

EXTENDED CABINET MEETING

April 6, 2023, 2:30 p.m.

via Google Meet

MEMBERS PRESENT:

Ken Boning	Carrie Greer	Dena McCaffrey	Lisa Vinyard
Shannon Crow	Kim Harvey-Manus	Connie Nash	Tasha Welsh
Daryl Gehbauer	Josephine Kershaw	Elke Overton	Brenna Young

MEMBERS ABSENT: Janet Akers-Montgomery, Daniel Boyer, Chris DeGeare, Kathy Johnson, Garrett Miller, Melissa Stephens, Blake Tilley, Ashlyn Walls

GUESTS:

Jennifer Baine	Bob Deutschman	Tim Kuchar	Stephanie Penn
Brenda Baner	Stephanie Earls	Linda Ladendecker-Corley	Suzanne Richardson
Roger Barrentine	Judith Ellison	Sarah Lafser	Sam Roberson
Sheree Bell	Brandi Gallaway	Dustin Lemp	Marina Sarkissian
Jaclyn Birks	Jen Gann	Holly Lincoln	Keri Schmidt
Kristine Bogue	Holli Gillam	John Linhorst	Jenna Schwartz
Debbie Bonham	Denise Hawkins	Alexis Lowery	Alicia Smith
Michael Booker	Keri Hayes	Karla Mason	Torri Thomas
Debra Branson	Hope Hernandez	Laura McCloskey	Laura Villmer
Lucia Brodribb	Matthew Huskey	Jessie Montgomery	Britt Wallace
Tera Brutsman	Tracy James	Shelly Mueller	Kaysie Watson
Meredith Buschmann	Kathy Johnston	Victoria Needy	Kenny Wilson
Paula Carpenter	Shalom Kamau	Sean Oberle	Stacey Wilson
Gregg Crain	Ryan Kelly	Lisa Pavia-Higel	Caleb Yochim

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:30 p.m.
Celebrations / Recognitions / News	<ul style="list-style-type: none"> ● Kim Harvey-Manus congratulated Aida Steiger for recently passing her American citizenship test. ● Kim also recognized Meredith Buschmann for receiving the 2023 Peggy Clinton Memorial Service Award from MoACAC (Missouri Association for College Admissions Counselors). Congratulations to Meredith. ● Dena recognized those involved in a couple projects on campus recently: <ul style="list-style-type: none"> ○ Metal Fabrication students in Rob Rodden’s Area Technical class participated in the demolition of the Sheriff’s Office building to make room for the new Veterinary Technology building. ○ In an effort to deter geese from nesting near buildings, students in Joe Candela’s Welding classes made metal dogs to strategically place around campus.
Minutes	Minutes from the February 28, 2023 , meeting were presented for approval. ACTION: Motion: Kim Harvey-Manus motioned to approve the February 28, 2023, minutes as presented. Second: Matthew Huskey Vote: All approved.

<p>New Employees</p>	<p>Tasha Welsh introduced the following new employees who have started working for Jefferson College since February 28, 2023:</p> <ul style="list-style-type: none"> ● Ryan Kelley ~ Information Analyst ● Greg Bartsch ~ Custodian ● Kaitlyn Hirth ~ Library Assistant (part-time) ● Employee Promotions: <ul style="list-style-type: none"> ○ Stephanie Werner ~ Network Support Technician ○ Matthew Mueller ~ Information Technology Technician (part-time to full-time) ○ Hope Hernandez ~ Director of Accounting ○ John Willett ~ Assistant Director of Maintenance
<p><u>Shared Governance Flowchart</u></p>	<p>Kim Harvey-Manus presented the updated Shared Governance Flowchart on behalf of Connie Nash.</p> <ul style="list-style-type: none"> ● The Flowchart was last discussed at Extended Cabinet in March 2022, and it has since been approved and finalized. ● The Flowchart was developed as part of the Administrative Policies and Procedures Shared Governance updates. It outlines the process for students, employees, committees, task forces, etc. to bring ideas forward for consideration by Administration. Kim provided an overview of the process. ● Attendees were encouraged to share the document with colleagues and within the constituent groups.
<p><u>Food Service Update</u></p>	<p>Daryl Gehbauer & Sheree Bell provided the following update regarding the food service RFP (Request for Proposals) process for a new food service vendor on campus.</p> <ul style="list-style-type: none"> ● Four vendors attended the RFP meeting, and three vendors submitted bids. The College’s current vendor, Chartwells, who provides food service for the Early Childhood Center (ECC), did not submit a bid. ● The ECC meals and catering were included in the RFP. ● Two of the vendors responded with QT-style food offerings – pre-packaged offerings with a Panera/Starbucks atmosphere (a more expensive model). The third vendor offered a traditional cafeteria kitchen-style proposal. ● A survey was created to get feedback from students and staff to determine what model is preferred. (There is still time to complete the survey if you have not already done so.) ● The preliminary results from the Food Service Survey (linked) were shared; approximately 350 faculty, staff, and students have responded so far to the survey, which was a good response. ● 75% of the respondents preferred the QT-style model as opposed to the cafeteria-style. Daryl and Sheree reviewed the survey results. ● Sheree would like a “hang-out” space for students and employees to have meetings while having a cup of coffee. ● Comfortable seating is needed, but the Cafeteria serves as a meeting space, so whatever renovations are made, the College has to keep in mind the many functions held in the Cafeteria. ● New space(s) are not being considered – only the MicroMarket area in the Career & Technical Education building and the Cafeteria.
<p><u>Diversity Plan Update</u> ~</p> <ul style="list-style-type: none"> ● <u>DEIB Plan (Diversity, Equity, Inclusion, Belonging)</u> 	<p>Lisa Pavia-Higel reviewed the process for updating the Diversity Plan. The previous Plan expired in 2022, so the group has been working diligently to get the updated Plan, the Diversity, Equity, Inclusion, and Belonging Plan (DEIB). The new plan will go to the Board of Trustees to approve.</p>

<ul style="list-style-type: none"> • Diversity 5-year Plan Feedback Form 	<ul style="list-style-type: none"> • Lisa provided a thorough overview of the DEIB Plan, including the history of the Diversity Plan; key accomplishments; highlights of the 2023-2028 DEIB Plan; DEIB Plan objectives; and feedback questions to consider. • Several listening/feedback sessions are scheduled to give employees the opportunity to share their thoughts regarding the new DEIB Plan. A listening session is also scheduled at Viking Woods to give students the same opportunity. • Goals of the DEIB Plan are aligned with the Strategic Plan objectives. • Dena complimented Lisa for her dedication to this project. • Feedback regarding the DEIB Plan can be submitted anonymously via the QR code included in Lisa's presentation. As well, Lisa Pavia-Higel and Elke Overton are willing to meet one-on-one with anyone who would feel better meeting face-to-face.
<p>Other Updates</p>	<ul style="list-style-type: none"> • Dena discussed an article she recently read in a CUPA-HR publication titled <i>The Great Pivot from Resilience to Adaptability</i>. The article includes information that is beneficial for all, not just Human Resources staff, including how to better support each other and give each other grace. Dena plans to include this article on the May 4 Extended Cabinet meeting agenda and would like to have a discussion focusing on what we can implement at Jefferson College to help everyone feel better since so many are running on empty. • Anonymous Question received by the President's Office: <ul style="list-style-type: none"> ○ I read that Missouri approved an 8.7% raise for state workers due in large part to inflation. Is Jefferson College considering additional pay increases to account for this as well? <i>Jefferson College is not able to provide an 8.7% raise for employees. Yes, the College is proposing raises for employees at the April 13 Board of Trustees meeting, but we are not able to provide 8.7% to all employees. Administration is proposing a tiered approach of cost of living increases to the salary schedule to increase the minimum wage of Grade A11, the College's lowest grade, to \$13.92/hour and Grade A12 to \$15.00/hour. This results in an average COLA increase of 6.81% for Classified staff. Administration is also proposing a 3.5% COLA increase for Certified staff, a 1.5% increase to the faculty salary schedule, and a 2% step to eligible faculty. The College is getting an increase in state funding, but this funding accounts for only 25% of the College's revenue. To give 8.7% raises, the College would have to increase revenues by \$1.5 million, so tuition and fees would have to be increased significantly, and neither the Board nor Administration are comfortable raising tuition and fees that significantly to accommodate such a raise.</i> <p>Dena stated that if anyone has questions or would like further clarification, please let her know.</p> <p>Tasha emphasized that all employees will not receive a flat raise – raises will fluctuate depending on the grade of the employee.</p> <p>Dena reminded the group that anonymous questions are always welcomed.</p>
<p>Action Items and Discussions Review / Closing the Loop</p>	<ul style="list-style-type: none"> • Dena hopes to have the final version of the Administrative Policy and Procedure related to Animals on Campus distributed to all staff by the week of April 10.

	<ul style="list-style-type: none"> • A College Town Hall is scheduled for Monday, May 1. A budget update will be provided at that time. The Town Hall Save the Date, which will include a link to submit anonymous questions, will be distributed early the week of April 10. • The College's spring holiday is tomorrow, Friday, April 7. • Matt Huskey shared that he extracted the food service survey information for Viking Woods residents and shared the results. Matt will share the results to be linked in the meeting minutes.
Open Discussion	<ul style="list-style-type: none"> • N/A
Adjournment	The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President