

**CABINET MEETING
MEETING MINUTES
October 2, 2023, 8:30 a.m.
Google Meet**

MEMBERS PRESENT:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey |
| <input checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Josephine Kershaw | <input checked="" type="checkbox"/> Blake Tilley |
| <input checked="" type="checkbox"/> Kim Harvey-Manus | <input checked="" type="checkbox"/> John Linhorst | <input type="checkbox"/> Tasha Welsh |
| | | <input type="checkbox"/> Kenny Wilson |

GUESTS: Jennifer Baine, Shannon Schoenky

ABSENT: Tasha Welsh, Kenny Wilson

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:31 a.m.
Approval of Minutes	The September 25, 2023 Cabinet meeting minutes were presented for approval. ACTION: 1. Motion: Kim motioned to approve the September 25, 2023 minutes. Second: Chris Approved by All
Grievance P&P	<ul style="list-style-type: none"> ● Tasha Welsh had emailed Cabinet members a draft of the new grievance policy/procedure. ● Cabinet discussed proposed changes. ● The updated P&P will be routed to constituent groups for review.
Review of Town Hall/State of the College Agenda	<ul style="list-style-type: none"> ● Cabinet reviewed the agenda for the October 5 Town Hall/State of the College: <ul style="list-style-type: none"> ○ Dena went through the Powerpoint presentation of the Town Hall/State of the College. ○ A “Questions” slide will be added at the end of each section.
Future Trends: Student Mental Health and Transfer Roadblocks	<ul style="list-style-type: none"> ● Kim Harvey-Manus has identified themes and next steps, which can be seen at HLC Future Trends. ● Lack of a Transfer Center, Marketing, International Students, opportunities to visit transfer schools, and enhancing our transfer website may all be ways to address transfer roadblocks.
Facilities Planning	<ul style="list-style-type: none"> ● John Linhorst is looking at what updates would need to be made if building name changes are made (i.e. EMS, Banner, signage, etc..). A cost will then be applied to making these updates. ● A recommendation has been brought forward to purchase new cafeteria furniture. The hope is to order this furniture within the FY24 fiscal year.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed and updated.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Grants	<ul style="list-style-type: none"> ● No update.
Purchasing	<ul style="list-style-type: none"> ● No update.

Enrollment	<ul style="list-style-type: none"> ● Spring enrollment begins October 16.
Budget	<ul style="list-style-type: none"> ● No update.
Planning	<ul style="list-style-type: none"> ● No update.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● None.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Dena is playing in the Mercy Jefferson Golf Tournament this Thursday. She is off Friday, and will be out of town, attending the ACCT Conference next Monday-Wednesday, October 9-11. ● A reminder to submit Board items to Lisa ASAP. ● The BBQ with the German students is tomorrow. <p>Chris - No update.</p> <p>Daryl - Not present to report.</p> <p>Kim</p> <ul style="list-style-type: none"> ● David Smith has been selected to be President Elect for the Missouri Academic Advising Association (MACADA). ● The application is now open for the PTK/All-USA Academic Team scholarship competition. Shannon will be posting an announcement soon. <p>Josephine</p> <ul style="list-style-type: none"> ● IPEDS reports have been completed and submitted early. <p>Kenny - Not present to report.</p> <p>John</p> <ul style="list-style-type: none"> ● Second round interviews for the Assistant Controller position are taking place tomorrow afternoon. ● Farm road signage bids came in lower than anticipated, budget \$47,177. ● Pedestrian bridge bids will be happening next week. ● Faculty offices are now open at Jefferson College Arnold. ● Fiscal projects are in the queue for 2024-25. ● Five capital project proposals have been submitted so far. The submission deadline has been extended by a week. <p>Tasha - Not present to report.</p> <p>Tracy</p> <ul style="list-style-type: none"> ● This year was a very quick computer bid turn-around. Sheree Bell will be submitting them to Lisa today. <p>Blake</p> <ul style="list-style-type: none"> ● Thanks to the volunteers and supervisors of volunteers for last week's Foundation Golf Tournament. ● Blake is looking forward to the Brick Unveiling Luncheon on October 24. ● Manufacturing Day is this Friday, sponsored by Enterprise Bank. ● Dana Nevois and Blake will be meeting with Veterinary Services' COO on Thursday afternoon to gauge their level of partnership with Jefferson

	College.
Executive Session	<ul style="list-style-type: none">• Not needed.
Adjournment	Time: 9:40 a.m.

Respectfully Submitted,

Jennifer Baine
Senior Administrative Assistant to the Vice President of Academic Affairs
and
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services