

EXTENDED CABINET MEETING
MEETING MINUTES
November 18, 2020, 2:00 p.m.
via Google Meet

MEMBERS PRESENT:

Ken Boning	Carrie Greer	Dena McCaffrey	Allan Wamsley
Joe Candela	Kim Harvey-Manus	Connie Nash	Lora Warner
Chris DeGeare	Bill Kaune	Alicia Smith	Bridget Webb
Daryl Gehbauer	John Linhorst	Lisa Vinyard	Tasha Welsh

MEMBERS ABSENT:

Nolan Luhm, Kristen Sides, Richard Stephenson

GUESTS:

Kari Alford	Taylor Humphreys	Karla Mason	Keri Schmidt
Maryanne Angliongto	Mark Janiesch	Ashley Moll	Shannon Schoenky
Kristine Bogue	Terry Kite	Shelly Mueller	Marie Self
Debbie Bonham	Constance Kuchar	Alicia Ott	Mark Smreker
Tera Bruntsman	Dustin Lemp	Stephanie Penn	Blake Tilley
Shannon Crow	Sue Lerch	Christine Platter	Zachary Vaninger
Cindy Draper	Debbie Maples		

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:00 p.m.
Celebrations / Recognitions	<ul style="list-style-type: none"> Sixty-five employees registered for the MCCA Convention; special thanks to Kim Harvey-Manus and Kenny Wilson for their presentation. Daryl Gehbauer congratulated the IT department for the positive results of a recent assessment of the College’s external cybersecurity vulnerability. The report received from the outside agency that performed the assessment noted no findings requiring corrective action in reference to the College’s web and cloud applications; both were deemed secure with minimal vulnerability or exposure to automated attacks. To all employees ~ Administration realizes the extra work required to keep campus open, sanitized, adjustments in instruction delivery, etc. Thank you to all for the extra effort this year!
<u>Action Items List</u>	<ul style="list-style-type: none"> Dena explained the purpose of the Action Items List is to confirm items discussed are followed-up on, if necessary - that we “close the loop.” Dena reviewed and updated the five items on the list.
Approval of Minutes	<p>The minutes from the October 14, 2020, meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Bridget Webb motioned to approve the October 14, 2020, meeting minutes as presented. <p>Second: Connie Nash. Vote: All approved.</p>
Integrated Planning	<ul style="list-style-type: none"> Chairs and some members of the five Plans task forces are scheduled to meet to look at the elements for each Plan and to discuss how the Plans will be

	<p>presented (e.g., will they have a similar format/feel, etc.).</p> <ul style="list-style-type: none"> ● It was also agreed how beneficial the Plans will be for the institution and how the College has evolved over the years with development of the Plans from the Strategic Plan years ago. ● The Integrated Plans will mesh and work with the Strategic Plan, coming together for the good of the institution.
<p>Facilities Plan: Highway 30 Property</p>	<ul style="list-style-type: none"> ● 24 acres at Highway 30 and Old Gravois Road was purchased for \$2 million in 2006. Property values have fallen since this land was purchased. ● The development costs for the property would be extensive. ● Because the property is not located near a highway and because the development would be expensive, realtors have advised it may take a while to sell. ● The Board has agreed to market the property. ● The sale of this property was mentioned during the Budget Workgroups a couple years ago. ● Highway 30 in the Northwest part of the County is important to the College and Dena is concerned about the negativity surrounding the sale of the property as the College does not currently have a presence in this area. The College would like to use the funds from the sale of the property to purchase a new property that would better accommodate the College's needs and that would be more visible along Highway 30, perhaps something closer to Fenton. ● No annual expenses are associated with the property (e.g., no taxes). ● The College could look into logging rights and other natural resources for the property.
<p>Overview of Strategic Workforce Planning</p>	<ul style="list-style-type: none"> ● Tasha has presented this information in several other meetings before today so if any attendee in today's meeting has heard the information previously and has a question(s), needs clarification, or has feedback for Tasha, please let her know. ● Strategic Workforce Planning is "getting the right employees in the right jobs at the right time." ● Four Steps involved include: <ol style="list-style-type: none"> 1. Supply Analysis 2. Demand Analysis 3. Gap Analysis 4. Solutions Analysis ● The Strategic Workforce Planning Progress Timeline and Next Steps were reviewed. ● The Task Force includes employees from across campus, including faculty, certified staff, and classified staff. ● Dena discussed the positions that were left vacant until the enrollment for the Fall 2020 was determined. ● This is an attempt to be forward-thinking and plan for the College's future while continuing to address current/immediate needs.
<p>Academic Plan Update</p>	<ul style="list-style-type: none"> ● Chris shared the Academic Planning Task Force membership and the progress timeline. ● The following four Academic Priorities have been identified: <ol style="list-style-type: none"> 1. Academic Priority 1: Responsive Instructional Programs and Pathways 2. Academic Priority 2: Quality Instruction 3. Academic Priority 3: Meaningful Academic Assessment 4. Academic Priority 4: Academic Success ● The description of each Academic Priority was reviewed.

	<ul style="list-style-type: none"> ● Goals were developed to accompany each Academic Priority and were also reviewed. ● Key Performance Indicators (KPIs) were discussed. ● Any feedback/suggestions can be forwarded to Chris.
<u>Student Well-Being Survey Report</u>	<ul style="list-style-type: none"> ● Kristine Bogue shared results from a recent survey provided via the Missouri Partners in Prevention, a higher education consortium including 24 public and private institutions dedicated to student wellness. ● The survey was distributed to students in September and was developed to determine how COVID is affecting students. ● The Care Team members and Counselors are seeing more students than prior to COVID. ● The new Director of Student Compliance/Title IX Coordinator begins on December 7, and interviews are taking place for an additional Mental Health Counselor (this position is funded through CARES Act funding). ● The R U Okay initiative has been rebranded to Vikings Care. ● Staff will continue to meet with students face-to-face; however, with additional staff, they hope to get in the classrooms more to share information/resources. ● Dena was unsure how new positions in this area will be affected when CARES Act funding is no longer available. This is a good example of something that will be addressed with the Strategic Workforce Planning process. ● Kim stated the College could consider hiring an Intern from a four-year to assist with the counseling students.
Open Discussion	<ul style="list-style-type: none"> ● Staff was reminded that, when representing the College in the community, please remember to wear your mask.
Adjournment	Time: 3:18 p.m.
Additional Documents	Attached documents reviewed during this meeting: N/A

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President

Deb Bonham
Administrative Assistant to the Vice President of Finance & Administration