

CABINET MEETING
MEETING MINUTES
November 30, 2020, 8:15 a.m.
Google Hangouts Meet & JCA

MEMBERS (presence denoted by check):

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

GUESTS: Richard Stephenson, Miriam Helms, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:15 a.m.
Diversity and Inclusion	<p>Richard Stephenson joined the meeting to give Diversity and Inclusion updates. In the future, Christine Platter, Diversity Committee co-chair, will also be asked to attend.</p> <ul style="list-style-type: none"> ● Current accomplishments: <ul style="list-style-type: none"> ○ An Opening Day Diversity Presentation was given by Melanie Gowdy. ○ A Diversity module was added to the Student Orientation Session. ○ Questions pertaining to diversity and inclusion were added to the Missouri Assessment of Collegiate Health Behaviors Survey. ○ Partnered with CTL for sessions regarding managing diversity in the classroom. ○ Higher Education Recruitment Consortium - rejoined to assist with hiring diverse individuals. ○ Sponsored an LGBTQ listening session. ○ PACE-sponsored events: "Walk with the Immigrants" and "Reflections on Social Change." ○ Anti-Racism forums co-sponsored by the Library. ○ Surveys and anonymity were discussed. ○ Additional grant funds from the Community of the Ozarks Foundation were obtained through the Jefferson College Foundation. ● The Diversity Committee also hopes to accomplish the following this year: <ul style="list-style-type: none"> ○ Address and resolve the transgender bathroom issue. ○ Continue forums on current events/racial issues. Cabinet discussed bringing in external moderators to assist with the conversations. ○ Continue to work with CTL to provide training to advance diversity in the classroom. ○ Gather disaggregated data on the completion rate of students of color who attend Jefferson College. ● Cabinet and Richard discussed options for moderating future events and keeping chat distractions at a minimum while encouraging participation.
Approval of Minutes	<p>The minutes from the November 16, 2020, meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Tasha motioned to approve the November 9, 2020, meeting

	<p>minutes.</p> <p>Second: Kim</p> <p>Vote: All approved.</p>
<p>COVID Planning New Screening Process</p>	<ul style="list-style-type: none"> The Jefferson County Health Department is no longer issuing release letters, so the College is developing an internal document (using questions from the Health Department's screening process) to ensure that employees and students returning to campus have answered questions and are ready to return to campus.
<p>ATS Contact Tracer</p>	<ul style="list-style-type: none"> Cheryl Sodomka starts today as the new ATS Contact Tracer.
<p>International Student Quarantine</p>	<ul style="list-style-type: none"> Follow up: CDC has updated guidance on international travel. If the person has engaged in high-risk activities outside the home, the recommendation is to quarantine for 7 days and get tested on days 3-5. The CDC states that people are most contagious on days 4-7. The Athletic department would like to use this process for all international student-athletes. The quarantine requirement for close-contact has not been reduced from 14 to 7 days.
<p>Student Survey</p>	<ul style="list-style-type: none"> Student Survey regarding the fall semester much like the Spring online transition survey. A fall survey would need to be tweaked slightly. Feedback might be received too late to be implemented for the spring semester. Cabinet will hold until the spring. <p>FURTHER DISCUSSION NEEDED.</p>
<p>COVID Statistics</p>	<ul style="list-style-type: none"> A faculty member has asked if the College could start including quarantine numbers on the COVID dashboard. Adding the quarantine numbers could be overwhelming on the dashboard. The data could be compiled and shared periodically rather than weekly, since it is not as readily available as the positive case statistics. Dena can send out the total quarantine numbers (August through December) at the beginning of the spring semester. COVID case numbers will reset at the start of the next semester.
<p>Spring Schedule/January Start</p>	<ul style="list-style-type: none"> The final day of classes cannot be changed due to financial aid, etc. Starting a week later could have faculty contract implications. Starting the week online would not create contract issues. Feedback from the Instruction Division meeting was to continue as planned, but to prepare for online instruction in the event it would become necessary to transition to online. Contract tracers could be asked if they would be willing to work some hours over the winter break with additional pay. Advisors and Student Financial Services staff could also be paid over break - only if they choose to work. Tasha will research exempt employees and whether they could be paid hourly if they choose to work over break.
<p>Holiday Party</p>	<ul style="list-style-type: none"> Miriam will send out an announcement to clarify safety measures in place for the holiday party.
<p>IRB Admin Procedure</p>	<p>No discussion held on this topic.</p> <p>FURTHER DISCUSSION NEEDED.</p>

Standing Agenda Items: Action Items List	Cabinet reviewed the Action Items List. The following item was updated since the November 9 meeting: <ul style="list-style-type: none"> Completed - Check on additional supplies that can be purchased to increase the use of foggers across campus on a regular basis. (11/17/20).
Remote Work Requests	No new requests.
Strategic Workforce Planning	No Permissions to Fill.
Events Calendar	No new events.
Purchasing	Cabinet reviewed the CARES Act Funding Spreadsheet , updated 11/24/2020. <ul style="list-style-type: none"> The Degree Works advising software is listed as a \$60,000 cost on the spreadsheet, but there are additional implementation charges that will put it closer to \$142,000. The College could petition the State for funding for this or for the Accounts Payable software. Renovation costs for ASI 203, 205, 207, and 209 are not included on the spreadsheet. Chris had planned for the work to begin in January and be completed by March in order to utilize CARES Act funding. Cabinet will look into any savings realized through utilizing CARES Act funding for technology purchases such as replacement computers. Those savings may be applicable to the Accounts Payable software or the Degree Works module.
Enrollment	<ul style="list-style-type: none"> Health Occupations programs enroll in blocks and have not been enrolled yet. Wintersession courses will be advertised statewide.
Budget	No discussion.
Integrated Planning	No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> A+ looks like it will continue to be fully funded this year even though MDHEWD's budget has been cut. MCCA has worked hard to ensure full-funding. <p>Chris - No report.</p> <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> Kim completed a section of the Annual Security and Fire Safety Report pertaining to sexual violence. There were significant updates required due to the Title IX changes. There are now three sections, one for Title IX resolutions, one for non-Title IX resolutions of students, and one for non-Title IX resolutions of employees. Kim will forward the section to Tasha since it pertains to employees. Darrell Hulvey will send the complete report to D. Stafford & Associates for review. <p>Allan - No report.</p> <p>Tasha</p> <ul style="list-style-type: none"> All employees completed their Open Enrollment by last Wednesday's deadline. Kristen Sides did a lot of work to build the online platform; next year, everyone's information will carry over.

Adjournment	Time: 9:50 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. N/A

Respectfully submitted,

Miriam Helms

Senior Administrative Assistant to the Vice President of Instruction

and

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services