

# EXTENDED CABINET MEETING

**April 26, 2:00 p.m.**

**via Google Meet**

**MEMBERS PRESENT:**

|                |                  |                    |               |
|----------------|------------------|--------------------|---------------|
| Ken Boning     | Daryl Gehbauer   | Connie Nash        | Lisa Vinyard  |
| Michael Booker | Carrie Greer     | Kristen Sides      | Allan Wamsley |
| Shannon Crow   | Kim Harvey-Manus | Alicia Smith       | Tasha Welsh   |
| Chris DeGeare  | Dena McCaffrey   | Richard Stephenson |               |

**MEMBERS ABSENT:** Joe Candela, Kathy Johnson, Bill Kaune, Maddie Miller, Lora Warner

**GUESTS:**

|                     |                  |                 |                    |
|---------------------|------------------|-----------------|--------------------|
| Maryanne Angliongto | Cindy Draper     | Dustin Lemp     | Lisa Pritchard     |
| Jennifer Baine      | Brandi Gallaway  | Sue Lerch       | Ian Schneider      |
| Angie Bassin        | Kim Garzia       | Holly Lincoln   | Shannon Schoenky   |
| Sheree Bell         | Keri Hayes       | John Linhorst   | John Shore         |
| Erin Bergman        | Taylor Humphreys | Saranda Lund    | Shannon Sniegolski |
| Kristine Bogue      | Tracy James      | Laura McCloskey | Blake Tilley       |
| Debbie Bonham       | Mark Janiesch    | Mandy McKay     | Laura Villmer      |
| Daniel Boyer        | Kathy Johnston   | Anthony Merseal | Brit Wallace       |
| Lucia Brodribb      | Terry Kite       | Fran Moore      | Suzie Welch        |
| Stephanie Cage      | Kathy Kuhlmann   | Shelly Mueller  | Emily West         |
| Mary Caine          | Jude Kyoore      | Stephanie Penn  | Kenny Wilson       |

| AGENDA ITEM                               | DISCUSSIONS/OUTCOMES   |
|---|--|
| <b>Call to Order</b>                      | <b>Time:</b> 2:00 p.m.   |
| <b>Celebrations / Recognitions / News</b> | <ul style="list-style-type: none"> <li>● After the Town Hall was held last Monday, April 18, three additional employees announced their retirements: Linda Covert, Joyce Buckner, and Joan Warren.</li> <li>● Kim Harvey-Manus announced that Stephanie Cage and Laura Richardson were presented with a Proclamation at the Jefferson County Council meeting last night in honor of Child Care Provider Day. The Jefferson College Child Development Center was the only child care center in the County to receive a Proclamation recognizing their hard work. Congratulations to both Stephanie and Laura.</li> <li>● Carrie Greer and Suzie Welch shared feedback from the College’s Preview Day (held on Saturday, March 5):               <ul style="list-style-type: none"> <li>○ Thirty-two students completed the survey.</li> <li>○ 90% rated Preview Day very highly.</li> <li>○ 81% indicated they found the presentations helpful.</li> <li>○ 56% preferred the academic program and resource table as the most helpful of the event.</li> <li>○ A lot of positive feedback was received from attendees.</li> </ul> </li> <li>● Dena again thanked Carrie and Suzie for the phenomenal job they did in spear-heading the event. It was also wonderful to see so many employee volunteers participating in the event.</li> <li>● Chris DeGeare announced:               <ul style="list-style-type: none"> <li>○ The Law Enforcement Academy held their Graduation Ceremony on April 20, and the recruits once again had 100% pass rate on the POST exam. Congratulations to the students and instructors alike.</li> </ul> </li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>○ The Automotive Technology program recently completed and was successfully re-accredited for five years with the Automotive Service Excellence (ASE). This is great for the Automotive program. Congratulations to Maryanne Angliongto, Gerard Uhls, and Brad Berrey.</li> </ul>   |
| <p><b>Pet Policy Update</b></p>                      | <p>Prior to the meeting, this update was removed from the agenda for discussion. Dena thanked Emily West and the Pet Policy Task Force for working on this initiative. What was discovered during the process of developing a policy is that it is much more controversial than was anticipated. The Task Force recently received another round of significant feedback that needs to be reviewed; therefore, the Administration has decided to give the Task Force more time to review this feedback and decide how best to move forward. For now, the College will remain “status quo.” Since we are near the end of the semester and the academic year, Dena expects updates in August or September.</p> <p>Employees were reminded to be considerate of co-workers and students because not everyone is comfortable with animals as indicated in some feedback received.</p>   |
| <p><b>Predictive Model for Student Retention</b></p> | <p>Jude Kyoore shared the following regarding retention and persistence:</p> <ul style="list-style-type: none"> <li>● The IR team uses definitions and trends from the NCCBP (National Community College Benchmarking Project) to be consistent with data reported. They are also able to compare Jefferson College data with other institutions using the NCCBP information.</li> <li>● Fall to spring persistence data was shared for ten years.</li> <li>● Persistence for Spring 2022 is 76.9%, the highest retention percentage rate in the last ten years.</li> <li>● Retention of degree-seeking students is also at the highest retention rate in ten years.</li> <li>● Jude congratulated all who are involved with retaining students and the good results the College is experiencing.</li> </ul> <p><u>Predictive Model for Student Retention:</u></p> <ul style="list-style-type: none"> <li>● Jude discussed why retention is important and how it affects the College.</li> <li>● Two questions the IR team want to be able to answer: <ul style="list-style-type: none"> <li>○ What factors predict whether a student who enrolls in the fall returns in the spring (next term persistence); and,</li> <li>○ What factors predict whether a student who enrolls in the fall returns the next fall (next fall persistence).</li> </ul> </li> <li>● Many demographic and academic variables affect student persistence.</li> <li>● Data reviewed included: <ul style="list-style-type: none"> <li>○ High school persistence for the past ten years (as well as predictions for the coming years).</li> <li>○ Descriptive statistics (including outcome variables, numerical variables, and categorical variables).</li> </ul> </li> <li>● The methodology was shared.</li> <li>● Accuracy of the data was tested by the IR staff based on actual outcomes.</li> <li>● Jude shared that while the Predictive Analysis presents important key information that can potentially increase persistence, it must complement other efforts.</li> <li>● The IR staff hope to implement the Model for Fall 2022.</li> </ul> <p>Dena thanked Jude for the data he and his staff have been providing.</p> |

|  |   |
|--|---|
| <p><b>Action Items and Discussions Review / Closing the Loop</b></p> | <p>Cabinet members provided updates on the following topics that have been discussed at Extended Cabinet this academic year:</p> <ul style="list-style-type: none"> <li>● Building Names and Renumbering</li> <li>● The Noel-Levitz Survey Outcomes <ul style="list-style-type: none"> <li>○ Quality of instruction received</li> <li>○ Technology access satisfaction</li> <li>○ Instructional excellence</li> <li>○ Tuition cost</li> <li>○ Sufficient courses available in course of study</li> <li>○ Financial aid information accessibility</li> <li>○ Preparation for a profession and employment</li> <li>○ Administrators availability to hear student concerns</li> </ul> </li> <li>● Solar tables and outdoor seating</li> <li>● Facility master planning regarding ASI survey data</li> <li>● Remote Work Policy and Procedure</li> <li>● Architect of Record (Master Architect)</li> <li>● Counseling Data from COMTREA Services on campus</li> <li>● In response to a question, Daryl stated the Technology Center restrooms renovation is ongoing; he does not expect these renovations to be completed by June. The construction will likely continue throughout the summer.</li> </ul>  |
| <p><b>HLC Conference Updates &amp; Assurance Review</b></p>          | <p>Kim Harvey-Manus reported the following regarding the upcoming Assurance Review:</p> <ul style="list-style-type: none"> <li>● The College is in Year Four of the Open Pathway Model for re-accreditation. The Year Four Assurance Review is not a comprehensive evaluation, there is no on-site visit, there is no federal compliance review, and there is no student opinion survey.</li> <li>● A Peer Review Team will review the College’s updated Assurance Argument and evidence.</li> <li>● The College’s main goal is to demonstrate continued compliance with the Criteria for accreditation and Core Components.</li> <li>● The College needs to be addressing any recommendations from 2019.</li> <li>● The Assurance Argument must be completed and “locked” no later than June 5, 2023.</li> <li>● The Peer Review Team will then have 30 days to review our Assurance Argument and provide feedback.</li> <li>● Many faculty and staff have been working on the Year Four Assurance Review. Special thanks to Richard Stephenson, Ken Boning, Kenny Wilson, Mary Baricevic for their efforts with this important task.</li> <li>● This summer the Accreditation Committee co-chairs (Kim Harvey-Manus, Kenny Wilson, and Amanda Macke) will prepare the final draft of the Assurance Argument with a goal of circulating the document for review in Fall 2022 or Spring 2023.</li> </ul> <p>Updates from this year’s HLC Annual Conference included the following:</p> <ul style="list-style-type: none"> <li>● Nine faculty and staff represented Jefferson College in Chicago, and four faculty and staff participated virtually.</li> <li>● Over 2600 individuals attended the Annual Conference in-person.</li> <li>● Hundreds of sessions were available organized into four tracts.</li> <li>● The Jefferson College attendees shared three take-aways from each session they attended. The group then discussed the take-aways and what initiatives could be implemented at Jefferson College. The key take-aways will be shared with the Accreditation Committee in May.</li> <li>● Kim’s two main take-aways were (1) compliance (mainly from the Department of Education); and, (2) the Heartland Pathways Consortium, a group consisting of 27 institutions from 3 states focused on and sharing all things</li> </ul> |

|                        |   |
|------------------------|---|
|                        | re-accreditation. This is a great group that Kim is excited to be a part of.  |
| <b>Open Discussion</b> | <p>Attendees were reminded of the following upcoming important dates:</p> <ul style="list-style-type: none"> <li>● The PTK Luncheon is scheduled for this Thursday, April 28, in Columbia where two Jefferson College students will be recognized.</li> <li>● Pathways to Prevention is this Thursday, April 28, 11:00 a.m. - 1:00 p.m.</li> <li>● This Friday, April 29, the Jefferson College student jazz band will be playing at the Russell House in Hillsboro and a faculty and staff Happy Hour is being hosted at the same time.</li> <li>● The Student Club Celebration will be held next Monday, May 2, at 6:00 p.m. in the Viking Room.</li> <li>● The Honors Recognition Ceremony is scheduled for next Tuesday, May 3, at 6:00 p.m. in the Field House.</li> <li>● An ATS Parent Night Open House is being held next Thursday, May 5. Also on Thursday, May 5, the ATS is holding a “Decision Day” for its students.</li> <li>● Several PACE events are coming up; please refer to the PACE brochure for these important events and dates.</li> <li>● Commencement will be held on Friday and Saturday, May 20 and 21.</li> <li>● In the Athletics department, both baseball and softball are having great seasons with regional play coming up soon.</li> </ul> <p>Dena thanked all for joining the Extended Cabinet meetings and participating. Extended Cabinet meetings will resume in August.</p> |
| <b>Adjournment</b>     | The meeting adjourned at 3:13 p.m.  |

Respectfully submitted,

Lisa Vinyard  
Executive Assistant to the President