

CABINET MEETING
MEETING MINUTES
April 26, 2021, 8:00 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, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:00 a.m.
Approval of Minutes	The minutes from the April 12, 2021 meeting were presented for approval. ACTION: 1. Motion: Daryl motioned to approve the April 12, 2021 minutes. Second: Kim Vote: All approved.
Geese on Campus Follow-Up	<ul style="list-style-type: none"> ● Chris, Daryl, Dale, Dana Nevois, and Charlie Roberts will meet to form a plan regarding geese on campus in preparation for next year.
Town Hall - April 29	<ul style="list-style-type: none"> ● The recognition for retirees and years of service will be done at the beginning of the meeting. ● Cabinet reviewed the nine questions that were submitted.
Remote Work Announcement	<ul style="list-style-type: none"> ● Cabinet discussed an announcement regarding remote work that will be sent at the beginning of May.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● The County remains at the Orange level. ● The percent of positive tests for the County increased to 7%.
At-Home COVID Test Kits	<ul style="list-style-type: none"> ● Kim reported the first instance of a student submitting results from an at-home COVID test. ● After consulting with the Health Department, the College will not be accepting results from at-home tests.
Opening Week Planning	<ul style="list-style-type: none"> ● Miriam has received the names of the faculty award recipients. ● A presenter is being identified to speak about emotional intelligence. ● Cabinet discussed holding a workshop called “Skills for Bridging the Divide”, focusing on civil discourse through Braver Angels. ● The Assurance Argument Task Force meeting will be scheduled for Opening Week.
Finishings, Furniture, & Fixtures with Renovations	<ul style="list-style-type: none"> ● Dena would like to have a designated color palette for departments to choose from when making building and office updates.
ATS Parking	<ul style="list-style-type: none"> ● Due to the pandemic, more ATS students were allowed to drive to campus this year. High school counselors are requesting that this be continued. ● The Cabinet had no concerns.
Diversity Plan	<ul style="list-style-type: none"> ● The Diversity Committee asked if they have authority to implement the Diversity Plan since it was approved by the Board. ● Cabinet discussed how Board-approved plans relate to Board policy.
Art Subcommittee	<ul style="list-style-type: none"> ● Cabinet reviewed the Draft Administrative Policy and Procedure for Public Art Displays.

Standing Agenda Items: Action Items List	The Action Items list was reviewed for updates: <ul style="list-style-type: none"> ● Completed - Mark Janiesch will complete the DHEWD Federal Funds Survey by Monday morning. ● Completed - Chris will discuss expectations with the Campus Artwork Task Force and ask for their budget needs. ● Completed - Chris will reach out to the ambulance district about securing personnel for the vaccine clinic. ● Completed - Daryl will ask Richard Stephenson to provide the remaining portions of the agreement for the COL101 diversity program for review.
Remote Work Requests	<ul style="list-style-type: none"> ● No new requests.
Strategic Workforce Planning	<ul style="list-style-type: none"> ● The following Permissions to Fill were approved electronically since the last Cabinet meeting: <ul style="list-style-type: none"> ○ Faculty - PTA Coordinator; fill position that will be vacated by Jan Loida; budgeted for FY22. ○ Faculty - Art; fill position due to Blake Carroll's retirement. ○ Director II - EMT/PAR; reclassification and replacement position for Jim Bringer. ○ JCI Enrollment Services Assistant I; fill position that will be vacated by Mary Linderer.
Events Calendar	The following requests for new events have been submitted: <ul style="list-style-type: none"> ● SWK Grad Reception - 5/4/2021, 1:45-3:00 p.m., JCA Room 323 - <i>Approved</i> ● Jefferson County Foster Childrens' Fund Holiday Party - 12/10/2021, FH - <i>Deferred until early May</i>
Purchasing	<ul style="list-style-type: none"> ● Mark Janiesch joined the meeting for this discussion. ● The CARES Act Funding Spreadsheet dated 4-23-21 was reviewed.
Enrollment	<ul style="list-style-type: none"> ● Cabinet reviewed the Five-year Census Enrollment Report in FAST. <ul style="list-style-type: none"> ○ Fall 2021 headcount is at 910, compared to 427 for Fall 2020, and 1,084 for Fall 2019. ○ Fall 2021 credit hours are at 10,443, compared to 4,656 for Fall 2020, and 12,116.50 for Fall 2019. ● Cabinet also reviewed the Enrollment Reports and 5 Year Graphs.
Budget	<ul style="list-style-type: none"> ● Cabinet continued discussion on items being considered for CRRSAA funding. ● Daryl received budget requests for committees for FY22; several committees have requested increased funding. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl will share the list of committee budget requests with the Cabinet.
Integrated Planning	<ul style="list-style-type: none"> ● No report.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Zora Mulligan met with the Governor's Office regarding funding requests for Workforce Development, STEM, and deferred maintenance. ● Presidents and Chancellors will meet tomorrow to discuss funding requests. ● GEERS Excel results will be announced on May 11. ● A year-end survey will go out to members of the Extended Cabinet. ● Cabinet meetings will continue weekly for the summer, with an 8:00 a.m. start time. <p>Chris</p> <ul style="list-style-type: none"> ● The Academic Plan Task Force meets today.

	<ul style="list-style-type: none"> ● A POST cohort with the Jefferson County Sheriff’s Department is being developed for the Law Enforcement Academy. ● The Dispensary Agent program went well, with two cohort groups participating. ● Chris participated in the Workforce 2030 Conference to discuss post-pandemic economies, including Readiness, Remote, Logistics, Automated, and Green. <p>Daryl</p> <ul style="list-style-type: none"> ● Daryl and Roger met with Mercy representatives last week regarding the on-campus clinic. Mercy is struggling to staff the clinic, but they plan to continue in the fall and hold a Grand Reopening. <p>Kim</p> <ul style="list-style-type: none"> ● The MACHB Survey results will be presented at 2:00 p.m. on May 24. Kim will send a calendar invite to the Cabinet. ● Viking Woods rent will increase 5% for 2021-2022. ● Families will be charged 25% to hold their spots at the Child Development Center over the summer. ● The Virtual Honors Recognition Ceremony will premiere on Facebook Live tomorrow night (April 27) at 6 pm. <p>Allan - No report.</p> <p>Tasha - No report</p>
Adjournment	Time: 11:04 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ul style="list-style-type: none"> 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