

EXTENDED CABINET MEETING

September 11, 2023, 2:30 p.m.

via Google Meet

MEMBERS PRESENT:

Ken Boning	Tracy James	Kim Harvey-Manus	Blake Tilley
Daniel Boyer	Kathy Johnson	Josephine Kershaw	Lisa Vinyard
Gabbie Everett	Steve Johnson	Dena McCaffrey	Tasha Welsh
Daryl Gehbauer	John Linhorst	Alicia Smith	Kenny Wilson
Carrie Greer			

MEMBERS ABSENT: Chris DeGeare, Connie Nash, Elke Overton, Jorge Scholl

GUESTS:

Janet Akers	Tiffany Fairless	Sarah Lafser	Lisa Pritchard
Maryanne Angliongto	Brandi Gallaway	Dustin Lemp	Dale Richardson
Jennifer Baine	Jen Gann	Sue Lerch	Samantha Roberson
Brenda Baner	Holli Gillam	Alexis Lowery	Marina Sarkissian
Sheree Bell	Denise Hawkins	Saranda Lund	Ian Schneider
Jaclyn Birks	Keri Hayes	Karla Mason	Shannon Schoenky
Kristine Bogue	Leslie Hoff	Laura McCloskey	Kristen Sides
Heather Bond	Ryan Humphres	Mandy McKay	Andrew Swanson
Michael Booker	Taylor Humphreys	Nancy Miller	Torri Thomas
Lucia Brodribb	Matthew Huskey	Matthew Mueller	Laura Villmer
Stephanie Cage	Jan Johnson	Shelly Mueller	Britt Wallace
Paula Carpenter	Ethan Karl	Victoria Needy	Susan Welch
Shannon Crow	Ryan Kelly	Sean Oberle	Stephanie Werner
Bob Deutschman	Joette Klein	Stephanie Penn	Stacy Wilfong
Stephanie Earls	Tim Kuchar	Isaac Peery	Stacey Wilson
Rebecca Ellison			

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:30 p.m.
Extended Cabinet Purpose	<p>President McCaffrey shared the purpose of the Extended Cabinet meetings explaining it is an important part of shared governance. A variety of topics are discussed each month. Constituent group representatives are asked to share the information that is received not only with their constituent group, but also with their colleagues in their departments.</p> <p>Anyone wanting to include an item on the agenda should contact their Vice President or another member of the President's Cabinet.</p>
Celebrations / Recognitions / News	<ul style="list-style-type: none">• President McCaffrey thanked all who were involved in the development and implementation of the new Announcements landing page. Employees were reminded to regularly check their Announcement (at least once a day).• Daryl Gehbauer thanked the many employees and departments that assisted with the re-opening of Jefferson College Arnold, especially IT, Buildings & Grounds, Sheree Bell, JCA staff, many employees in the Instructional Division, and Student Services staff). It was a tremendous team effort to get the building back open for the semester.

<p>New Employees</p>	<p>Tasha shared the following new hires and promotions since Opening Week:</p> <p><u>New Hires</u></p> <ul style="list-style-type: none"> ● Ethan Karl ~ Information Technology Technician (part-time) ● Leslie Hoff ~ Controller ● Kevin Maassen ~ Custodian ● Jamie Douthit ~ Custodian ● Debra Runzi ~ Early College Advisor (part-time) ● Tiffany Fairless ~ HR Assistant ● Martha Rust ~ Custodian <p><u>Promotions</u></p> <ul style="list-style-type: none"> ● Laura Villmer ~ Development Specialist
<p>Insurance Update</p>	<p>Tasha Welsh shared the following regarding employee benefits:</p> <ul style="list-style-type: none"> ● The Benefits Subcommittee, including representation from all constituent groups, met to review the employee benefits. ● Tasha provided a review of the College’s self-insurance reserves: <ul style="list-style-type: none"> ○ In the past, transfers totalling \$1.1 million have been made from the College’s general reserves to the self-insurance reserves to fund claims. ○ There is now a healthy balance in the College’s self-insurance reserves; therefore, we will begin paying ourselves back by transferring funds out of the self-insurance reserves back into the general institutional reserves. ● The College’s medical and dental insurance options were reviewed. ● The College’s current employer-provided life insurance coverage does not align with sister institutions in Missouri; as a result, an increase of \$30,000 for employee life insurance coverage is being recommended to the Board (from the current \$20,000 to \$50,000). ● LTD, AD&D, and EAP plans are also being submitted to the Board for renewal. ● Recommendations are going to the Board of Trustees for consideration on September 14. ● Open enrollment information will be sent out soon via campus Announcements.
<p><u>Facilities Update</u></p>	<p>John Linhorst shared a presentation with updates on the many construction projects on campus, including:</p> <ul style="list-style-type: none"> ● Viking Woods Building #4 ~ completion anticipated by July 2024. ● Jefferson College Arnold remodel: <ul style="list-style-type: none"> ○ Phase One has been completed. ○ 1st and 2nd Floors ~ all classrooms are opened; other areas (e.g., Testing Center, faculty offices, etc.) continue to be opened. ○ 3rd Floor ~ completion is anticipated by May 2024. ● Pedestrian Bridge ~ Summer 2024 ● Nursing Suite (CTE building) ~ completion anticipated by January 2024. ● E-sports Lab (Field House, rooms 200/202) ~ renovation will commence in January 2024. ● Restrooms renovations are ongoing: <ul style="list-style-type: none"> ○ CTE restrooms should be available within the week. ○ Field House restrooms should be available at the end of September. ○ Student Center restrooms renovations continue with completion anticipated by the end of November 2023. ● CIS Data Center (Technology Center building, room 311) ~ Ongoing

	<ul style="list-style-type: none"> ● Foundation Office (Administration building) ~ move to the new location in the Administration building by the end of September. ● HVAC Lab (Career & Technical Education building) ~ completed just prior to the start of classes in August. ● Veterinary Technology Clinic ~ original bids came in over-budget resulting in a delay. <p>Updates also provided on the following:</p> <ul style="list-style-type: none"> ● Buildings & Grounds Shop addition ● Fine Arts building renovation ● Fire Science Lab ● Student Center Cafeteria
<p>Work Order Submission Processes</p>	<p>Dale Richardson provided an explanation of how to submit a Maintenance Work Order/Maintenance Ticket.</p> <ul style="list-style-type: none"> ● The Maintenance Ticket form can be found on the Employee Tab in MyJeffco. ● Completed Maintenance Tickets are directed to Dale, Kim Neihaus, and John Willett. ● The Technicians can address a ticket immediately if needed. ● An open Maintenance Ticket will be assigned to a Technician if it has not been completed. <p>Tim Kuchar shared the process for completing an IT Help Desk Maintenance Ticket, a similar process to submitting Maintenance Tickets.</p> <ul style="list-style-type: none"> ● The IT Helpdesk form is also located on the Employee tab in MyJeffco. ● Tickets submitted will be fulfilled by an IT Technician.
<p><u>Student Compliance & Counseling Updates</u></p>	<p>Kristine Bogue and Heather Bond presented the following information regarding Student Compliance and Counseling on campus. Following are some of the highlights discussed:</p> <ul style="list-style-type: none"> ● Student Compliance Department staff and CARE Team members were reviewed. ● The purposes of and outreach efforts of the Student Compliance department, Vikings Care, and CARE Team were shared. ● Departmental/program data was reviewed for the Student Compliance department, the CARE Team, and counseling services. ● Faculty and staff have been encouraged to attend training so they are better prepared to assist students. ● Employees were reminded to submit a Care Team Referral/Maxient Report when there is concern about a student(s). ● Heather Bond discussed the student utilization of counseling services and reminded all of the counseling services available. ● Counseling services will now be available through Campus Counseling Services (formerly COMTREA). ● To request training or if you have any questions, please do not hesitate to call 636-481-3215.
<p><u>Board of Trustees Policies & Procedures Updates</u></p>	<p>Kenny Wilson discussed the following Board of Trustees Policies and Procedures that are being recommended for update:</p> <ul style="list-style-type: none"> ● Board of Trustees Procedure IV-001.02, Duties and Responsibilities of Full-time Faculty ● Board of Trustees Procedure IV-002.01, Types of Appointments ● Board of Trustees Procedure IV-006.01, Salary Administration Plan ● Board of Trustees Procedure IV-006.02, Promotions in Academic Rank

	<ul style="list-style-type: none"> • Board of Trustees Procedure IV-006.03, Initial Placement on Faculty Schedule <p>These policies and procedures will be submitted for a First Reading to the Board of Trustees at the September 14 meeting.</p>
Other Updates	<p>Dena McCaffrey shared the following responses to two anonymous questions received:</p> <ul style="list-style-type: none"> • “Mel Carnahan Drive is in desperate need of being repaved, not just repaired, but total re-pavement. Is this something we can look forward to happening?” Dena explained that Viking Woods Drive is owned by the City of Hillsboro. And, with heavy trucks and equipment coming through for the new Viking Woods building, repairs to this road will likely not be made until the new building has been completed. • “Has there ever been any discussion of extending partial benefits to part time permanent employees as a way to assist with retention?” Dena shared what benefits the part-time employees are entitled to. <p>Additional announcements/updates:</p> <ul style="list-style-type: none"> • Brandi Gallaway reminded all of the following: <ul style="list-style-type: none"> ○ Trunk or Treat is scheduled for Friday, October 20. Sign-up sheets will be distributed soon for volunteers and trunk participants. ○ Community Movie Night is scheduled for Friday, September 22. • Blake Tilley reminded everyone of the upcoming Viking Classic Golf Tournament, scheduled Thursday and Friday, September 28 & 29, at Crystal Highlands Golf Course. <ul style="list-style-type: none"> ○ Friday is sold out; however, spots are still available for teams on Thursday. ○ There are still quite a few volunteer opportunities available; anyone interested should contact Laura Villmer. ○ Blake thanked Laura for her hard work with this year’s Tournament. • Tasha Welsh reminded everyone that the Board approved the Early Resignation Notice Stipend for employees which provides a \$1,000 stipend for employees that provide their notice by the designated date. A campus announcement will be distributed soon. Notifications will be due November 1. • Kristen Sides reminded all of the Wellness Fair scheduled for Wednesday, September 20, 10:00 a.m.-2:00 p.m. in the Field House. Information will be distributed soon regarding those that signed up for a flu shot. • Stephanie Cage announced that Campus Childrens’ Centers Week is celebrated the week of October 2. The Center kiddos will be out and about.
Action Items and Discussions Review / Closing the Loop	<ul style="list-style-type: none"> • No report.
Open Discussion	<ul style="list-style-type: none"> • N/A
Adjournment	The meeting adjourned at 4:07 p.m.

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President