

**CABINET MEETING
MEETING MINUTES
February 13, 2023, 9:00 a.m.
Administration Building Board Room**

MEMBERS PRESENT: Daryl Gehbauer, Kim Harvey-Manus, Josephine Kershaw, Dena McCaffrey, Tasha Welsh, Chris DeGeare (virtual)

GUESTS: Roger Barrentine, Matt Husky, John Linhorst, Lauren Murphy, Brenna Young, Jennifer Baine, Shannon Schoenky

| AGENDA ITEM | DISCUSSIONS/OUTCOMES |
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| Call to Order | Time: 9:03 a.m. |
| 60th Anniversary | <p>Roger and Lauren joined the meeting to present celebration ideas that the PR/Marketing team has developed:</p> <p style="text-align: center;">Jefferson College 60th Anniversary “Celebrating 60 Years of Quality Education” <i>Menu of Ideas for 2023 Celebration</i></p> <ul style="list-style-type: none"> ● Anniversary Logo - website, social media, email signature, ads <ul style="list-style-type: none"> ○ 4 different designs - Cabinet discussed options. ● Calendar of Events - Spring and Fall (PACE events only planned through summer 2023) ● Campus yard signs, window/door clings for each campus building plus JCA and JCI ● Table tents for common areas/cafe/Student Center ● Historical timeline and archived photo boards by decade ● Naming of select Hillsboro campus buildings as extension of anniversary ● Viking Homecoming Weekend - Fall 2023 (various activities/new sports and Foundation alumni/class reunion?) + cake + giant birthday card for community to sign ● Designated “anniversary” celebration game for each sport + archived photos + recognition/group photo of former players ● Employee Connect (with retirees) event - cake/coffee/anniversary mug giveaway ● Student event with ice cream + giant birthday card + giveaway ● Campus aerial “60” or “JC” group photo with students, faculty, staff, community ● Governor proclamation/“Jefferson College Day” during Board of Trustees meeting ● Alumni “lasting legacies” submitted social media stories and photos ● 60th anniversary t-shirts and merchandise in bookstore ● Letter to the Editor/historical editorial in Leader newspaper ● 2023 Commencement speaker (alumnus) ● Throwback Thursday historical photos on social media ● Community College Month - Anniversary Date April 2 - integrate 60th anniversary references ● PowerPoint presentation for civic groups - “6 Decades of Excellence” ● “60 Years” large letters on Viking Drive ● Friday Speaker Series presentation on College’s history |

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| <p>Institutional Research Updates</p> | <p>Josephine and Matt presented the following IR updates:</p> <ul style="list-style-type: none"> ● There have been questions about IPEDS reports. In response, Matt shared an IPEDS presentation. <p>Dena discussed the DHEWD NCHEMS Survey:</p> <ul style="list-style-type: none"> ● Cabinet reviewed the Survey of Institutional Efforts to Improve Operational Efficiency, which is due March 3. Dena shared the email from DHEWD with Cabinet, which includes the survey and related matrix (in both a Word version and an Excel version), to be used to report recent major efforts designed to lead to productivity improvements, reduced costs, or improved student success. ● Cabinet will discuss the survey again on February 27, prior to submission. <ul style="list-style-type: none"> ○ Cabinet members will put their entries into a shared Google doc as they complete their sections of the survey. |
| <p>Approval of Minutes</p> | <p>The minutes from the January 23, 2023 meeting were deferred for approval until the February 27 meeting.</p> |
| <p>Remote Work Task Force Updates</p> | <ul style="list-style-type: none"> ● Tasha, John, and Brenna reviewed seasonal hybrid options and inclement weather procedures. <ul style="list-style-type: none"> ○ The group would like to add the seasonal hybrid option to the form as defined by the supervisor (i.e. slow season, etc). ○ The Task Force received a classified staff question on how inclement weather will affect remote work. <ul style="list-style-type: none"> ■ Their view is that if campus is closed due to inclement weather, remote work would not be required. ■ Staff might not have the necessary equipment at home if there is unanticipated inclement weather. ● Cabinet agreed that for now, if the College is closed due to inclement weather, remote work is not required (exceptions for B&G staff who must clear parking lots, etc.). If non-essential staff want to work remotely (or on campus) when the entire College is closed, they will report their regular work hours for normal pay. ● Part-Time Staff cannot replace remote work on an inclement weather day with Comp time. ● The Remote Work policy will be reviewed in the fall to see if any changes are needed. ● There are 30+ laptops in circulation for remote work, but 14 staff members have been approved for remote work at this time. |
| <p>Help Desk</p> | <ul style="list-style-type: none"> ● The menu on the IT phone is confusing. Students must “guess” their way to the correct line. <ul style="list-style-type: none"> ○ John Linhorst led a discussion about combining the two IT Help Desks. ○ Tasha requested that John champion the description for a new IT position model that would include the two IT help desks working together as well as having someone that would cover a general campus “switchboard” line. <p>ACTION:</p> <ol style="list-style-type: none"> 1. John Linhorst will champion the description for a new IT model that would include the two IT help desks working together as well as having someone that would cover a general campus “switchboard” line. |

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| Employee Appreciation Lunch - March 3 | <ul style="list-style-type: none"> ● March 3 is National Employee Appreciation Day. ● Lunch and prizes will be set-up. |
| Conceal and Carry | <ul style="list-style-type: none"> ● Legal counsel addressed the issue after a student inquiry. ● All entrances for each building will have the “*no concealed firearms” sign added. *Except as permitted by law. ● There are no laws on file in Missouri about allowing open carry on college campuses. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl will work on updating the Board Policy & Procedure. |
| Honors Recognition Ceremony - May 4 | <ul style="list-style-type: none"> ● This item was deferred to the February 27 Cabinet meeting. |
| Admission of Homeschool Graduates | <ul style="list-style-type: none"> ● Homeschool graduates should be treated the same as other high school graduates and not have to prove ability to benefit. ● 1,400 students applied but never tested and did not attend. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Kim will work on updating the Board Policy & Procedure this summer. |
| Campus Clean-Up for Preview Day | <ul style="list-style-type: none"> ● A date for clean up TBD; coordination of tasks is needed. ● Daryl will ask Dale to walk campus with event co-chairs Suzie and Carrie, to identify areas that need attention. |
| Performance Evaluations | <ul style="list-style-type: none"> ● Feedback from Certified Professional staff <ul style="list-style-type: none"> ○ There were many things brought up by Certified staff that cannot be changed this year. ○ Supervisors have been encouraged to use staff self-evaluations as <i>assistance</i> for performance evaluations, reminded that this should be taken seriously and not rushed. ○ Supervisors should keep track of Pats on the Back received for their direct reports. |
| NSF Grant Proposal | <ul style="list-style-type: none"> ● Josephine reviewed the EPIIC Grant Checklist: <ul style="list-style-type: none"> ○ Enabling Partnerships to Increase Innovation Capacity ○ \$400,000 per institution; 50 institutions are expected to receive the grant. ○ Cabinet had no concerns about pursuing the grant. |
| Standing Agenda Items | |
| Action Items List | Monday Meeting Action Items were not reviewed due to time. |
| Strategic Workforce Planning Permissions to Fill | <p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● Sr. Building Associate (JCA) - replacement for Shirley Thomas, who was promoted to Associate Maintenance Technician - Approved ● Maintenance Associate - replacement for Chris Hunt who was moved to Senior Facilities Associate for the Student Center - Approved ● Library Assistant - replacement for Chloe Loveland, who resigned - Approved ● ATS Applied Math Instructor - replacement for Tim Denney who accepted the Data Analyst position, then resigned - on hold, pending conversation with Suzanne Richardson |
| Purchasing | <ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 2/9/23 ● Daryl and Sheree met with Scott Stewart from Cardinal Vending. He is |

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| | aware that the College will be going out to bid for a cafeteria. |
| Enrollment | <ul style="list-style-type: none"> ● Census is today. ● Enrollment is up 0.26% in credit hours as of this morning. |
| Budget | <ul style="list-style-type: none"> ● A meeting with the BOT Subcommittee went well. |
| Planning | <ul style="list-style-type: none"> ● No discussion. |
| Employee Anonymous Questions | <ul style="list-style-type: none"> ● No new submissions. |
| Reports | <p>Dena</p> <ul style="list-style-type: none"> ● Personal property taxes legislation being discussed in Jeff City could affect Jefferson College. Daryl will be calculating some data to approximate how this might affect us. ● MCCA nomination and selection process: <ul style="list-style-type: none"> ○ We nominate our own recipients based on our internal winners. <ul style="list-style-type: none"> ■ In the future, Dena will receive the email, and Cabinet will discuss who should be nominated. ● Discussion about holding transcripts for individuals who have past due balances. Cabinet needs to discuss our practices. ● For students whose past due balances were paid off during COVID and then were re-enrolled, how many of them have accrued new past due balances since they returned? <p>Chris</p> <ul style="list-style-type: none"> ● The doctor has released Chris to work remotely as he feels fit. His next surgery is scheduled for February 21. He is looking forward to coming back to campus. ● The tenure packets, due to the Board in March, have been completed. <p>Daryl</p> <ul style="list-style-type: none"> ● For the proposed restroom for the basement of the Fine Arts building (former janitor's closet), there is a possibility of installing a chair lift for accessibility. <ul style="list-style-type: none"> ○ Linda Ladendecker-Corley will be invited to attend an upcoming Cabinet meeting to discuss accessibility issues on campus. ● Options for a new gym floor covering are being researched. ● A request for proposals was sent out to 15 audit firms. ● Daryl will share with Cabinet the furniture suggestions that Sheree has for the cafeteria space. ● We have not heard back from Hastings & Chaveta regarding the Fine Arts renovation at this point. <p>Kim - No report; she had to leave the meeting early for a student meeting.</p> <p>Josephine</p> <ul style="list-style-type: none"> ● The JCPD Survey went out, and results so far are mostly favorable. ● The Diversity Committee and BSU have scheduled a joint Poetry event. ● All computer labs on TC Third Floor are DSS compliant. ● The Associate Dean Search is being chaired by Dr. Michael Booker. ● The IR Analyst Search is being chaired by Stacey. For the Registrar's Office data analyst position, a candidate has accepted an offer. ● The County is interested in our AUT students doing internships and conducting oil changes. |

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| | <ul style="list-style-type: none"> Foundation Scholarships will be disbursed by Financial Aid, and two will be earmarked for Confluence Academy students. <p>Tasha - No Report.</p> |
| Executive Session | <ul style="list-style-type: none"> Cabinet moved to Executive Session at 12:08 p.m. |
| Diversity Discussion | <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue? Off Week</i> |
| Adjournment | Time: 12:08 p.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