

# EXTENDED CABINET MEETING

October 23, 2023, 2:30 p.m.

via Google Meet

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## MEMBERS PRESENT:

Daniel Boyer	Holli Gillam	Steve Johnson	Dena McCaffrey
Shannon Crow	Carrie Greer	Josephine Kershaw	Tasha Welsh
Chris DeGeare	Kim Harvey-Manus	John Linhorst	Kenny Wilson
Gabbie Everett	Tracy James		

**MEMBERS ABSENT:** Ken Boning, Daryl Gehbauer, Kathy Johnson, Connie Nash, Elke Overton, Jorge Scholl, Alicia Smith, Blake Tilley, Lisa Vinyard

## GUESTS:

Maryanne Angliongto	Jen Gann	Sue Lerch	Victoria Needy
Jennifer Baine	Kim Garzia	Alexis Lowery	Carly Schoenky
Brenda Baner	Denise Hawkins	Saranda Lund	Shannon Schoenky
Tera Brutsman	Leslie Hoff	Karla Mason	Torri Thomas
Stephanie Cage	Jan Johnson	Laura McCloskey	Laura Villmer
Bob Deutschman	Ryan Kelly	Mandy McKay	Brit Wallace
Cindy Draper	Lauren Kemper	Shelly Mueller	Stacey Wilson
Brandi Gallaway			

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:30 p.m.
Celebrations / Recognitions / News	<ul style="list-style-type: none"><li>• President McCaffrey congratulated the Jefferson College Foundation who was recognized as the Jefferson County Growth Association's Nonprofit of the Year in Jefferson County. The College is very pleased with the work of the Foundation and the Foundation Board and the continued support of Jefferson College students and employees.</li><li>• Dena McCaffrey thanked Brandi Gallaway for her leadership with the College's Trunk or Treat. Over 2,000 community members participated in this year's event! Brandi followed-up by thanking the many employees, departments, student clubs, etc. for their help with making this another successful event, especially Vice President Kim Harvey-Manus, the Early Childhood Center, Buildings &amp; Grounds, the Boy Scouts, Jefferson College Police Department, John Linhorst and the Hillsboro R-3 School District, and many others. It was amazing how everyone came together for this important community event.</li><li>• Kim Harvey-Manus shared that Paula Carpenter recently took her Certified Financial Aid Administrator exam through the National Association of Student Financial Aid Administrators. Congratulations to Paula for passing the exam.</li><li>• Chris DeGeare announced that the College just received its first grant from the National Science Foundation for \$400,000. These funds will be used to build a sponsored research department and to start conducting undergraduate research with students. Thanks to Dr. Josephine Kershaw, Dr. Kenny Wilson, Dr. Bob Brazzle, and Laura Warner for their efforts associated with the College being awarded the grant.</li><li>• President McCaffrey gave a shout out to the Foundation for obtaining a three-year, \$120,000 grant from the Mysun Foundation. The College has</li></ul>

	<p>previously received grants from the Mysun Foundation; however, this is the first time the College has received a multi-year grant, so this is outstanding.</p> <ul style="list-style-type: none"> <li>• Brandi Gallaway shared that the College has received a grant from the University of Missouri Extension for a Community Garden. Dena asked that Brandi be prepared to share information regarding the Community Garden at the November 27 Extended Cabinet meeting.</li> <li>• Mandy McKay shared that both she and Torri Thomas have recently received their Master’s degrees. President McCaffrey congratulated both Mandy and Torri on their accomplishments.</li> </ul>
<p><b>New Employees / Employee Promotions</b></p>	<p>Tasha shared the following new hires and promotions the September 11 Extended Cabinet Meeting:</p> <p><b><u>New Hires</u></b></p> <ul style="list-style-type: none"> <li>• Rebecca Lovett ~ Custodian</li> <li>• Marie Kershaw ~ Help Desk Assistant (part-time)</li> <li>• Joseph Smerker Bruce ~ Testing Specialist</li> </ul>
<p><b>Trends in Higher Education</b></p>	<p>Cabinet members have been reviewing the feedback provided during the Opening Meeting session on <a href="#">Future Trends</a>, identifying themes, and determining action items. Kim Harvey-Manus, Chris DeGeare, and Kenny Wilson presented on Student Mental Health, Transfer Roadblocks, Teaching and Learning, and The Shrinking Focus on Liberal Arts. Please see the attached presentation for details on these themes and action plans. The Cabinet will continue reviewing the other Future Trends and share more in the coming months.</p>
<p><b>Tiered Tuition Models</b></p>	<p>Kim Harvey-Manus and Chris DeGeare shared information regarding <a href="#">tiered tuition models</a> and explained that tiered tuition is a common method of differentiating tuition rates based on the variable costs of instruction. All other community colleges in Missouri, except St. Louis Community College, currently have some form of tiered tuition. It is used to roll tuition, common fees, and/or course fees into the tuition rates. There are many different ways to implement tiered tuition. More work is needed to analyze instructional costs, develop tiers, and research best practices for implementation.</p> <p>The Board of Trustees have a Work Session scheduled for this Thursday, October 26; Chris and Kim will share this same information with them at the Work Session to give them the same introduction to the topic.</p>
<p><b>Campus Closure Remote Work</b></p>	<p>Tasha Welsh shared the following regarding campus closures and remote work.</p> <ul style="list-style-type: none"> <li>• Questions were brought forward related to remote work and campus closures following the power outage the College experienced this semester.</li> <li>• The addition of the remote work policy has changed the College’s capabilities to work during campus closures. Adjustments have been made for colleges and other organizations, and Jefferson College is going through these adjustments as well. Moving forward, the College wants to make sure that employees are provided clarification regarding remote work expectations, especially before the College is faced with inclement weather campus closures.</li> <li>• The College has essential employees who have always been required to report to work during inclement weather, and these employees will continue to report to work during inclement weather closures. Moving forward, there may be other employees that may be required to report as well (e.g., Viking Woods staff). There will always be circumstances when some employees will be required to report to campus during a campus closure.</li> </ul>

	<ul style="list-style-type: none"> <li>• There will be instances when only a particular location is closed, such as the power outage this semester.</li> <li>• Effective immediately, staff in positions that have been approved for remote, ad hoc, and hybrid work are encouraged to be prepared to work from home when inclement weather is anticipated. If you're able to work remotely, the Administration wants you to be able to do that.</li> <li>• Employees in a position that's not approved to work remotely and cannot work remotely would still report time as campus closure on those days that the College is closed.</li> <li>• Employees are encouraged to think about their specific situations and speak with their supervisors if they have any questions.</li> <li>• These new guidelines will be distributed via campus Announcements.</li> </ul>
<b>Other Updates</b>	<ul style="list-style-type: none"> <li>• President McCaffrey stated that no anonymous questions have been submitted to the President's Office since the Town Hall.</li> <li>• Bob Deutschman shared that the kick-off for the return of the Men's Basketball program is on Wednesday, November 1. Events are planned for the afternoon prior to the first game – tailgating begins at 5:30 p.m. outside the Field House and includes a barbeque and free tee-shirts for the first 250 guests. With so much interest in the community, Bob is hopeful there will be a good turnout for this first game.</li> <li>• Josephine Kershaw shared that October is Global Diversity Awareness month and the Diversity Committee has planned activities to highlight its celebration. A world map has been placed at the Student Center's Cafeteria entrance where people can note from which country (or countries) their family's global cultural heritage originated.</li> </ul>
<b>Action Items and Discussions Review / Closing the Loop</b>	<ul style="list-style-type: none"> <li>• No report.</li> </ul>
<b>Open Discussion</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Adjournment</b>	The meeting adjourned at 3:26 p.m.

Respectfully submitted,

Lisa Vinyard  
Executive Assistant to the President