

**CABINET MEETING
MEETING MINUTES
May 1, 2023, 9:00 a.m.
Administration Building Board Room/Google Meet**

MEMBERS PRESENT: Chris DeGeare, Daryl Gehbauer, Dena McCaffrey, Josephine Kershaw

ABSENT: Kim Harvey-Manus, Tasha Welsh

GUESTS: Blake Tilley, Roger Barrentine, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Foundation Updates	<p>Blake Tilley provided the following Jefferson College Foundation updates:</p> <ul style="list-style-type: none"> ● The Veterinary Technology Case Statement has been created by the Jefferson College Marketing team. ● Spring Auction performance and feedback: <ul style="list-style-type: none"> ○ Approximately 6% higher than last year. ○ Feedback from the live portion was that people really enjoyed it. ○ Does the Foundation Board ever want to go back to a live gala as with Jazz and Jeans or the like? This is something that Blake will need to go back to the Board and ask again, but currently the Virtual Auction is bringing in more money. ● Donations to the Foundation and College are up this year. ● Fox Run Home Appraisal <ul style="list-style-type: none"> ○ The Foundation has received a Trust document regarding the funds they will receive after the sale of the house. ● Upcoming Golf Tournament <ul style="list-style-type: none"> ○ The Foundation golf tournament will be held on September 29 at Crystal Highlands in Festus. The Foundation is looking at various ways of how to cover all registrants (time-wise) without having to omit anyone from the tournament.
Marketing & Public Relations Updates	<p>Roger Barrentine provided the following Marketing and Public Relations updates:</p> <ul style="list-style-type: none"> ● Commencement Prep <ul style="list-style-type: none"> ○ Program ○ Ceremony Scripts/Faculty Award Bios/Speaker Info ○ Web/Social Media (pre- and post-event) ○ Live Stream/YouTube Recording ○ Field House Sound and Audio/Visual ○ Photography/Backdrop ● 60th Anniversary Celebration Continues <ul style="list-style-type: none"> ○ April Community College Month emphasis ○ Calendar of Spring Events ○ Birthday Break - May 2 (cupcakes/birthday card/giveaways/"60" photo} ○ Employee Support Committee photo contest ○ JCA birthday box collection/drive

	<ul style="list-style-type: none"> ○ Additional activities and events planned for summer/fall, such as alumni memories, decade timelines, Throwback Thursday photos, and more ● Summer Enrollment Campaign <ul style="list-style-type: none"> ○ “Discover the Possibilities” - More broad vs. promoting specific programs; highlighting benefits of taking summer courses and getting ahead on a degree/career ● Fall Enrollment - Spotlight Programs <ul style="list-style-type: none"> ○ Art and Political Science -> Humanities ○ Precision Machining Technology and Automotive Technology -> Math/Physics/Technology ○ Law Enforcement Academy and EMT/Paramedic -> Business/Social Science/Public Services ○ Physical Therapy Assistant and Health Information Technology -> Science and Health ● Media Coverage <ul style="list-style-type: none"> ○ Leader article regarding geese deterrent efforts - Charlie Roberts/Kim Garzia ○ KMOX interview tomorrow with Dena about JC 60th anniversary ○ KJFF/Jefferson College Report - Dena speaking about Community College Month and upcoming projects ○ Leader article regarding 60th anniversary ○ Working on pitching story about BOT President Margie Passmore to Leader/KJFF ● Annual Student Media Preferences Survey Results <ul style="list-style-type: none"> ○ Goal was 340 completers, and final result was 371 ○ Data will be available in May ● Special projects and promotions involving Marketing & PR team: <ul style="list-style-type: none"> ○ Institutional Assessment Department Satisfaction Survey: May 1-19 ○ Electronics E-Cycle Collection Day: May 4 ○ Mission/Vision/Values banners ○ Student event photos - PTK, Club Celebration Night, NSLS, ATS Decision Day, Honors Recognition ○ Developing draft RFP for website redesign
Approval of Minutes	<p>Approval of the April 17, 2023* Cabinet meeting minutes was deferred until the May 8 meeting.</p> <p>*There were no minutes for the April 24, 2023 Cabinet meeting due to meeting cancellation.</p>
Commencement - All Hands on Deck Reminder	<ul style="list-style-type: none"> ● Cabinet members should ask their staff for additional assistance at Commencement. Non-exempt staff can work shorter days that week or work overtime on the day of Commencement. Employees should reach out to the Registrar’s Office to sign up to work Commencement.
Enterprise Rental Challenges	<ul style="list-style-type: none"> ● There have been several issues with confirmed rentals recently. ● Daryl reached out to our Enterprise representative, who acknowledged at least one of the issues but didn’t offer any solutions or reasons. ● If there is no rental car available, the rental car rate should not be used for procurement/reimbursement. Instead, the federal rate of reimbursement for mileage should be used. <ul style="list-style-type: none"> ○ Does the College’s insurance pay if something happens when an

	employee is driving their personal car to/from a College-related business event? Daryl is going to double-check.
JCA Enrollment Touch Base	<ul style="list-style-type: none"> ● Deferred to May 8 meeting.
Upcoming Cabinet Retreat(s)	<ul style="list-style-type: none"> ● May 15 <ul style="list-style-type: none"> ○ Finish conversation about Modern Think ○ Conversation about HLC ○ Update from John Linhorst ● June 27 <ul style="list-style-type: none"> ○ Strategic Workforce Planning - Rising Stars/Rock Stars <ul style="list-style-type: none"> ■ Supervisor Planning ■ How Do We Become More Efficient? ● Possibly one more retreat later in the summer
Legislative Update	<ul style="list-style-type: none"> ● HB3 specifically was discussed: <ul style="list-style-type: none"> ○ MCCA provided a legislative update last week. ○ The DEIB included in HB3 has been removed. <ul style="list-style-type: none"> ■ The Diversity Committee will be informed after everything has been completed with HB3 later this week. <p>ACTION ITEM:</p> <ol style="list-style-type: none"> 1. Josephine will follow up with the Diversity Committee regarding HB3.
Opening Week	<ul style="list-style-type: none"> ● We have one potential guest speaker and another as a back-up. <ul style="list-style-type: none"> ○ The biggest faculty complaint is that the money spent on an outside speaker is a waste. ○ An option is to have someone put together a presentation on the history of the College in honor of the 60th Anniversary. <ul style="list-style-type: none"> ■ Dena noted that this is planned for one of the fall Speaker Series events.
Revised Procurement Policy	<ul style="list-style-type: none"> ● Daryl emailed the policy to Cabinet members yesterday. ● BOT will have the First Reading in May. ● The policy can go to constituent groups for comment this week. Feedback will be due by the end of May (prior to Second Reading).
Proposed Grant Applications	<ul style="list-style-type: none"> ● STEM Workforce Grant - Kenny <ul style="list-style-type: none"> ○ Kenny has a checklist for this 1:1 match grant, which was shared during the meeting. ○ This is a two-year grant for Bio-Tech that would cover a new faculty member to develop the program and teach for one year. ○ Further research and discussion are needed on this grant. <ul style="list-style-type: none"> ■ This will be brought back to Cabinet at a later date. ● National Endowment for the Humanities - Infrastructure/Construction Grant (up to \$500K) Infrastructure and Capacity Building Challenge Grants <ul style="list-style-type: none"> ○ This grant is due May 17. ○ Funding would cover Fine Arts renovation. ○ Josephine will work on this one.
Extended Cabinet Agenda	<ul style="list-style-type: none"> ● The final Extended Cabinet meeting of the academic year is this week. Agenda items include: <ul style="list-style-type: none"> ○ Procurement update ○ Efficiency at work, How do we better support one another, etc... ○ Wrapping up the end of the academic year ○ Updates on the 60th Anniversary (Roger)

	<ul style="list-style-type: none"> ○ Policy and Procedure for Library Faculty Promotions - BOT First Reading in August or September ○ Tiered Adjunct Promotions
Tiered Adjunct Promotions	<ul style="list-style-type: none"> ● Chris shared some updates. The Associate Deans, the Dean of Instruction, and the Vice President of Academic Affairs (VPI) will approve adjunct promotions. ● ADs will manually place adjuncts at Level 2. Adjuncts may then apply for Level 3 or 4 in the spring.
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"> ● PT Theatre Manager - replacement for Chris Owens, who has submitted his resignation effective May 20. - Approved <i>pending Tasha and Kim</i> ● ATS Early Childhood Education Faculty - Secondary Perkins grant-funded replacement for Leigh Ann Corman, who has submitted her resignation effective May 23, 2023. - Approved <i>pending Tasha and Kim</i>
Purchasing	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 4/27/23
Enrollment	<ul style="list-style-type: none"> ● No discussion.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● No discussion.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● No new questions submitted.
Reports	<p>Dena - No additional updates.</p> <p>Chris</p> <ul style="list-style-type: none"> ● Perkins modifications were submitted yesterday. ● DESE has several requests out. This is the year for Admission reviews. Also, for Dual approvals, they would like a list of all of our facilities. ● The Missouri Fast Track program is no longer a forgivable loan. It is now a full grant program. This may increase the number of Fast Track students we get. <p>Daryl</p> <ul style="list-style-type: none"> ● HVAC Lab - Additional CARES funding has been found which could go toward funding the remainder of this project. Cabinet approved for the project to move forward using these funds. ● Meal Plan - Great Western is being recommended for food service. Cabinet members agreed to move forward with the recommendation. ● A good group discussion was had with the Fine Arts faculty last week regarding the Fine Arts renovation. Paragon's design was preferred, and is also the lower cost choice. ● UMSL and Mizzou are changing how tuition and fees are done. Daryl and Tasha will discuss whether this will affect how we do things and bring it back to Cabinet at a later date. <p>Kim - Not present to report.</p> <p>Josephine</p>

	<ul style="list-style-type: none"> There is an upcoming EPIIC Grant Workshop in Idaho that Josephine has been invited to attend (fully paid). She is excited to go and report back what she learns. <p>Tasha - Not present to report.</p>
Executive Session	<ul style="list-style-type: none"> Not needed.
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 14 - deferred until next meeting.
Adjournment	Time: 10:48 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