

CABINET MEETING
MEETING MINUTES
April 12, 2021, 9:00 a.m.
Google Meet & Admin Board Room

MEMBERS (presence denoted by check):

- | | | |
|------------------|--------------------|-----------------|
| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS: Mark Janiesch, Jude Kyoore, Kristen Sides, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Institutional Research Updates	<p>Jude Kyoore joined the meeting to share his Data Discussions presentation and provide Institutional Research updates:</p> <ul style="list-style-type: none"> ● Full-Time and Part-Time Enrollment by Degree/Certificate-Seeking Status: Fall 2019 <ul style="list-style-type: none"> ○ Full-time enrollment numbers for both first-time and continuing degree/certificate seeking students were unusually higher than the comparison group median. ○ It was determined that high school students have been considered degree-seeking students when they should have been non-degree-seeking. ● Consumer Information Web Page: <ul style="list-style-type: none"> ○ This information is easier for people to access. ○ Jude shared an enrollment dashboard that he created which would allow demographic information to be viewed by clicking checkboxes. ● Data Request Form - The form was developed for people to use when requesting institutional data. It was suggested that the form be used internally. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Jude will add Data Request Form to Google Drive and share it with the Cabinet for input.
Staff Mentoring Program	<p>Kristen Sides joined the meeting to present on the Staff Mentoring Initiative. She reviewed the following:</p> <ul style="list-style-type: none"> ● How the initiative was developed. ● What mentoring is. ● Compass Crew - (1) would tie directly to S.A.I.L.S., and (2) would be appointed by supervisors. ● Who the program will serve - new hires within the first six months of employment. ● Who will serve as Guides/Navigators on the Compass Crew. ● How the Mentor position is defined. ● Expectations of Mentors. ● How success will be measured. ● Budget - Stipends for those staff members who serve as mentors.
Approval of Minutes	<p>The minutes from the April 5, 2021 meeting were presented for approval.</p> <p>ACTION:</p>

	<p>2. Motion: Kim motioned to approve the April 5, 2021 minutes. Second: Daryl Vote: All approved.</p>
<p>COVID Planning Review Alert Levels</p>	<ul style="list-style-type: none"> The County remains at the Orange level.
<p>Vaccine Clinic</p>	<ul style="list-style-type: none"> There are currently 124 people signed up for the COVID-19 Vaccination Clinic that will be held in the Field House on Tuesday, April 13. The College is working with Pharmax Pharmacy to hold the clinic. It was recommended that a medical professional be on-hand in case of an emergency. Chris suggested that an ambulance crew be requested. Thank you to all who have contributed to making this a successful event: IT, Marketing & Public Relations, Human Resources, Field House staff, and Contact Tracers. Volunteers are still needed. <p>ACTION:</p> <p>3. Chris will reach out to the local ambulance district about securing personnel for the vaccine clinic.</p>
<p>Campus Art Task Force</p>	<ul style="list-style-type: none"> An inventory will be taken of the art that is located across campus. A Task Force would be responsible for designating where art would be placed. A budget of \$1,000 a year will be made available for the purchase of new artwork. <p>ACTION:</p> <p>4. Chris will discuss expectations with the Campus Artwork Task Force and ask for their budget needs.</p>
<p>Leader Holiday Dinner</p>	<ul style="list-style-type: none"> The Leader has requested Friday, December 3, to hold this event.
<p>Public Website Discussion</p>	<ul style="list-style-type: none"> Enterprise Car Rental contacted the College because someone had rented a vehicle in Las Vegas claiming they were an employee of Jefferson College. The car was not returned and was later reported as stolen. At least four other individuals also attempted to secure rental vehicles as representatives of the College, but were unsuccessful. The College removed information regarding Enterprise rentals from the public side of the College website. Allan noted that documents that have been posted in the past and removed can often be found via search engine even after removal.
<p>Federal Disclosure Information</p>	<ul style="list-style-type: none"> Once per semester, the College is supposed to release federal disclosure information. It is available through the Consumer Information page. Kim recommends that responsibility for this remains with IR. <p>ACTION:</p> <p>5. Allan will ask Jude to make sure the federal disclosure information is updated and to distribute it to the campus community this month.</p>
<p>CCAMPIS Grant</p>	<ul style="list-style-type: none"> Kim shared the CCAMPIS Grants Checklist from the Child Development Center. Cabinet members had no concerns.
<p>HLC Conference Next Steps</p>	<ul style="list-style-type: none"> Twenty-five people participated in HLC sessions. Feedback will be shared at the Extended Cabinet meeting on Wednesday, April 15. Criterion Chairs will be asked to provide information. The HLC feedback will be shared with the Board at the May 13 meeting.

DHEWD Federal Funds Survey	<ul style="list-style-type: none"> ● DHEWD has shared a survey that is due next Monday. ● Any funds received would have to be spent by December 1, 2024. ● Potential projects to include: Vet Tech expansion, JCI to JCA, expansion along the Hwy 30 corridor. <p>ACTION:</p> <p>6. Mark Janiesch will complete the DHEWD Federal Funds Survey by Monday morning.</p>
Extended Cabinet	<p>Topics include:</p> <ul style="list-style-type: none"> ● Technology Plan ● CRRSAA Survey Results ● HLC Conference Review
Standing Agenda Items: Action Items List	<p>The Action Items list was reviewed for updates:</p> <ul style="list-style-type: none"> ● Completed - Chris will develop an ASI Renovation task force (Terry Kite will coordinate/lead). (#96) ● Completed - Kim will work with Carrie Greer and John Linhorst on ordering laptops for the enrollment incentive promotion. (#1) ● Removed - Daryl will review JCA plans with Dale and the project architect to come up with potential options for vacated 3rd floor space due to EMT/PAR closure. (#93) ● Completed - Kim and Daryl will prepare a list of questions regarding meal plans for Viking Woods and Daryl will arrange a meeting with Mike Kumpf to review. (#86)
Remote Work Requests	<ul style="list-style-type: none"> ● No new requests.
Strategic Workforce Planning	<ul style="list-style-type: none"> ● There were no Permissions to Fill submitted for approval. ● Monday's Cabinet/Strategic Workforce Planning meeting will be held at JCI.
Events Calendar	<p>The following requests for new events have been submitted:</p> <ul style="list-style-type: none"> ● Finals Fun Week - May 10-13, 2021 - APPROVED ● Literary Journal - May 4, 2021 - APPROVED ● Open Game Night (Legion of Gamers) - April 30, 2021 - APPROVED ● LEA Graduation - June 30, 2021 - APPROVED ● Updated - CNA Pinning - May 15, 2021 - APPROVED ● Fall Play - October 1-3 and October 8-10 - DEFERRED UNTIL MAY
Purchasing	<ul style="list-style-type: none"> ● The CARES Act Funding Spreadsheet dated 4/9/21 was reviewed. ● Discussion was held about renovating restrooms across campus to include floor-to-ceiling bathroom stall walls and doors.
Enrollment	<ul style="list-style-type: none"> ● No report.
Budget	<ul style="list-style-type: none"> ● No report.
Integrated Planning	<ul style="list-style-type: none"> ● No report.
Reports	<p>Dena - No report.</p> <p>Chris - No report</p> <p>Daryl - No report.</p> <p>Kim - No report.</p> <p>Allan</p> <ul style="list-style-type: none"> ● Karen Hester is receiving a distinguished PTK Advisor award.

	Tasha - No report
Adjournment	Time: 11:25 a.m.
Additional Documents	Attached documents reviewed during this meeting: 1. Alert Levels, Triggers, and Activities

Respectfully Submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction
and
Lisa Vinyard
Executive Assistant to the President and Board of Trustees