 2024 and June 3, 2024 Cabinet meeting minutes. <p>Second: Kim seconded the motion.</p> <p>Approved by All</p>
JCA Ribbon Cutting	<ul style="list-style-type: none"> • Cabinet continued discussion from the June 3 meeting. • A day in September or early October was discussed. <ul style="list-style-type: none"> ○ The possibility of holding the JCA Ribbon Cutting and the October Board meeting at JCA was discussed. Dena will check to see if the Governor is available to attend on this date, October 10 at 3:00 pm.
B. Ray Henry Award	<ul style="list-style-type: none"> • Cabinet completed discussion from the May 20 meeting and made their selection(s).
Opening Week Theme	<ul style="list-style-type: none"> • Cabinet discussed the possibility of having others, outside of employees, attend the John O’Leary speaking presentation. Currently, the BOT, Foundation Board, and Monticello Society are likely to be invited to this presentation in addition to employees. • The 2024 Opening Week theme is Inspiring Lives and Empowering Success. Graphics is working on some designs for us to include on the schedule booklet, invitations, slide templates, and other print or electronic viewings. • An Administration Building Open House is scheduled for the Wednesday morning of Opening Week from 9-10am. Each office would like to participate. <ul style="list-style-type: none"> ○ After further discussion, Jennifer will flip-flop the Open House days for the Administration Building and Student Services. The Administration Building Open House will be held on Thursday from 8-9am, and the Student Services Open House will be held on Wednesday from 8-9am.
MCCA Leadership Academy	<ul style="list-style-type: none"> • Cabinet discussed potential participants. <ul style="list-style-type: none"> ○ Carrie Greer

<p>P&P Section V</p>	<ul style="list-style-type: none"> ● This section completely pertains to non-instructional personnel policy and procedures. The final documents are not quite finished, but Dena will share them with Cabinet so that they may be sent to the Constituent Groups later this week. <ul style="list-style-type: none"> ○ Cabinet discussed holding the First Reading at the September Board meeting and the Second Reading at the October Board meeting. ○ After further discussion, this agenda item will be deferred to the July 15 Cabinet Retreat for further discussion/questions.
<p>Strategic Plan - WES Approval?</p>	<ul style="list-style-type: none"> ● CE WES Strategic Plan ● Kenny has asked Cabinet to review this Strategic Plan and submit feedback.
<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"> ● Coordinator of Student Wellness and Counseling Services - This is a new position due to a significant increase in rates from the College's community partner. - Approved ● Simulation Lab Coordinator (Nursing) - This is a new position due to the expansion of clinical simulation and the anticipated fall 2025 addition of the PIN program. - Approved ● Maintenance Technician - This position will replace Cody Weseman, who has been promoted to Field Service Technician effective July 1. - Approved ● Coordinator of Early College - This position is available due to the promotion of Jaclyn Birks. - Approved ● Coordinator of Special Populations - This position is available due to the promotion of Caleb Yochim. - Approved ● Teacher's Assistant (PT) - This position is available due to the promotion of Jasmine Keich. - Approved
<p>Grants</p>	<ul style="list-style-type: none"> ● A National Voter Registration Day Community College grant was awarded in the amount of \$2,250.
<p>Purchasing</p>	<ul style="list-style-type: none"> ● No discussion was held.
<p>Enrollment</p>	<ul style="list-style-type: none"> ● No discussion was held.
<p>Budget</p>	<ul style="list-style-type: none"> ● No discussion was held.
<p>Planning</p>	<ul style="list-style-type: none"> ● No discussion was held.
<p>Employee Anonymous Questions</p>	<ul style="list-style-type: none"> ● No new questions were submitted.
<p>Reports</p>	
<p>President - Dena</p>	<ul style="list-style-type: none"> ● Coordinating Board of Higher Ed: <ul style="list-style-type: none"> ○ Performance Funding discussions were held at the State Level. <ul style="list-style-type: none"> ■ Representative Brenda Shields is working with state legislators on a task force to implement some type of performance funding. ○ A CORE42 presentation was given by students out of Vanderbilt. ○ Core funding will not be implemented until 2027/2028. ● Dena will be out of the office, attending TELC, all next week.
<p>Vice President of Academic Affairs -</p>	<ul style="list-style-type: none"> ● Chris attended the monthly superintendent's meeting last week. DESE's

Chris	<p>region supervisor is now Joel B. Holland.</p> <ul style="list-style-type: none"> ● Chris is working with Leslie to complete the tuition report for DHEWD. ● Title IX roles under discussion with Kim.
Vice President of Student Services - Kim	<ul style="list-style-type: none"> ● Preliminary injunctions have been approved for 10 states; therefore, these states will not implement the 2024 Title IX regulations on August 1. Missouri is not included so far. ● The Community garden is growing well.
Vice President of Finance & Administration - John	<ul style="list-style-type: none"> ● Vacation -> Weekly report sent ahead of time: <ul style="list-style-type: none"> ○ Vice President of Finance & Administration
Dean of Instruction - Kenny	<ul style="list-style-type: none"> ● The search for the Math faculty member was unsuccessful and will be restarted. ● A meeting is being held to discuss filling Communications and Veterinary Technology faculty roles. ● The search committee is waiting to hear back from the BioTech faculty today. ● Health Services changed to CNA today in an effort to draw in a greater enrollment.
Dean of Institutional Effectiveness & Equity - Josephine	<ul style="list-style-type: none"> ● Josephine is presenting at the Benchmarking Institute's Annual Conference in Kansas City/Overland Park, KS. ● Josephine was asked to serve as a reviewer for the 2nd round of NSF EPIIC grants, There will be a review meeting in mid-July. ● We're waiting to hear about the federal EPA grant for EV charging stations and looking at an Ameren grant opportunity, as well.
Senior Director of Human Resources - Tasha	<ul style="list-style-type: none"> ● Classified Staff appointment notices were sent out last Thursday. ● Tasha presented at the Classified Staff meeting last week and answered several questions about the recently announced COLA and Step wage increases. ● Contracts for Certified Staff and administrators were sent a week prior to the Classified Staff communication.
Senior Director of Information Technology - Tracy	<ul style="list-style-type: none"> ● Black Hill will conduct a network vulnerability test next week. ● Mark has been working with Tracy to prepare for the upcoming transition of roles.
Executive Director of Development & Strategic Communications - Blake	<ul style="list-style-type: none"> ● Blake has been contacted by a manufacturer who gave gifts directly to manufacturing. As a reminder, in-kind gifts should be donated through the Foundation for tracking and acknowledgment purposes. ● Blake asked that future funding requests be submitted with at least 30 days notice. ● The September Golf tournament has multiple teams signed up for both days. ● New content for the website should be submitted as soon as it is available. Everything will be migrated over to the new website when it comes online. ● Marketing is actively hiring for the position of digital specialist. ● There is concern about the Marketing department acting as the lead in distributing emergency notices rather than the Police department. <ul style="list-style-type: none"> ○ Other Cabinet members pointed out that there should be one communication platform for people to get information from, and that the Chief of Police would focus on responding to the emergency at hand while working closely with Marketing to provide appropriate communication.
Executive Session	<ul style="list-style-type: none"> ● No executive session was needed.

Adjournment	<ul style="list-style-type: none">● Time: 9:57 a.m.
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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