

CABINET MEETING
MEETING MINUTES
November 16, 2020, 9:00 a.m.
Google Hangouts Meet & LIB209

MEMBERS (presence denoted by check):

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|------------------|--------------------|-----------------|
| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS: Mark Janiesch, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Budget and Forecasting Updates	<p>Mark provided the following updates:</p> <ul style="list-style-type: none"> ● \$282,000 in Jefferson County CARES Act money was deposited this morning. Invoices for purchases must be submitted by December 30. ● There are a number of items still to be purchased, but the money has all been designated. ● There are four vendors for the AP Workflow. ● Daryl is working on the ADA-compliant doors project. ● Dena asked if full-time faculty salaries during the pandemic have been totaled up for potential reimbursement. GEARS funds were used in FY '20 to offset these costs. ● The Foundation audit was completed and went well.
Organizational Development Project	<p>Miriam provided information on a project she is working on as part of her Masters program -- Organizational Development: Data Gathering.</p> <ul style="list-style-type: none"> ● She would like to interview Cabinet members, each individually, to receive feedback on the following four questions: <ul style="list-style-type: none"> ○ What do you see as Jefferson College's strengths? ○ What do you see as the College's weaknesses? ○ What is your management style/philosophy? ○ If you could hire a consultant to assist with a College-wide (or department-wide) change, what problem would you want addressed? ● Miriam would like to complete interviews by the first week of December.
Approval of Minutes	<p>The minutes from the November, 9, 2020, meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the November 9, 2020, meeting minutes. <p>Second: Daryl. Vote: All approved.</p>
COVID Planning JCHD Update	<ul style="list-style-type: none"> ● Kim reported that the Child Development Center will be closed for the remainder of this week. <ul style="list-style-type: none"> ○ Families are being contacted, and Kim has notified Kristen Sides. ○ Employees with children at the Center are approved to work from home while the Child Development Center is closed. ○ Viking Cafe will need to be notified that they do not need to provide food to the Center this week.

Statistics Update	<ul style="list-style-type: none"> • Currently, there are 24 students with active cases; 83 are recovered. • 136 students are currently in quarantine. • Since August 17, there have been 566 unduplicated students quarantined. • A total of 99 employees have been quarantined since August.
International Students (Brazil)	<ul style="list-style-type: none"> • Aida is bringing in four volleyball students from Brazil. They have been told they will need to quarantine for 14 days in Canada or Mexico before arriving in the U.S. Kim asked the Cabinet for feedback on whether these students should be required to quarantine for another 14 days when they arrive at the College. She will do some CDC research.
Returning to Campus After Thanksgiving	<ul style="list-style-type: none"> • SLU, SIUE, Fontbonne, Webster, and Lindenwood are all shifting to online classes after Thanksgiving. • There is concern about spring 2021 classes starting on January 11. Cabinet discussed the possibility of delaying the start of spring classes by a week. • The week of January 11 could be considered a prep week for faculty. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Chris - Discuss the possibility of pushing back the start date of the spring 2021 semester by a week with the Instruction Division. 3. Kim - Check with Sarah Bright about any potential financial aid impacts that would be caused by a delay in spring classes starting.
IRB Admin Procedure	<ul style="list-style-type: none"> • Discussion was postponed until the next Cabinet meeting. <p>FURTHER DISCUSSION NEEDED.</p>
A+ Shortfall	<ul style="list-style-type: none"> • The Presidents from area community colleges have worked together on a letter that is being submitted to the Governor regarding the need for full A+ funding. • Dena has shared the information with Sarah Bright to get her input.
Standing Agenda Items: Action Items List	<p>Cabinet reviewed the Action Items List. The following items were updated since the November 9 meeting:</p> <ul style="list-style-type: none"> • Completed - Send Great Colleges to Work For survey data to Jude. (11/12/2020) • Completed - Dena will talk to Roger regarding coordination/project management plan for the chatbot project - Erin Bova will be project manager. (11/12/2020) • Completed - Daryl will confirm a date and send meeting invitations for negotiation training. Training held 11/10/2020. • Completed - Move forward with migration to AWS. (11/16/2020) • Completed - Kim will review the Return to Campus guidance document for potential updates. (11/16/2020). • Completed - Kim will speak to her staff about a timeframe for chatbot implementation (11/16/2020).
Remote Work Requests	<ul style="list-style-type: none"> • Tammy Gillam was approved to work remotely two days each week through the end of the semester.
Strategic Workforce Planning	<ul style="list-style-type: none"> • Chris requested permission to fill the vacant LEA faculty position (PIN 628) due to the promotion of Paul Ferber to LEA Director (pending Board approval on December 3). <p>ACTION:</p> <ol style="list-style-type: none"> 4. Motion: Daryl motioned to approve the Permission to Fill for the LEA Faculty position, PIN 628 via electronic Permission to Fill Spreadsheet on 11/16/2020.

	<p>Seconded: Allan. Vote: All approved.</p>
Events Calendar	<ul style="list-style-type: none"> No discussion.
Purchasing	Cabinet reviewed the CARES Act Funding Spreadsheet , updated 11/13/2020.
Enrollment	<ul style="list-style-type: none"> Advisors are meeting with students, but appointments are still available. 56% of those who applied for fall 2020 enrolled in classes. Outreach will be done to those who applied for the fall semester but did not enroll.
Budget	<ul style="list-style-type: none"> No discussion.
Integrated Planning	<ul style="list-style-type: none"> A follow-up meeting of the Task Force chairs is scheduled for this week.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Extended Cabinet Meeting Agenda Items include: <ul style="list-style-type: none"> Facilities Plan/Highway 30 Property Update - Daryl Strategic Workforce Planning Update - Tasha Academic Plan - Chris (presentation and discussion) Student Well-Being Survey Report - Kim PeopleAdmin Module - Tasha <p>Chris</p> <ul style="list-style-type: none"> An Academic Planning meeting will take place this afternoon. The Instruction Division meeting is scheduled for tomorrow. Chris participated in several MCCA events last week. The English faculty position will go to the Board on December 3. The FLAC consultant is assigned and planning meetings will start soon. Mid-February is anticipated implementation. <p>Daryl</p> <ul style="list-style-type: none"> Fee-based bookstore model presentations will wrap-up this week. <p>Kim</p> <ul style="list-style-type: none"> Auditors are on-campus through Thursday and will be looking at CARES Act student reimbursements. <p>Allan</p> <ul style="list-style-type: none"> Roger, Blake, Carrie, and Allan held a brief meeting to discuss a possible initiative regarding Degrees when Due. They hope to get letters sent to students who stopped out prior to completing their degrees. <p>Tasha - No report.</p>
Adjournment	Time: 10:30 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> Proposed Draft Board Procedure III-004

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

