

**CABINET MEETING
MEETING MINUTES
September 19, 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: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Approval of Minutes	<p>The minutes from the August 29, 2022 and September 12, 2022 meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Kim motioned to approve the August 29, 2022, as amended and September 12, 2022 minutes as presented. Second: Chris Vote: All approved.
Budget Updates / Board Work Session	<ul style="list-style-type: none"> Cabinet discussed how the remaining ARPA and bond funds have been assigned to be spent. This information will be presented to the Board at the September 22 Board of Trustees Work Session. <ul style="list-style-type: none"> The “End of ARPA Money”, which includes the restrooms and garage, will be placed on a separate document for the BOT Work Session. At the Board Work Session, Kim will discuss minor updates to Board Procedures regarding student conduct and employee conduct. The update will clarify that the College’s grievance process does not include off-campus conduct not affiliated with the College. Approval of this update will be requested at the October Board meeting. <p>ACTION:</p> <ol style="list-style-type: none"> Chris will email K12 schools to see what budgetary items they take to their BOT for approval.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> Alert Levels, Triggers, and Activities We remain in the yellow level.
University Recruitment	<ul style="list-style-type: none"> UMSL will be updating/renewing their MOU. They are researching the possibility of a 30% employee discount for Jefferson College employees. There are other 2+2 agreements in the works.
Process for Reviewing/Updating Policies and Procedures	<ul style="list-style-type: none"> As discussed by the CICC, a process needs to be developed for reviewing Policies and Procedures, even if they do not need to be updated. Dena will ask Shirley Davenport to include “Review Date” as she updates the Board Policies and Procedures. The development of a schedule for Board Policies and Procedures review was suggested.
Early Childhood Center Grant Request	<ul style="list-style-type: none"> Foundation for School Success Grant Checklist The one-year grant, formerly known as the Child Care and Development Fund, has been increased to \$30,000.

	<ul style="list-style-type: none"> Grant funds would be used to purchase supplies and pay for professional development.
JCA Summit Draft Agenda and Guest List	<ul style="list-style-type: none"> Draft Agenda and Guest List Chris, Kim, Holly, and the Associate Deans reviewed the agenda and guest list for this meeting. The date of the meeting has been changed to Thursday, October 20. Cabinet assisted in identifying additional guests who would be appropriate to invite to this meeting.
Community Service Leave Request Form	<ul style="list-style-type: none"> Cabinet reviewed the CSL Request Form. A task force worked to update language for CEOC to review. Kim will pull the Policy for this form and will check to see if there is an official list of approved locations. Dena will work with Roger (committee liaison) to clarify a couple of other questions with the committee members.
Association Employer Council Update	<ul style="list-style-type: none"> Tasha and Chris met with Rebecca and Charlie regarding faculty advising.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> Testing Specialist - replacement for Debbie Verstringhe, who has been promoted to Testing Center Coordinator - Approved.
Purchasing	<ul style="list-style-type: none"> CARES ACT FUNDING SPREADSHEET - 9/14/2022
Enrollment	<ul style="list-style-type: none"> As of this morning, enrollment is down 0.07% in credit hours. Tomorrow, Tuesday, September 20, is Fall Census day.
Budget	<ul style="list-style-type: none"> No update.
Planning	<ul style="list-style-type: none"> No update.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Cabinet Retreat and Strategic Workforce Planning meetings and potential topics were discussed. Presidents and Chancellors Meeting <ul style="list-style-type: none"> State Budget: \$10 million in core funding will be requested plus an inflationary increase. The application for the new dual credit scholarship at the state level goes live next month. The Fast Track application is in development. Commissioner search hasn't begun yet. <p>Chris</p> <ul style="list-style-type: none"> NACEP accreditation coming up next year. Suzanne Richardson and Jaclyn Birks will co-chair this group. Chris has been exploring a possible CDL training program. Chris, Josephine, and Lora Warner toured the STLCC campus's CDL program, but that caused Chris to reexamine whether or not a program like this would be a good fit for Jefferson College. <ul style="list-style-type: none"> Mineral Area College's program is run by a third party; this may be an option for Jefferson College. Chris is considering several alternatives to see if the program could be added to the Jefferson College course offerings. At the Superintendent's meeting, Sheriff Marshak was their guest. He

	<p>indicated that the Jefferson County Crime Lab is moving along through the planning stage, and that the Sheriff's Office is pushing for Flock [traffic] cameras around the county.</p> <p>Daryl - No update.</p> <p>Kim</p> <ul style="list-style-type: none"> ● Kim is waiting to hear if the OVW grant is being renewed. The grant is currently funded through December 31. ● The E-Sports group will meet again tomorrow, but everything is moving along. Kim anticipates sharing the proposal with Cabinet on October 3. ● GraceLife Chapel has been bringing food for students, and they always include employees. Kim will send them a thank you card from the Cabinet. It was also suggested to possibly provide them with some PACE passes, as well. <p>Allan - No update.</p> <p>Josephine - No update.</p> <p>Tasha - No update.</p>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Discussion of Chapter 8
Adjournment	Time: 11:15 a.m.

Respectfully Submitted,

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