

**CABINET MEETING
MEETING MINUTES
November 27, 2023, 8:30 a.m.
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: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:33 a.m.
Approval of Minutes	<p>The minutes of the November 13, 2023 Cabinet meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: John Linhorst motioned to approve the November 13, 2023 Cabinet meeting minutes. Second: Kim Harvey-Manus Approved by All
Future Trends - John and Tasha	<ul style="list-style-type: none"> This item was deferred to a future meeting.
Future Trends Landscape of Credentials - Chris Innovation - Chris Diversity, Equity, Inclusion, and Belonging - Josephine	<ul style="list-style-type: none"> Chris presented on the themes and action items of the Landscape of Credentials and Innovation future trends. Josephine presented on the theme and action items of the Diversity, Equity, Inclusion, and Belonging future trends.
HLC Annual Conference	<ul style="list-style-type: none"> The next conference will be held April 13-16, 2024, in Chicago. Kim shared the list of who has attended in previous years. With Josephine assuming the HLC Liaison role, her office will coordinate travel plans for attendees. Dena will attend the one-day President's meeting only. Attendees suggested: Josephine, Chris, Jan Johnson, Janet Akers, a Student Services representative (TBD), and a faculty member (TBD). Kenny will speak with the Associate Deans this week to determine which faculty member should be sent.
Leadership Academy Presentations	<ul style="list-style-type: none"> Dena noted that some of the presentations were outstanding, and that we need to ensure that the strong ideas continue to have traction. She asked what our next steps should be. Kim has reached out to Mineral Area College and East Central College to schedule a meeting to discuss feedback from the Beyond Boundaries presentation. Some of the topics could be included in SEM/R Open Forums, CTL sessions, or a Faculty In-Service Day (with staff included). Tasha will ask Kristen Sides and Kathryn Neff, from MAC, for their suggestions.

	<ul style="list-style-type: none"> There will likely be two Leadership Committee presentations per Extended Cabinet throughout the spring, and they may be abbreviated versions of the original presentation.
Access to Announcements for Outside Contracted Services	<ul style="list-style-type: none"> The Bookstore, food service, MoBap, and Heather Bond currently do not have access to our campus Announcement portal. The IT department has been working on getting outside agencies access. The goal is to have this access by March 15; however, it could be sooner. Until then, Tracy can be provided the name of an outside vendor who needs immediate access, and he will add them. When posting an announcement, employees are asked to leave the message up long enough to ensure that those out of the office will see it upon their return.
Missouri Comprehensive Fee Survey	<ul style="list-style-type: none"> Chris reviewed survey data and discussed reporting with Cabinet. Upon reviewing the list of common fees, Chris noted that other colleges did not include the textbook fee. However, we are still toward the top of the pack in how our total tuition and fees are being represented by MDHEWD. Josephine will check with Matt Husky and ask him not to include the \$24 fee next time he submits our tuition information.
Digital Approval Queue and Contract Signatures	<ul style="list-style-type: none"> The current digital approval tree is: Dept. Approver > John > Leslie > Daryl. Daryl sees every single item in the Banner approval system. Hard copy folders are also routed to approvers and end up with Daryl for final approval. Dena will approve any requests over \$25,000 until a new Vice President of Finance & Administration is hired.
Great Western Dining Services	<ul style="list-style-type: none"> There are 162 contracted days for food service with Great Western; unfortunately, these days did not include Monday, Tuesday, and Wednesday of Thanksgiving week. Alternate arrangements were made to provide food to students in housing. There were some negative comments made on social media. From December 18 - January 15, Great Western is not contracted to serve any hot meals, with the exception of the Early Childhood Center. Kim will talk to Keri Schmidt to find out how many students will remain in Viking Woods during the winter break. She is most concerned with residents' needs once campus reopens on January 4 through January 15. John noted that there will also be no food service provided during Spring Break week. Blake noted that the Vikings' Vault grant could be used for the purpose of providing food during these breaks of service with Great Western food service.
Potential Grant Opportunity	<ul style="list-style-type: none"> Josephine presented a federal grant opportunity through the Missouri Department of Natural Resources. The submission deadline to participate in the statewide collaboration is November 30. The grant could be used to install EV charging stations in the future. John and Dale will meet with Ameren on November 29th. John will share any relevant info for the grant with Josephine.
Standing Agenda Items	

Action Items List	<ul style="list-style-type: none"> Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Grants	<ul style="list-style-type: none"> No updates.
Purchasing	<ul style="list-style-type: none"> No updates.
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"> Two anonymous questions have been submitted to the President's Office recently; these will be addressed in this afternoon's Extended Cabinet meeting.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Final Board agenda items are due to Lisa today. <p>Chris</p> <ul style="list-style-type: none"> BAT-FAT - The first BAT-FAT meeting has been scheduled for January 30. FAT has submitted their list of items. The Leader posted an article on the front page regarding the ATS Culinary program and the Leader Holiday Dinner. Congratulations to the Hillsboro High School football team, who are heading to the State Championship. <p>Daryl</p> <ul style="list-style-type: none"> Jefferson College is the only community college in the State that doesn't have a negotiated in-direct cost rate. The College is exploring consulting services to assist with negotiating an in-direct cost rate that would be used with every agency for grants. <p>Kim</p> <ul style="list-style-type: none"> Admissions is hosting the Principal/Counselor Workshop tomorrow at 8:30 a.m. in the Viking Room. A situation recently occurred at the Arnold Recreation Center which could have impacted the safety at JCA. Kim will follow-up with JCPD Chief Parchim regarding lockdown procedures for the Arnold location. <p>Josephine</p> <ul style="list-style-type: none"> Chris Otto will present on the Potawatomi Trail in the Library from 2:00-3:00 p.m. this Thursday, November 30. <p>Kenny - No update.</p> <p>John</p> <ul style="list-style-type: none"> Many projects are in the works. <p>Tasha - No update.</p> <p>Tracy</p> <ul style="list-style-type: none"> Regarding eSports, IT staff met with an electrician to confirm the

	<p>requirements needed in the room (located in the Field House). IT will be ready to install hardware when the room is ready.</p> <p>Blake</p> <ul style="list-style-type: none"> ● Melissa McAlpine starts today as the new Foundation Administrative Assistant. ● Three new applications have been received for the Marketing Director position. ● The Foundation Board of Directors approved five new funding requests last week. ● The Foundation formed a task force to research and take proceeds from the Ault House and create a Board Designated fund.
Executive Session	<ul style="list-style-type: none"> ● If needed.
Adjournment	Time: 10:16 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
and
Lisa Vinyard
Executive Assistant to the President