

EXTENDED CABINET MEETING
MEETING MINUTES
February 23, 2021, 2:00 p.m.
via Google Meet

MEMBERS PRESENT:

Ken Boning	John Linhorst	Kristen Sides	Allan Wamsley
Chris DeGeare	Nolan Luhm	Alicia Smith	Lora Warner
Daryl Gehbauer	Dena McCaffrey	Richard Stephenson	Bridget Webb
Kim Harvey-Manus	Connie Nash	Lisa Vinyard	Tasha Welsh

MEMBERS ABSENT: Joe Candela, Carrie Greer, Bill Kaune

GUESTS:

Maryanne Angliongto	Brandi Gallaway	Sue Lerch	Stephanie Penn
Sheree Bell	Kim Garzia	Bekah Lewis	Isaac Perry
Debbie Bonham	Tammy Gillam	Holly Lincoln	Lisa Pritchard
Michael Booker	Miriam Helms	Connie Marshall	Shannon Schoenky
Debra Branson	Mark Janiesch	Laura McCloskey	Teresa Schwartz
Stephanie Cage	Kathy Johnston	Mandy McKay	Mark Smreker
Boyd Copeland	Terry Kite	Ashley Moll	Brittany Wallace
Shannon Crow	Kathy Kuhlmann	Shelly Mueller	Emily West
James Dixon	Dustin Lemp	Alicia Ott	Stacey Wilson

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:00 p.m.
Celebrations / Recognitions	<ul style="list-style-type: none"> ● Professor Joel Vanderheyden & adjunct instructor Joe Pastor were featured by Jazz St. Louis as part of their "Season of Stream" concert series. Dr. Vanderheyden and Mr. Pastor recorded a set with their band Vehachi at the jazz club, and the video premiered Thursday, February 25, on the Jazz St. Louis YouTube Channel.
Action Items List	<ul style="list-style-type: none"> ● Dena reviewed the five items on the Action Items list; three remain "In Process." <ul style="list-style-type: none"> ○ Regarding technology needs related to working remotely, it was reported that Tracy James is Chairing the Technology Integrated Planning Task Force and this group will soon be distributing a survey to employees regarding the use of technology in remote work and mobility scenarios to obtain feedback. ○ Meetings have been held with Architect Fred Hill to gather input from stakeholders regarding the transition of JCI to the third floor of JCA; also, a sound engineer provided recommendations regarding sound attenuation. Daryl is awaiting a budget for the project from Mr. Hill and funding approval from the Legislature and Governor. ○ A Task Force has been identified and a couple meetings have been held regarding the Viking Woods management.
Approval of Minutes	<p>The minutes from the November 18, 2020, meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Alicia Smith motioned to approve the November 18, 2021, meeting minutes as presented.

	<p>Second: Nolan Luhm Vote: All approved.</p>
<p>Performance Evaluations Discussion</p>	<ul style="list-style-type: none"> ● Tasha Welsh shared that, recognizing this has been a challenging year and the current performance evaluation process can be time consuming, she has presented an idea to both the Classified Professional staff and Certified Professional staff to offer a more streamlined evaluation approach this year. ● The process for this year would be a more simplified approach focusing on job descriptions, accomplishments, support that can be provided from supervisors, goals, etc. ● Positive feedback was received from both the Classified and Certified staff. Also, Dena met with the Presidents of each constituent group and they both reported no negative feedback from constituents. ● The Cabinet will discuss the matter on March 1 to finalize the details. ● Employees can expect to receive an announcement by March 5. ● For those supervisors who have already completed the old form, it is not necessary to redo these.
<p>Budget Update / FY 2021</p>	<ul style="list-style-type: none"> ● Daryl Gehbauer reported that the information being presented is a budget forecast for the balance of FY 2021. This forecast will form the basis of the College’s reserve forecast for the beginning of next year. ● Mark Janiesch reviewed the FY 2021 Projection Summary and Assumptions, including a detailed explanation of revenues and expenditures affecting the FY ‘21 budget and ultimately the FY ‘22 budget, reserves, etc. ● The College’s budget is much better than expected for this fiscal year. However, there are still too many unknowns to be sure where the FY ‘21 budget will be at the end of this fiscal year. ● Daryl Gehbauer stated that even though the College was fortunate that the Governor restored \$1.5 million to our budget for this fiscal year, it is not guaranteed this will be included in next fiscal year’s budget. So in planning for FY ‘22, the College is taking a conservative approach on what we are expecting from the State since the Governor can withhold funds at any time. ● The Board wants the College’s reserves to be 15-20% of revenues, and going into FY ‘22 the College’s reserves will be much better than originally budgeted. This is great for even FY ‘23 and beyond. ● Cabinet continues to discuss the budget for FY ‘22 with the Board Budget Subcommittee. ● Kudos to Jude Kyoore and Brandon Whittington for assisting the College with future enrollment predictions and planning.
<p>Integrated Planning / Rapid Prototyping</p>	<ul style="list-style-type: none"> ● Allan Wamsley introduced a Rapid Prototyping exercise for participants explaining the following: <ul style="list-style-type: none"> ○ This is an opportunity to talk about design concepts, to look at potential problem areas on campus, to identify ways to improve campus for the future, to look at big ideas and problem solve in an ambiguous manner. ○ Participants were encouraged to think big and to not worry about a budget. ○ The goal is to identify ideas to attract and keep students and to plan for the College’s future (e.g., how might the College look in the future?). ○ A list of Big Ideas was presented as examples. These ideas come from the Facilities Master Plan.

- A participant from each Breakout Room reported on their group's ideas/suggestions. Following are some of the highlights.
 - [Breakout Room #1:](#)
 - Create a Welcome Center/Community Events space.
 - Identify a space for students to “hang out” with activities planned in this area to keep students connected to campus.
 - Provide better access from the main road to the baseball and softball fields.
 - Create an outside entrance to the Viking Room for community members.
 - Develop an intramural sports program.
 - Level out some of the land and create more parking opportunities closer to buildings.
 - Address the “loop” on campus.
 - [Breakout Room #2:](#)
 - Address the road loop (eliminate the road between ASI & CTE)
 - Extend parking behind the Testing Center.
 - Convert the pool area to a wrestling floor.
 - Create a Welcome Center where the Administration area is currently located, including Admissions and a Transfer Center here (Administrative offices could be relocated to the Student Center).
 - Relocate the Cafeteria to the outdoor theater, making it more centrally located and more convenient to provide food when events are held in the Fine Arts Theatre. This would also eliminate the need for the snack bar in CTE.
 - Provide more options in the Cafeteria (outsource foodservice)
 - Convert the Cafeteria to a Conference Center.
 - Add more parking for Veterinary Technology near CTE.
 - Open the visual to the Library by clearing the brush around the pond and adding a pond fountain.
 - [Breakout Room #3:](#)
 - Create a Welcome Center where the Administrative offices are currently located or build a Welcome Center closer to the Fine Arts building, including Admissions, conference rooms, community space, transfer information, coffee bar, etc.
 - Create a new road around campus.
 - Move Veterinary Technology to the Sheriff's Office Substation building so the program has access to its own parking lot for drop-offs.
 - Address the bridge over the road as it appears to be unsafe.
 - Address lighting in buildings.
 - Confirm accessible ramps are up-to-code.
 - Develop the hiking trail so it can be used as a biking trail as well.
 - Renovate the pool area.
 - Renovate the Viking Room if a larger meeting space cannot be identified.
 - [Breakout Room #4:](#)
 - Address accessibility on campus (e.g., getting from the Administration building to the Student Center is currently a challenge).
 - Provide a parking area for CDC drop-offs and pick-ups.

	<ul style="list-style-type: none"> ■ Convert the Field House into a Welcome Center. ■ Update the Student Center. ■ Update signage across campus. ■ Develop a walking path between Fine Arts and ASI. ■ Re-think the road around CTE. ■ Identify additional parking for ASI & ASII. ■ Address the access to the Fine Arts parking lot (perhaps create an exit). <ul style="list-style-type: none"> ○ <u>Breakout Room #5:</u> <ul style="list-style-type: none"> ■ Develop the hiking trail, and perhaps other trails, for employees and students to take advantage of. ■ Renovate space to accommodate a space for banquets or conferences (e.g., the pool area could be renovated to house large events such as Jazz & Jeans). ■ Create a Welcome Center by either (1) building a new facility; or, (2) relocate the Administrative offices. ■ Address the traffic flow on campus with a new loop. ■ Clean up the area around the pond so that the Library is more visible. ■ Provide more options for food and dining on campus (eg., food trucks and/or food courts). ○ <u>Breakout Room #6:</u> <ul style="list-style-type: none"> ■ Address accessibility on campus. ■ Develop a Transfer Center and Continuing Education space. ■ Re-route the “Road to Nowhere,” creating a loop around campus. ■ Consider a new building to house a Welcome Center/Community Center/public use space. ■ Relocate the Cafeteria closer to Viking Woods for easier access for students. ■ Convert the pool into a conference area or event center. ■ Building permanent restrooms near the soccer/baseball fields. ■ Level campus a little to make accessibility easier for those with handicaps. <ul style="list-style-type: none"> ● Great ideas were shared with a lot of ambiguity. There is a lot to think about now. All the input on this activity was greatly appreciated! ● A suggestion was made to hold this activity with the Integrated Planning groups. ● Any comments/suggestions can be forwarded to Allan.
Open Discussion	<ul style="list-style-type: none"> ● No additional discussion.
Adjournment	<p>Time: 3:45 p.m.</p> <p>ACTION:</p> <p>2. Motion: Tasha Welsh motioned to adjourn the meeting..</p> <p>Second: John Linhorst</p> <p>Vote: All approved.</p>
Additional Documents	Attached documents reviewed during this meeting: N/A

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President

Deb Bonham
Administrative Assistant to the Vice President of Finance & Administration