

## EXTENDED CABINET MEETING

**February 22, 2022, 2:00 p.m.**

**via Google Meet**

**MEMBERS PRESENT:**

Ken Boning	Daryl Gehbauer	Connie Nash	Lisa Vinyard
Michael Booker	Carrie Greer	Kristen Sides	Allan Wamsley
Joe Candela	Kim Harvey-Manus	Alicia Smith	Lora Warner
Shannon Crow	Dena McCaffrey	Richard Stephenson	Tasha Welsh
Chris DeGeare			

**MEMBERS ABSENT:** Kathy Johnson, Bill Kaune, Maddie Miller

**GUESTS:**

Kari Alford	Holli Gillam	Laura McCloskey	Jenna Schwartz
Maryanne Angliongto	Taylor Humphreys	Mandy McKay	Shannon Sniegolski
Jennifer Baine	Tracy James	Anthony Merseal	Torri Thomas
Angie Bassin	Mark Janiesch	Nancy Miller	Blake Tilley
Erin Bergman	Terry Kite	Shelly Mueller	Susan Todd
Debbie Bonham	Kathy Kuhlmann	Sean Oberle	Laura Villmer
Daniel Boyer	Dustin Lemp	Stephanie Penn	Brit Wallace
Tera Brutsman	John Linhorst	Lisa Pritchard	Emily West
Stephanie Cage	Alexis Lowery	Lore Robart	Kenny Wilson
Cindy Draper	Saranda Lund	Jade Roberts	Stacey Wilson
Brandi Gallaway	Karla Mason	Keri Schmidt	

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 2:00 p.m.
<b>Campus Spring Cleaning Day and Preview Day</b>	<p>Carrie Greer and Tasha Welsh shared the following regarding the upcoming Spring Cleaning Day scheduled for Thursday, March 3, and the College's first Preview Day, scheduled for Saturday, March 5.</p> <ul style="list-style-type: none"> <li>● Preview Day, an Open House designed to bring the community onto campus and showcase what Jefferson College has to offer, has been a collaborative effort between Student Services and the Instructional Division. Many faculty and staff have been assisting with the logistics of the Preview Day, including: Stephanie Penn, Denise Hawkins, Erin Bova, Janet Akers-Montgomery, John Shore, Kristen Brown, Michelle Allen, Ken Boning, Meredith Buschmann, Shannon Sniegolski, Brenna Young, Maryanne Angliongto, Tasha Welsh, Susan Todd, Skyler Ross, and Kristine Bogue. Carrie thanked the work group members who have contributed to the planning of this exciting event.</li> <li>● Nearly 90 faculty, staff, and students have volunteered to assist with the event.</li> <li>● A Spring Cleaning Day was planned to get the buildings across campus cleaned up and looking great for the Preview Day.</li> <li>● Thursday, March 3, employees are encouraged to wear jeans and assist with cleaning up campus. This is an opportunity to spruce-up campus and to make a good first impression for our visitors on Saturday, March 5.</li> <li>● On Friday, February 25, Carrie and Suzie will join Roger Barrentine on KJFF to market the event</li> <li>● Questions regarding the Preview Day can be directed to Carrie.</li> <li>● Dena thanked Carrie, Suzie, and their work group for all their hard work in planning this event.</li> </ul>

	<ul style="list-style-type: none"> <li>● Dena reminded all that this is a campus-wide recruiting event, so it would be great to get a lot of volunteers to help with the Clean-Up Day.</li> </ul>
<p><b>Budget Update / Forecast, FY 2022</b></p>	<p>Daryl Gehbauer and Mark Janiesh provided the following projections and assumptions regarding the <a href="#">FY 2022 budget</a>:</p> <ul style="list-style-type: none"> <li>● Daryl reported there has been one meeting with the Board Budget Subcommittee.</li> <li>● Mark provided a review of the FY '22 summary sheet, including budgeted revenues, expenditures, and transfers projected for FY '22.</li> <li>● FY '21 ended up being better than projected due to additional income and lower expenses.</li> <li>● Revenues are projected to end over \$1 million more than what was budgeted for FY '22.</li> <li>● Overall, expenses should end up being approximately \$66,000 lower than what was projected.</li> <li>● Overall, FY '22 is looking positive. As of today, the College could end the fiscal year with \$672,500 better in the fund balance (Fund 1) which is a potential 30.3% fund balance. These numbers could potentially increase more as the Administration continues to be conservative with some estimations. This would allow the College to build up additional reserves.</li> <li>● Dena added that building up the reserves is especially important with regard to the classification study and employees salaries.</li> </ul>
<p><b>Celebrations / Recognitions / News</b></p>	<ul style="list-style-type: none"> <li>● GraceLife Chapel (GLC) recently donated 10 pallets of food (which is 10,000 pounds of food) for Viking Woods and the Vikings' Vault. GLC partners with St. Louis area food banks. They have indicated they will be providing monthly donations to Jefferson College and will also provide periodic weekly donations when they have extra product. GLC is planning to prepare a hot meal for the residents in Viking Woods once a month. Other churches have offered to also provide food for the Vikings' Vault and Viking Woods. Students and staff alike are very excited and extremely appreciative of this group and the partnership.</li> <li>● The Jefferson College Arnold SOUPer Bowl was a great success. Thank you to the employees who coordinated this event.</li> <li>● Buildings &amp; Grounds staff received a special thanks for removing snow the first week of February. Their hard work is appreciated.</li> <li>● The spring play <i>Five Women Wearing the Same Dress</i> begins March 3.</li> <li>● The Foundation Auction is right around the corner. Blake Tilley will provide more information during the Open Discussion portion of this meeting.</li> <li>● Roger and his team and the IT department were thanked for their roles in designing the new email signature widget. Many employees have begun using this new feature.</li> <li>● Chris shared that Joel Vanderheyden's Quartet performance was canceled due to inclement weather and will be rescheduled.</li> <li>● Dan Lauder recently started at Jefferson College as the Instructional Designer. Any questions regarding Canvas can be directed to him.</li> <li>● Suzanne Richardson will start on July 1 as the Senior Director of the ATS and Early College.</li> <li>● The Dean of Instruction search is proceeding. The Search Committee selected five initial candidates. They are in the process of narrowing down to two or three to bring onto campus within the next couple weeks.</li> <li>● Kim Garzia and Charlie Roberts were thanked for their work on Goose Patrol 2022.</li> </ul>

<p><b>Approval of Minutes</b></p>	<p>Minutes from the January 25, 2022, meeting were presented for review.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. <b>Motion:</b> Connie Nash motioned to approve the January 25, 2022, minutes.  <b>Second:</b> Lora Warner.  <b>Vote:</b> All approved.</li> </ol>
<p><b>Art Task Force Policy</b></p>	<p>Michael Booker shared the following regarding the Art Task Force and Administrative Policy:</p> <ul style="list-style-type: none"> <li>• The Task Force initially convened five years ago to address the presidential paintings in the Administration building when it was discovered there was no process in place to track art on campus.</li> <li>• The Art Task Force was moved under the CEOC Committee as a standing sub-committee. Some items the Task Force has identified to accomplish include: <ul style="list-style-type: none"> <li>○ Develop an inventory of the artwork around campus.</li> <li>○ Work through the buildings to create attractive buildings with aesthetically appealing art.</li> <li>○ Purchase some art pieces (funds have been budgeted for this). The Art Task Force has suggested no art be purchased from the Art Task Force members using the College funds to avoid a conflict of interest. Artwork could be purchased from other employees not associated with the Art Task Force. It would also be allowable and suggested to purchase student artwork.</li> </ul> </li> <li>• Kim asked that the Student Center be included as staff in the building would like to add art in the building since the renovation. Michael stated a cyclical review process will be identified.</li> <li>• Dena suggested sending the draft Policy to constituent groups for review prior to final adoption. As a reminder, Administrative Policies and Procedures do not require approval by the Board of Trustees.</li> </ul>
<p><b>Capital Projects, FY 2023</b></p>	<p>John Linhorst shared the proposed <a href="#">Capital Projects for FY '23</a> on behalf of the Strategic Planning Committee, highlighting the following:</p> <ul style="list-style-type: none"> <li>• Past projects funded through the capital process were reviewed (back through 2014-2015).</li> <li>• The process for funding was shared as well as the scoring rubric for ranking the funding requests.</li> <li>• Eight funding requests were received for FY '23 totalling approximately \$483,000 (\$400,000 was allocated for capital projects); six were recommended for funding totalling an estimated \$363,000.</li> <li>• An overview of each project was provided: (1) moving the Veterinary Technician Clinic; (2) signage replacement at the Hillsboro campus (at the entrance monument); (3) EdSights AI software; (4) JCI gym renovation/upgrade; (5) replacement of the Fine Arts Theatre sound system; and, (6) CIS data center upgrade (Technology Center room 311).</li> <li>• The two projects not approved for funding were (1) the relocation of the Foundation Office; and, (2) the Fine Arts Theatre Shop. These items could be funded if other approved projects come in under-budget, freeing up funding.</li> <li>• Two of the six funded projects have DESE Enhancement Grant eligible components. Dena is hopeful the College will receive some Enhancement Grant funding which would reduce the requested funds for those two projects and possibly allow for an additional project(s) to be funded.</li> <li>• Thank you to Matt Keeney for compiling the presentations for all to review.</li> <li>• Dena thanked John and the entire Strategic Planning Committee for their work with the Capital Projects on campus.</li> </ul>

<b>Open Discussion</b>	<ul style="list-style-type: none"> <li>● Blake Tilley reported the Foundation is preparing for the upcoming Spring 2022 Virtual Auction scheduled for March 27-April 2. <ul style="list-style-type: none"> <li>○ Faculty and staff were asked to consider donating program/departmental baskets to the auction. Smaller baskets are welcomed as well as large baskets.</li> <li>○ Employees were encouraged to sign up for the text alert system associated with the Auction.</li> <li>○ The Foundation is hoping to exceed last year’s donations and proceeds, all of which go toward scholarships, tuition requests, emergency loans, etc.</li> <li>○ The deadline for donations is March 18.</li> </ul> </li> <li>● Dena stated the College is moving to masks recommended (versus required) in classrooms and meeting spaces effective tomorrow, Wednesday, February 23. A campus announcement will be distributed today.</li> </ul>
<b>Adjournment</b>	The meeting adjourned at 2:54 p.m.

Respectfully submitted,

Lisa Vinyard  
Executive Assistant to the President