

CABINET MEETING
MEETING MINUTES
October 12, 2020, 9:00 a.m.
Google Hangouts Meet & LIB209

MEMBERS (presence denoted by check):

- ✓ Chris DeGeare
- ☐ Daryl Gehbauer

- ☐ Kim Harvey-Manus
- ✓ Dena McCaffrey

- ✓ Allan Wamsley
- ✓ Tasha Welsh

GUESTS: Jude Kyoore, Shannon Schoenky, Miriam Helms, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Data-Informed Discussions	<p>Jude Kyoore presented on Institutional Research.</p> <ul style="list-style-type: none"> ● Transfer-in students have decreased. <ul style="list-style-type: none"> ○ 75% of Jefferson College students are from Missouri. ○ 34.5% of transfer students have come from STLCC, and almost 15.9% are from MAC. ○ STLCC, MAC, and SEMO are the schools with the most transfers to Jefferson. ● Retention - Fall-to-fall decreased over 4% from FA15 to FA19. <ul style="list-style-type: none"> ○ FA19 FT vs. PT enrollment was almost the same from last year, and has only dropped slightly since FA15. ○ Traditional vs. Non-Traditional - Traditional student enrollment was at 59% for FA19, compared to 64.2% in FA15. Non-traditional was at 38.2% for FA19, compared to a little more than 64% in FA15. ○ Pell Eligible vs. Non-Pell Eligible - Pell eligible retention was 54.6% in FA19, compared to 56.5% in FA15. Non-Pell eligible retention was 62.4% in FA19, compared to 71.4% in FA15. Dena asked to see FT vs. PT Pell eligible and Non-Pell eligible numbers. ● Cabinet discussed looking at end-of-term data to see how many students enroll after the census date.
Approval of Minutes	Approval of the minutes from the October 5, 2020 meeting was deferred until the next meeting.
COVID Planning Review alert levels	<ul style="list-style-type: none"> ● Chris made some adjustments to the spreadsheet. The % of positive tests are improving, as close contacts are now being tested again. The County is behind with contact tracing, which makes the College's contact tracers more valuable in the effort to reduce transmission. ● The County moved from Red to Orange status last week. The College is doing well and no changes to protocols need to be made at this time.
BOT Work Session & Special Meeting Agenda- October 22	<ul style="list-style-type: none"> ● Agenda items include: <ul style="list-style-type: none"> ○ FLAC ○ Classroom renovation ○ GPS systems purchasing ○ API Vendor Cost
Extended Cabinet Agenda	<ul style="list-style-type: none"> ● Agenda items include (1) Integrated Planning (discussions will focus on the Facilities Plan, Technology Plan, and an overview of Strategic Workforce Planning); (2) the definition of Shared Governance for Jefferson College;

	and, (3) Open Discussion.
Civic Engagement Transition	<ul style="list-style-type: none"> There are items in the Civic Engagement Plan that need discussion. Tim Denney, Chair of the Community Outreach and Engagement Committee (CEOC), has inquired about the plan. <p>FURTHER DISCUSSION NEEDED</p>
Snow Days	<ul style="list-style-type: none"> Cabinet discussed the expectation for snow days now that working from home is an option. Some K-12 schools are now requiring students to complete online work on inclement weather days, and more may do the same in the future. Considerations include employees who cannot work from home and resources needed to assist employees with working from home (e.g. laptops). <p>FURTHER DISCUSSION NEEDED</p> <p>ACTION:</p> <ol style="list-style-type: none"> Dena will send out an email regarding preparation for a discussion on Snow Days at a future Cabinet meeting.
Standing Agenda Items: Action Items List	Cabinet reviewed the Action Items List and updated completed actions.
Remote Work Requests	No additional requests were submitted.
Strategic Workforce Planning	No discussion.
Events Calendar	No discussion.
Purchasing	No discussion.
Enrollment	No discussion.
Budget	No discussion.
Planning	<ul style="list-style-type: none"> Integrated Planning meetings on October 6: Allan noted that a few Task Force members are still needed. Chris noted that there was good participation in the Academic Plan meeting. There is a need for more data and centralization of transfer opportunities to show how students succeed after leaving Jefferson College. There were several attendees in the Strategic Workforce Task Force Open House as well. Tasha received some requests/suggestions from attendees.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Laura Villmer is in the process of scheduling meetings for several people to meet with Blake Tilley, new Executive Director of the Foundation. Dena has asked her to get these meetings scheduled within the first two weeks of Blake's start date. <p>Chris</p> <ul style="list-style-type: none"> Lora Warner asked about quarantine requirements after international travel. The Return to Campus Plan still shows a 14-day requirement after international travel, but the CDC has ended that requirement. The COVID form was updated to remove the 14-day quarantine. Therefore, the Return to Campus Plan will be updated for consistency. <p>Daryl - No report (not present)</p> <p>Kim - No report (not present)</p>

	<p>Allan</p> <ul style="list-style-type: none"> • Preparations for the transition to the Canvas LMS are moving along. <p>Tasha</p> <ul style="list-style-type: none"> • Progress is being made on completion of job descriptions and changes to classification duties. • A new organizational chart is available on the HR page.
Adjournment	Time: 10:29 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> 1. Institutional Research Presentation 2. Alert Levels, Triggers, & Activities 3. Action Items List

Respectfully submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction