

**CABINET MEETING  
MEETING MINUTES  
October 23, 2023, 9:00 a.m.  
Board Room**

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**MEMBERS PRESENT:**

- |                                                      |                                                       |                                                    |
|------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Chris DeGeare    | <input checked="" type="checkbox"/> Tracy James       | <input checked="" type="checkbox"/> Dena McCaffrey |
| <input type="checkbox"/> Daryl Gehbauer              | <input checked="" type="checkbox"/> Josephine Kershaw | <input 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   |

**ABSENT:** Daryl Gehbauer, Blake Tilley

**GUESTS:** Leslie Hoff, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:04 a.m.
<b>Approval of Minutes</b>	The <a href="#">October 16, 2023</a> Cabinet meeting minutes were presented for approval.  <b>ACTION:</b> 1. <b>Motion:</b> Chris motioned to approve the October 16, 2023 minutes. <b>Second:</b> Tasha <b>Approved by All</b>
<b>ERC Credits - Sheridan Conversation</b>	<ul style="list-style-type: none"> <li>• While it would appear that Jefferson College is not eligible for the ERC credit, according to the Government Nominal Impact, we may be. Dena has received an engagement agreement and shared it with Daryl Gehbauer. Cabinet discussed taking on this project as it has more positives than negatives. The only real negatives are the time and energy that it would take on the side of our employees. On the positive side, even if Sheridan comes back with a \$0 return, they will donate \$10,000 to the Foundation.</li> <li>• Dena will discuss the engagement agreement with Daryl - especially asking who is responsible for an IRS audit. Daryl will review with our attorneys and see if it is appropriate to move forward.</li> <li>• Dena will also find out if this company has represented any other Missouri institutions.</li> </ul>
<b>Grievance <a href="#">Policy</a> &amp; <a href="#">Procedure</a></b>	<ul style="list-style-type: none"> <li>• Tasha had asked Cabinet members to review the policy and procedure and send her any comments prior to the meeting.</li> <li>• Cabinet discussed changes and made updates to the staff grievance policy and procedure.</li> <li>• Tasha will work on the updates and will present the revised copy at a future Cabinet meeting.</li> </ul>
<b>Diversity Plan Update</b>	<ul style="list-style-type: none"> <li>• Josephine has been working with the Diversity Committee on updates to the Diversity Plan.</li> <li>• The name of the plan will be changed to the Empowerment, Engagement, and Accessibility Plan.</li> <li>• The plan has already gone through the constituency groups.</li> <li>• There will be a discussion in the future about changing the name of the Diversity Committee, as well.</li> <li>• Josephine will share the plan with Cabinet members.</li> </ul>

	<ul style="list-style-type: none"> <li>Monthly events will be promoted on the Announcements portal. This month is <a href="#">Global Diversity Awareness Month</a>.</li> </ul>
<b>Supportive Services Policy Draft</b>	<ul style="list-style-type: none"> <li>Kenny shared the <a href="#">Supportive Services Policy draft</a>.</li> <li>Cabinet will review the edits on this future policy. The plan is to make this a WES departmental policy.</li> </ul>
<b>Future Trends (next)</b>	<ul style="list-style-type: none"> <li>Josephine reported on <a href="#">Diversity</a> and <a href="#">Outcomes</a>. <ul style="list-style-type: none"> <li>Dena noted that looking at Outcomes for groups of various demographics may give interesting and helpful results.</li> <li>Chris added that this may also expand student opportunities.</li> </ul> </li> <li>Josephine will discuss this trend and where it is going at the next Extended Cabinet meeting.</li> <li>There will not be a Trends in Higher Ed. presentation at the October 30 Cabinet meeting. <ul style="list-style-type: none"> <li>Blake will present on November 13. <b>DID DENA ASK TASHA TO PRESENT ALSO ON 13TH I don't know. Tasha and John present together, but I never heard a date for them. -&gt; Emailed Tasha 10/25.</b></li> <li>Kenny and Chris will present on November 6.</li> </ul> </li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>Monday Meeting Action Items were reviewed and updated.</li> </ul>
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Grants	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>No new questions have been received.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>Jack Stewart passed away last week. He previously served on the Foundation Board. A Jack Stewart memorial scholarship is being set up for the College. Donations are being accepted at the wake and at the Hillsboro Civic Center.</li> <li>The Board Work Session will be held on Thursday, October 26, at 4:30 p.m.</li> <li>Next week's retreat will have a discussion about next year's personnel - specifically regarding who will be retiring.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>Kim and Chris will present the tiered tuition at this afternoon's Extended Cabinet.</li> <li>Chris attended the Workforce 2030 Conference last week.</li> <li>There is a second interview for the Director of Marketing next week.</li> </ul> <p>Daryl - Not present to report.</p> <p>Kim</p>

- The October 20th Community Trunk or Treat was successful, with more than 2,000 people on campus.

Josephine

- Josephine will be presenting on the “Academic Success Center Spring 2023: An Analysis of Student Achievement” at the MidAmerica Institutional Research (MidAIR) Conference. Additional presenters include Matt Husky, Andy Swanson, and Ryan Kelly.

Kenny

- Kenny spoke with SIU Edwardsville regarding Biotech microcredentials. Amanda and Suzanne spoke with Kenny regarding adding a year to PLT 300 and making it a Biotech course. This would open up a lot of opportunities.
- We are adding more apprenticeships/internships in our own departments (currently B&G, with opportunities for IT, etc.). Some outside entities have also expressed interest in hiring Jefferson College interns.

John

- The new pre-bid for the Vet Tech project is tomorrow.
- Pedestrian bridge newspaper advertisements will be this week and next week.
- New Assistant Controller Megan Hunter starts next week.

Tasha

- The Human Resources Office is currently working on Open Enrollment.
- Human Resources is also wrapping up the Strategic Workforce Plan.

Tracy

- Regarding the Announcements Landing Page: At this point, we are unable to make it the landing page for those who have it bookmarked or type in “myjeffco.jeffco.edu”; however, Tracy will continue to search for a way to make this possible.
- IT will be retiring Everbridge for texting and emails. FAST is being used.

Blake - Not present to report.

Executive Session	<ul style="list-style-type: none"> <li>● Cabinet entered into Executive Session.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 11:11 a.m.

Respectfully Submitted,

Jennifer Baine  
 Senior Administrative Assistant to the Vice President of Academic Affairs  
 and  
 Shannon Schoenky  
 Senior Administrative Assistant to the Vice President of Student Services