

**CABINET MEETING
MEETING MINUTES
September 11, 2023, 9:00 a.m.
ADM Board Room/Google Meet**

MEMBERS PRESENT:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey |
| <input checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Josephine Kershaw | <input checked="" type="checkbox"/> Blake Tilley |
| <input checked="" type="checkbox"/> Kim Harvey-Manus | <input checked="" type="checkbox"/> John Linhorst | <input checked="" type="checkbox"/> Tasha Welsh |
| | | <input checked="" type="checkbox"/> Kenny Wilson |

GUESTS: Laura Villmer, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:02 a.m.
Foundation Golf Tournament	<ul style="list-style-type: none"> • Laura Villmer, on behalf of the Foundation, requested that Cabinet members reach out to their business contacts regarding the Foundation Golf Tournament on September 28 & 29. Vendor sponsorships are still available. • Laura will email Cabinet the updated flier to share. • The cut-off for sponsorship was the end of August, but Blake stated that they can always get creative in how a sponsorship is recognized.
Approval of Minutes	<p>The August 21, 2023 Cabinet meeting minutes were presented for approval. The minutes of the August 28, 2023 Cabinet meeting will be presented for approval at the September 18, 2023 meeting.</p> <p>ACTION:</p> <p>1. Motion: Kim motioned to approve the August 21, 2023 minutes. Second: Dena Vote: Daryl abstained due to absence. All others approved.</p>
Great Colleges to Work for Survey Results	<ul style="list-style-type: none"> • Cabinet will discuss these results at the Cabinet retreat on September 25.
Wages for Retirees Returning as Temps	<ul style="list-style-type: none"> • Cabinet discussed pay rates for retirees who return to work in a temporary capacity. • Cabinet determined that the College will continue paying as we have been.
MCCA P&C Meeting Updates	<ul style="list-style-type: none"> • State Fair CFO shared that he used Solo cups to provide a visual example of the amounts of their revenue and expenses. • The rootEd grant is still going forward. • The new Strengthening Community College grant will not have a statewide application. • Discussion about CORE 60 to make associate degree a full transfer program. • Discussion regarding DEI committees/offices. • Senior Citizen tax freeze is being approved in more counties (potentially including Jefferson County), but the bill's language needs to be fixed as any tax entity may be impacted. • Core funding was discussed.

Fall Cabinet Retreats	<ul style="list-style-type: none"> ● Cabinet Retreat/Strategic Planning meeting dates are September 25, October 30, and November 28, and are on Cabinet calendars.
Extended Cabinet Agenda Review	<ul style="list-style-type: none"> ● Dena shared the agenda with Cabinet. <ul style="list-style-type: none"> ○ Review of Cabinet Members - Dena ○ New Employees (since Opening Week) - Tasha ○ Facilities Update - John ○ Work Order Submission Process - Tracy ○ Student Compliance and Counseling Updates - Kristine Bogue and Heather Bond ○ Updated Board P&P - Kenny <ul style="list-style-type: none"> ■ These have been sent out for constituent review. ○ Anonymous Questions - Dena ○ Volunteers Needed for the Foundation - Blake
<u>Trends in Higher Ed Feedback from Opening Meeting</u>	<ul style="list-style-type: none"> ● Information was collected from the Opening Week kick-off session. ● Cabinet will discuss next steps to determine which recommendations should be shared with which committees.
Vet Tech Construction	<ul style="list-style-type: none"> ● Plans were altered to reduce costs, since the bid was over budget. Chris shared a rendering of the proposed building with Cabinet and reviewed the changes. ● In order to meet building costs, Vet Tech classes would be held in the CTE building, and then students would come to the Vet Tech building for their labs. ● The total cost estimate would be \$3.99 million. ● New bids will be obtained with some alternates to see if we can get more of the things that we want in the building. This will be brought back to the November/December BOT meeting. ● Electrical transformers have an estimated 12-month wait, so it may have to be pulled out to allow a separate request that can be ordered quickly.
Fair Labor Standards Act (FLSA)	<ul style="list-style-type: none"> ● FLSA guidance was received. A new salary threshold for salary exempt is being suggested, but it appears that a decision will not be made until spring. If this happens, the College will need to adjust positions that are considered exempt and evaluate impacts to the budget. ● A plan is being developed by Human Resources, in the event that the change is approved. ● Tasha discussed this at both Certified and Classified Professional Staff meetings.
Work Hours Discussion	<ul style="list-style-type: none"> ● Discussion was held regarding allowing employees to work through their lunches and leave a half hour early. The College's standard practice is for employees to work 8 ½ hour days and take a 30-minute lunch break. ● Tasha was asked if employees are allowed to work on homework during work hours. Cabinet agreed that work-related research, interviewing someone, or other things directly related to an employee's job are allowed on work time, with supervisor approval, but must not interfere with regular work.
ExLENT Grant Opportunity	<ul style="list-style-type: none"> ● This is the NSF grant through BIOSL. ● The College would hold a two-week math and reading remediation boot camp on-campus, including students living in Viking Woods. The camp would also provide credentialing to the students. The grant would cover the costs for our staff to run the camp.
Standing Agenda Items	

Action Items List	<ul style="list-style-type: none"> Monday Meeting Action Items were reviewed and updated.
Strategic Workforce Planning Permissions to Fill	<p>There was one Permission to Fill reviewed:</p> <ul style="list-style-type: none"> Police Officer - Request for a new Police Officer position that would be 75% grant-funded for three (3) years. - Approved
Purchasing	<ul style="list-style-type: none"> No updates.
Enrollment	<ul style="list-style-type: none"> Enrollment is up 1.3% in credit hours. Dual credit enrollment is helping numbers.
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"> Two questions were received and will be answered at the Extended Cabinet meeting later today.
Reports	<p>Dena</p> <ul style="list-style-type: none"> No report <p>Chris</p> <ul style="list-style-type: none"> This Wednesday, Education Plus is hosting a presentation on Registered Youth Apprenticeship on campus for all of our sending schools. Banner Finance training is scheduled for this week. Instruction is working with Barnes & Noble College on rolling out the textbook Adoptions and Insights Portal. <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> The VA Compliance audit, done on Friday, September 8, went well. September is Suicide Prevention Awareness Month. Ask, Listen, Refer training will be strongly encouraged for all employees. There was a positive COVID case in Housing/Athletics last week. Ashley Hamilton, from the MU Extension, reached out about developing a community garden that could benefit the Vikings' Vault. <ul style="list-style-type: none"> Chris recommended speaking to the Master Gardeners about getting wisdom on installing sprinklers, etc... Another option is to have employees use Community Service Leave for watering the garden. <p>Josephine</p> <ul style="list-style-type: none"> NACEP Accreditation is going on right now. Josephine attended the state DEI meeting. Project Vision is a grant that she will work on with Chris and Kenny. They are working on their handbook as well as an IR Policy and Procedures Handbook. The Institutional Data Needs Analysis Task Force will want additional input regarding the data warehouse. <p>Kenny</p> <ul style="list-style-type: none"> ExLENT Grant with BIoSTL/STEMSTL. The German students will be on campus for eleven days beginning September 22. There will be several lunchtime opportunities. Kenny will email out dates.

- Tony Cook has a service learning opportunity to build locker rooms/restrooms between the soccer and baseball fields. A capital project proposal will be submitted this fall.
- Vet Tech - Regarding land availability and building opportunity, there may be a chance to have a service learning opportunity in the 2025 year to construct the classroom and storage area (phase 2) of the new building.

John

- As of this morning, there have been no capital projects submitted. They are due by the end of September.
- No action plans have been submitted. A workshop is scheduled for 3:00 p.m. this Wednesday.
- JCA 310 was opened this morning.
- The Missouri Baptist University Office has moved from the Viking Annex to ASI 112.
- Bid openings are scheduled for B&G expansion and the signage project for the Farm Road.
- They are reviewing the duties of the Senior HVAC Technician position and adjusting them to make way for a more junior position with a professional growth plan that will connect to the senior position over time. This is in response to having no qualified applicants for the senior role over a ten-week period.
- The emergency preparedness tabletop exercise will take place on Tuesday, September 19.
- Food service live menus will soon be posted online.

Tasha

- Tasha was just notified on Friday about federal changes to qualifying high deductible plan deductibles. QHDP deductibles will increase by \$200 to \$3,200 for employee deductibles.
- There is a new HR assistant starting today. Her name is Tiffany Fairless.

Tracy

- IT Technicians have done an excellent job working at JCA.
- The part-time JCA IT Technician position was filled by Ethan Carl.
- Tracy is working with Tim Kuchar and Daniel Boyer on the annual computer bids.
- Tracy asked about what high-tech equipment will be needed for the eSports lab, since it should be ordered soon to allow time for delivery. He will work with John about what hardware to order in October.

Blake

- Blake met with Scott Readnour on the POW/MIA initiative he is working on. Blake will email Cabinet members asking what the College has done in the past regarding POW/MIA recognition.
- Cabinet discussed what Jefferson College will do to support the Jefferson Barracks POW/MIA museum.
 - This location could be added on the Day of Service.
- Emily Koogler's last day is this Thursday. There are nine applicants for the Development and Marketing Assistant position at this time.
- There have been six applications received for the Marketing Director

	position at this time.
Executive Session	<ul style="list-style-type: none">• No session this week.
Adjournment	Time: 11:10 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 Academic Affairs