

**CABINET MEETING
MEETING MINUTES
January 23, 2023, 9:00 a.m.
Administration Building Board Room**

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


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

ABSENT: Chris DeGeare

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Foundation Updates	<p>Blake Tilley presented the following Foundation updates:</p> <ul style="list-style-type: none"> ● \$16,779 approved for funding request during the January full Board meeting: ● \$37,384 total this academic year <ul style="list-style-type: none"> ○ Maggie Rola, APR Subcommittee Chair, is requesting \$2,000 to cover the cost of the assessment and study guide for the ATI TEAS. ○ Janet Akers-Montgomery, Radiologic Technology Program Director, is requesting \$3,129 (\$149 x 21 students) to cover entrance costs to the Association of Collegiate Educators in Radiologic Technology Annual Conference. ○ Amanda Macke, Associate Professor of Biomedical Science-ATS, is requesting \$5,250 to cover hotel and bus costs for students to attend the State Leadership Conference hosted at Rolla High School on March 27 & 28. ○ Jefferson College's Global Studies Committee is requesting \$4,800 in an effort to decrease the estimated cost of the Germany trip to \$1,800 per student. ○ Susan Welch, Associate Professor of Sociology and Social Work, is requesting \$1,600 to cover the cost of taking 10-15 students and two professors to the National Association of Social Workers meeting in Jefferson City on March 1. Estimated cost includes transportation and one meal. ● Fundraisers scheduled for SkillsUSA in February, and possibly an EMT/Paramedic trivia night fundraiser in April. ● An agreement was signed with the campaign consultant, the Rome Group, for assisting with the \$1M fundraising goal for Vet Tech. H-J's Linda Wulf is leading the Board's new fundraising committee. ● Sarah Ross, Bloomsdale Bank, is the latest Board Director bringing our team up to 18 Directors. ● Spring Auction is April 17-22 with a last day watch party. Please encourage your teams/departments to demonstrate their generosity with a donated basket. ● Five \$4,400 housing scholarships were received, and a discussion was had as to who is the best person to disperse these to students. <ul style="list-style-type: none"> ○ For the time being, the Foundation will hold on to the funds and reimburse the College as they are awarded by Financial Aid.

	<ul style="list-style-type: none"> ○ Discussion was held about how many of these five scholarships would fall under the OASIS Task Force vs. regular Financial Aid.
Approval of Minutes	<p>The minutes from the December 19, 2022 and January 9, 2023 meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Dena motioned to approve the meeting minutes from December 19, 2022 and January 9, 2023. Kim seconded the motion. All Approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Cabinet agreed that COVID Planning can be removed as a standing item from the agenda.
Strategic Planning Committee Update	<p>John Linhorst provided Strategic Planning Committee updates:</p> <ul style="list-style-type: none"> ● Direction for the Facilities Planning regarding building renaming: <ul style="list-style-type: none"> ○ John provided the Building Renaming Survey results. ● A question about Non-Academic Assessment for 2023 <ul style="list-style-type: none"> ○ John offered to work with the non-academic departments with IAs due in the 2023 cycle, if Cabinet would like him to do so. Cabinet felt this would be helpful. ● A discussion commenced on what is Cabinet's vision of the Strategic Planning Committee. <ul style="list-style-type: none"> ○ This question came from the committee as they are currently reviewing their charge.
Construction Timelines:	<ul style="list-style-type: none"> ● Bookstore Vendor ● Food Service Provider (likely to affect student housing contracts?) ● eSports Renovation Club Start-up ● Renovation to Dean of Instruction Suite ● JCI to JCA to go to BOT ● Viking Woods ● Fine Arts (receiving updated plans and scheduling task force meeting) ● Vet Tech (receiving updated plans and scheduling task force meeting) ● Order for Restrooms Renovations, especially TC First Floor ● Status and Timeline of Nursing MSBN Grant Project ● Other Projects not on this List?
	<ul style="list-style-type: none"> ● Timeline for Bookstore vendor: <ul style="list-style-type: none"> ○ The three bookstore bidders presented last Thursday and Friday. A proposal will go to the Board in February 2023, and a new bookstore vendor will be in place for the fall semester. ● Timeline for Food Service provider (this will likely affect housing so what do we do with contracts for fall): <ul style="list-style-type: none"> ○ The plan is to have this ready for BOT approval in March or April, with a start-up at the beginning of the fall semester. However, we will need to have serious discussions about the cost of a mandated meal plan for resident students which will be required in order to contract for a third-party cafeteria servicer. If the College is to fully or partially subsidize this cost, we will need to budget for this cost in next year's budget. ● Timeline for eSports renovation and start-up of club: <ul style="list-style-type: none"> ○ We had preliminary discussions with Paragon January 11, who has experience in designing eSports facilities. We will follow up with them in the next couple of weeks to review a preliminary concept design and estimated budget. ● Timeline for renovation to Dean of Instruction suite: <ul style="list-style-type: none"> ○ We plan for our in-house carpenter, John Weaver, to develop alternate designs to be presented to Josephine as soon as possible. ● Timeline for JCI to JCA to go to BOT: <ul style="list-style-type: none"> ○ Due to delays with design approval from City of Arnold P&Z, the project will now go to the BOT in April. ○ P&Z meeting February 14, all requests from P&Z have been

	<p>answered, required parking ratios exceeded, expect minor modifications.</p> <ul style="list-style-type: none"> ○ Plan to go out to bid with one GC bid package, February 28, with bids due March 30. ○ First and second floor renovations to be completed by August 11, 2023; will likely have online classes for summer; staff to relocate or work remotely as necessary. ○ Third floor addition and renovation to be completed by April 30, 2024; will schedule around classes on the first two floors as necessary. <ul style="list-style-type: none"> ● Timeline for Viking Woods: <ul style="list-style-type: none"> ○ Out to bid April 18; Bid opening May 16; June Board approval; 52 week construction period; June 2024 completion. ● Timeline for Fine Arts (receiving next round of plans and scheduling task force meeting): <ul style="list-style-type: none"> ○ Still awaiting responses from Hastings & Chivetta. Elevated concerns regarding delays to firm principal, Erik Kocher, last week. We will also entertain conceptual ideas from Paragon for this project. ● Timeline for Vet Tech (receiving updated plans): <ul style="list-style-type: none"> ○ Received revised exterior renovations with a minimum amount of brick on Tuesday, January 19, and interior renovations adding back a fourth office, plus a revised budget on January 21. We are attempting to set up a design kickoff meeting with the entire team on January 25. ● Timeline and order for restroom renovations, especially TC first floor: <ul style="list-style-type: none"> ○ Bids due February 16, 2023; March Board approval; six month construction; some completed and paid out June 2023; Balance September 2023. ○ TC first floor will be first and start mid-March. Project has been split into two phases; 12 sets of restrooms in each phase, work to be ongoing in all restrooms by phase. Every building will have at least one set of restrooms open at all times. ● Status and timeline of Nursing MSBN grant project: <ul style="list-style-type: none"> ○ We had preliminary discussions with Paragon on January 11. We will follow up with them in the next couple of weeks to review a preliminary concept design and estimated budget. ● The HVAC project can start once the Governor signs off on the budget, and we know we have the funding. ● Pedestrian bridge <ul style="list-style-type: none"> ○ Paragon is going to construct pieces of the bridge off-site and then put them in place and connect them.
<p>BOT February Agenda, Spring Work Session Topics, and BOT Retreat</p>	<ul style="list-style-type: none"> ● February Board Agenda items include: <ul style="list-style-type: none"> ○ Bookstore Vendor ○ Head Cross Country Coach Appointment ○ Head Cheer/Dance Coach Appointment ○ Early Notification of Retirement Policy ○ Short HLC Assurance Argument Presentation ○ Emergency Replacement of Farmhouse HVAC unit ○ Mission Moment (Soccer Student-Athletes) ○ Margie to speak on ACCT conference and legislative summit as

	<p>part of Dena’s report.</p> <ul style="list-style-type: none"> ○ Capital Projects ○ Second Reading of BOT P&P Section I ○ Communicable Diseases Policy ○ Administrator Contracts Extension <ul style="list-style-type: none"> ● Spring Work Sessions: <ul style="list-style-type: none"> ○ February - Budget, Approval limits (\$15K and bidding) - Sherry presents this; Policies ○ March 30 - Policies ○ April - Board Retreat with the Assurance Argument, History of Community Colleges including the Board and President’s Roles
Diversity Committee - OASIS MOU Draft	<ul style="list-style-type: none"> ●  Draft OASIS MOU 1.18.2023.pdf ● Per Josephine: This draft is more of an FYI. We do not know if Confluence Academy even agrees or if our constituents would agree.
Extended Cabinet 1/31 Agenda	<p>Agenda items include:</p> <ul style="list-style-type: none"> ● Preview Day (Carrie Greer) ● Community Service Leave (Brandi Gallaway) ● HLC Assurance Argument (Kim Harvey-Manus) ● Interactive Activity ● Strategic Planning (Daryl)
Standing Agenda Items	
Action Items List	Monday Meeting Action Items were not reviewed due to time constraints.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● User Services Coordinator - Replacement for Kari Alford who is retiring effective January 31, 2023 - HOLD ● Assistant Controller - Replacement for Christina Duepner who has resigned - HOLD
Purchasing	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 1 19 23
Enrollment	<ul style="list-style-type: none"> ● No updates.
Budget	<ul style="list-style-type: none"> ● No updates.
Planning	<ul style="list-style-type: none"> ● No updates.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● There are two new questions which will be answered at next week’s Extended Cabinet meeting.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● The Pet Policy is on Dena’s desk. She is looking into it with Lisa’s help once again. <p>Chris - Extended Medical Leave</p> <p>Daryl</p> <ul style="list-style-type: none"> ● Kathy sent out an email asking everyone to get budget information back to her by February 17. <ul style="list-style-type: none"> ○ Dena noted that Chris was going to train Josephine this year, and Jennifer has never done anything with budget. Therefore, Josephine needs FAST training, and some extra time. <p>Kim - No report.</p>

	<p>Josephine</p> <ul style="list-style-type: none"> • Faculty In-Service Day is tomorrow. Viking Connect and Simple Syllabus will be topics. <p>Tasha</p> <ul style="list-style-type: none"> • She is working on budget.
Executive Session	<ul style="list-style-type: none"> • <i>If necessary</i>
Diversity Discussion	<p><i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 12 was deferred to the next meeting due to time.</p>
Adjournment	Time: 11:55 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