

**CABINET MEETING
MEETING MINUTES
August 29, 2022, 9:00 a.m.
Administration Building Board Room**

MEMBERS PRESENT: Chris DeGeare, Daryl Gehbauer, Kim Harvey-Manus, Josephine Kershaw, Dena McCaffrey, Allan Wamsley, Tasha Welsh

GUESTS: John Linhorst, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Service Delivery Department Assessment Workshop	<ul style="list-style-type: none"> ● Cabinet reviewed the Service Delivery Assessment and discussed the branding of the workshop that will take place on September 9, 1:00 p.m. for those who missed the Welcome Week session and 2:00 p.m. for the general groups. ● SWOT analyses may go back only a few years vs. going back to the last time an IA was completed. ● Surveys may include just a small focus group vs. a large sample group. ● KPIs will be tied to the Strategic Plan's strategic priorities/planning goals. ● Definitions of the various terms need to be included in the document. ● Action plans tied to capital projects are due by September 13.
Institutional Assessment Draft Schedule	<ul style="list-style-type: none"> ● Cabinet reviewed the Draft Schedule that was updated to remove years 2019 and 2020, and to add years 2024 and 2025. ● Building Services (Custodial) will remain separate from Maintenance, but there may be some overlap between the two areas. ● The Police Department will be moved to 2023.
Approval of Minutes	<p>The minutes from the August 22, 2022 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Tasha motioned to approve the August 22, 2022 minutes. <p>Second: Chris Vote: All approved.</p>
COVID Planning Review Alert Levels Draft Supervisor Message	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Cabinet reviewed the Draft Email for supervisors and made updates. Kim will ask Kari Alford to get the message out.
Pet Policy	<ul style="list-style-type: none"> ● College & University Research (continued discussion from August 22, 2022 Cabinet meeting) ● Chris surveyed peer community colleges, and in general, other community colleges prohibit pets on campus. There are rare exceptions for residential areas and agricultural programs.
Extended Cabinet Agenda	<ul style="list-style-type: none"> ● Agenda items include: "Pick a word to describe your holiday weekend" icebreaker; KPI discussion; introduction of new employees since Opening Week; and health, dental, and vision insurance renewal. Two announcements include reminders of the Board Meet & Greet (scheduled for September 8) and State of the College (scheduled for October 10). ● Other topics for later this fall include: Early College; On-Site Registration; Pet Policy; Diversity Plan Update; Remote Work Update; Facilities Master Planning (including Building renaming).

JCA Advisory Board/Timeline	<ul style="list-style-type: none"> Proposed date: Friday, October 14, 7:30-9:00 a.m. Holly will get the draft agenda to Kim by September 9. Kim will present it to the Cabinet on Monday, September 12.
TB Screening	<ul style="list-style-type: none"> Missouri Revised Statutes Section 199.290 Kim reported that the College should be screening students and employees for TB. A question has been added to the admissions application to trigger this process.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Purchasing	<ul style="list-style-type: none"> CARES ACT FUNDING SPREADSHEET 8/25/22 There will be a meeting to go through this in detail next Thursday, September 8, at 1:00 p.m..
Enrollment	<ul style="list-style-type: none"> Fall enrollment is up 1% as of this morning.
Budget	<ul style="list-style-type: none"> In the past, expenses related to Opening Week were split between divisions; an Organization number will be identified specifically for Opening Week.
Planning	<ul style="list-style-type: none"> The new micro market is an improvement over what we had previously.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Agenda items are due today for the September 8th Board of Trustees meeting. The Ice Cream Social is being held today at 1:00 p.m. Kim will attend the JCA event since Holly is out. <p>Chris</p> <ul style="list-style-type: none"> Jennifer will ask Suzanne for the ATS Handbook for First Reading. Chris will be on vacation this Wednesday through Friday. <p>Daryl - Nothing to report.</p> <p>Kim</p> <ul style="list-style-type: none"> Kim commended Debbie Bonham and Brandi Gallaway for an excellent job on the Movie Night. The event was a great success. Over 320 participants attended, and the food trucks were very busy. <p>Allan - Nothing to report.</p> <p>Josephine</p> <ul style="list-style-type: none"> Kenny Wilson is submitting an MSBN Grant proposal for construction of a Nursing Faculty Hub at a cost of approximately \$150,000. More information is needed before the proposal is submitted. <p>Tasha</p> <ul style="list-style-type: none"> The Benefits Subcommittee met last week. Tasha provided an update regarding the discussion of adjustments to employee plans.

	<ul style="list-style-type: none"> At its August meeting, the Diversity Committee discussed observance of the Juneteenth holiday. The Committee will continue their discussions regarding this holiday at their next meeting.
Diversity Discussion	<ul style="list-style-type: none"> <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 7
Adjournment	Time: 11:21 a.m.

Respectfully Submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction
and
Lisa Vinyard
Executive Assistant to the President & Board of Trustees