

EXTENDED CABINET MEETING

March 29, 2022, 2:00 p.m.

via Google Meet

MEMBERS PRESENT:

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

MEMBERS ABSENT: Joe Candela, Kathy Johnson, Maddie Miller, Lora Warner

GUESTS:

Jennifer Baine	Stephanie Cage	Dustin Lemp	Shelly Mueller
Roger Barrentine	Gregg Crain	Sue Lerch	Stephanie Penn
Sheree Bell	Cindy Draper	Holly Lincoln	Lisa Pritchard
Erin Bergman	Brandi Gallaway	Alexis Lowery	Shannon Schoenky
Kristine Bogue	Jen Gann	Saranda Lund	Mark Smreker
Heather Bond	Holli Gillam	Karla Mason	Torri Thomas
Debbie Bonham	Keri Hayes	Laura McCloskey	Blake Tilley
Erin Bova	Hope Hernandez	Mandy McKay	Laura Villmer
Debra Branson	Mark Janiesch	Patrick McKelvey	Kenny Wilson
Lucia Brodribb	Sarah Lafser	Dan Modglin	Stacey Wilson
Tera Brutsman			

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:00 p.m.
Celebrations / Recognitions / News	<ul style="list-style-type: none">• Dena reported that Preview Day was outstanding, and she thanked everyone who participated with the event. It was great to see so many students on campus.• Music student Bryce Trollinger has been selected to perform with the Intercollegiate Wind Ensemble for the Southwest Division of College Band Directors National Assn. in Waco, Texas, March 30-April 2. Bryce will join some of the best college musicians from seven southwest states. The conductor of the group is one of the top wind conductors in the country. Bryce was also recently selected as a professional musician for the U.S. Marine Band. This is the first time a Jefferson College student will perform at this level with a national or regional ensemble. Congratulations to Bryce on his accomplishments.• The softball team is 20-3 and undefeated in the region. Congratulations to the team and coaches!• Congratulations to the following faculty who were awarded tenure at this month's Board of Trustees meeting: Sarah Akridge, Leigh Ann Cornman, Timothy Denney, Stephanie Grubb, Elke Overton, and Lindsay Steighorst. What a huge accomplishment for these faculty!• Jefferson College's PTK local chapter, Xi Zeta, was once again named a REACH chapter. Congratulations to the students and the chapter advisors, Bruce Korbemeyer and Shannon Sniegolgi.

<p>Student Communications / Email Survey</p>	<p>Brandi Gallaway and Erin Bova shared results of the recent Student Communications / Email Survey, the purpose of which was to gather student opinions on preferred communication methods. To encourage participation, the survey was kept brief with only eight simple questions.</p> <ul style="list-style-type: none"> ● 498 students responded to the survey. ● Results of each question were discussed. ● Nearly 80% of respondents expressed interest in a single email that contains weekly events and/or important dates. ● Recommendations include <ul style="list-style-type: none"> ○ Explore the possibility of reducing student email clutter. ○ Form a committee to establish best practices, guidelines, and department responsibilities. ● Discussion ensued regarding the development of a weekly communication to get information to students rather than them receiving multiple emails.
<p>Administrative Policies & Procedures - Institutional Governance & Institutional Committees</p>	<p>Connie Nash discussed the Administrative Policies / Procedures – Institutional Governance & Institutional Committees highlighting the following:</p> <ul style="list-style-type: none"> ● Connie provided background of the updates to the Administrative Policies & Procedure pertaining to Institutional Governance. A definition of “shared governance” was drafted and distributed for review and feedback. ● A process was identified for submitting changes/recommendations through Institutional Committees and a flow chart created reflecting the process. ● Updates to the Policies and Procedures and the flow chart created for committee recommendations were shared campus-wide for review and feedback. ● Feedback received resulted in minor verbiage revisions as well as updates to some Purposes and Charges. ● The CICC approved the Administrative Policies and Procedures as written this semester. ● A timeline is being developed to review the Administrative Policies and Procedures regularly. ● Connie reviewed the updated document. ● The Administrative Procedure has been reviewed by constituent groups; however, the Administrative Policies have not yet been circulated for review. ● Dena reminded Connie that the Administrative Policies and Procedures are not required for approval by the Board of Trustees. ● Please send feedback to Connie.
<p>Counseling Data</p>	<p>Heather Bond shared a presentation highlighting the following regarding the COMTREA Counseling Services Data for Jefferson College:</p> <ul style="list-style-type: none"> ● Counseling Services provided includes: individual counseling; drop-in hours (one hour, four days/week); presentations to many different classes to share services offered; psycho-education groups (anxiety/depression, test-taking anxiety, etc.); and, faculty/staff support (e.g., grief counseling). ● Most students are referred to Heather via presentations she makes in classes and advisor recommendations. ● Data results included: <ul style="list-style-type: none"> ○ Demographics of clientele served during Fall 2021 (student age, gender, and race); and, ○ Utilization of services during Fall 2021 (numbers of meetings by category; campus locations served; number of sessions students’ received; method of service delivery {in-person versus virtual}). ● Heather practices solution-focused therapy, which is short-term therapy, with a goal to provide approximately six sessions per student; however, some students have been seen beyond the six sessions.

	<ul style="list-style-type: none"> ● Her original goal was to refer students out when necessary or when students exceed their six sessions; however, this can be challenging due to transportation issues, difficulty in identifying a provider, lack of medical insurance, etc. ● Outcomes measure include the Columbia Suicide Severity Risk Screening (CSSRS) (a suicide rating scale) and the Patient Health Questionnaire-9 (PHQ-9) which measures depression symptoms. Students requesting services take the “Columbia” screening, an important tool when it comes to high risk students. ● Common trends for Fall 2021 counseling services included COVID-related grief and difficulties; need for community building (many students feel very disconnected); trauma history; social anxiety; grief; case management needs that require referral to additional services; employment concerns; and, student inclusion. ● For students who do not feel a community identity, we need to determine how to get them to utilize the “sticky spaces” on campus (e.g., CTE lounge, Library, etc.). ● There are more natural cohorts in CTE programs due to the nature of some of the programs. Should the College consider trying to broaden cohorts for undeclared and/or transfer students since these students more often do not identify with other students. This is difficult as many students are used to being alone and they are now fearful of some social situations. ● Heather continues to identify other services she can provide to faculty and staff. ● Dena would like Heather to share this information with the Board of Trustees at an upcoming meeting.
<p>Open Discussion / Reminders</p>	<ul style="list-style-type: none"> ● Dena reminded attendees of the following: <ul style="list-style-type: none"> ○ The Foundation Auction is open for bidding, and there are many great items to bid on. ○ This Friday, April 1, is the return of the Friday Speaker Series after over two years. The program, <i>Ways of Seeing: Maps of Missouri at Jefferson College Library</i>, is being presented by our very own Dr. Scott Holzer and Lisa Pritchard. Many RSVPs have been received. The presentation will be set-up in the Cafeteria with lunch being provided by Pasta House. ○ The Spring 2022 Town Hall is scheduled for Monday April 18. The focus will be on budget and recognition of years of service and retirements. A Q&A will once again be included in the Town Hall; employees were encouraged to submit questions. ○ The Higher Learning Commission Annual Conference is scheduled this weekend and early next week in Chicago. Several Administrators and faculty/staff will be in attendance. ○ On behalf of the Foundation, faculty and staff were thanked for the many donated items for this year’s Auction. ● Chris shared the following: <ul style="list-style-type: none"> ○ The Dean of Instruction Open Forums were held last week for candidates. One individual has been selected to move forward and reference checks are currently being conducted. ○ Allan Wamsley has announced his retirement, effective at the end of this year. In preparation for his departure, Chris and the other Administrators are reviewing the organizational structure of the departments that currently report to Allan and looking to hire a Director of Academic Services soon so there will be overlap and training prior to Allan’s departure. ● Lisa Pritchard announced the Library is having a book sale the week of April 4 in conjunction with the National Library Week.

	<ul style="list-style-type: none"> ● Pathways to Prevention is scheduled April 28, 11:00 a.m.-1:00 p.m. on campus. ● Stephanie Cage announced that Week of the Young Child is next week (the week of April 4). The children will be out and about on campus visiting the music and art departments and cooking in the ATS. The Child Development Center will end the week by holding a fundraiser at Baked (located in Hillsboro) next Friday, April 8. ● April is Community College Month, and Jefferson College will be celebrating all month on the College's social media accounts. ● As a reminder, Denim Days is every Wednesday in April. ● The final Extended Cabinet meeting for the 2021-2022 academic year is set for April 26.
Adjournment	The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President