

CABINET MEETING
MEETING MINUTES
May 17, 2021, 9:00 a.m.
Google Meet & Admin Board Room

MEMBERS (presence denoted by check):

- ✓ Chris DeGeare
- ✓ Daryl Gehbauer

- ✓ Kim Harvey-Manus
- ✓ Dena McCaffrey

- ✓ Allan Wamsley
- ✓ Tasha Welsh

GUESTS: Roger Barrentine, Mark Janiesch, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Budget Updates	<p>Mark Janiesch joined the meeting to provide Budget updates:</p> <ul style="list-style-type: none"> ● The student allocation of the ARP has not yet been received; however, institutional funds have been received. ● Some student outstanding balances will be paid off with the ARP funds. ● We still have over half of the student allocation to spend. ● \$518,000 has been disbursed to 818 Spring 2021 students. ● The wireless infrastructure has been included in the expenses. ● MDHE should inform the College about the EXCELS funding by June 16. ● Renovations to the Cafeteria were discussed in regard to utilizing County funds for this potential project. ● Unexpended computer replacement funds will be carried-over to next fiscal year. ● Costs associated with FLAC have already been paid. ● It was determined that \$70,000 in funding from the Jefferson Foundation for the NEST was not received. ● No questions have been received regarding the Budget Assumptions distributed at the May Board meeting.
Approval of Minutes	<p>The minutes from the May 10, 2021 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Daryl motioned to approve the May 10, 2021 minutes. Second: Chris Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● The County is in the yellow level. ● The County's positivity rate is at 5%, which is almost to the green level.
New CDC Mask Guidance/Summer Protocol	<p>Roger Barrentine joined the meeting for the discussion regarding changes to our mask requirement, due to new CDC guidance:</p> <ul style="list-style-type: none"> ● 114 employees responded to the COVID-19 survey with 75% of those respondents indicating that they are fully vaccinated. ● 20% of the 63 students, temporary employees, and adjuncts respondents indicated they are not planning to get vaccinated. ● Given last week's CDC guidance, it seems unlikely that the College can continue a mask mandate. ● 37% of Jefferson County residents have received or are in the process of getting vaccinated. ● College messaging will indicate that fully-vaccinated individuals will not be

	<p>required to wear masks but are welcome to do so if they prefer.</p> <ul style="list-style-type: none"> ● The COVID-19 Dashboard can be taken down at this point. ● Building protocols to be revised as follows: <ul style="list-style-type: none"> ○ Three-foot distancing will be maintained for the summer. ○ Plexiglass dividers can be taken down at desks per employees' discretion. ○ Entrance and Exit signs will be removed on the doors. ○ Dividers in building vestibules will be taken down. ○ Sanitation stations will remain in place. ● Kim will reach out to other area schools to find out if they are continuing with contact tracing. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Roger will send a campus announcement today with new protocols effective immediately.
Summer/Fall Vaccine Clinic	<ul style="list-style-type: none"> ● Kim has spoken with a representative of the Medicine Shoppe in DeSoto regarding offering a vaccine clinic in the Summer or Fall. ● A decision will be made at a later date regarding another vaccine clinic.
Commencement Follow-Up	<ul style="list-style-type: none"> ● Dena gave kudos to Stacey Wilson and everyone else for their hard work. ● Much positive feedback has been received.
Food Trucks/Movie Night	<ul style="list-style-type: none"> ● Daryl has received positive feedback about a Food Trucks/Movie Night. ● Daryl and Debbie Bonham are checking out the Herb N Sprawl food truck.
Linda K. Johnston Assessment Awards	<ul style="list-style-type: none"> ● The Assessment Committee selected Imran Shah and Terry Kite as the faculty and staff award recipients. ● Each recipient will receive a \$250 stipend (processed by the Foundation) and a certificate. ● Allan will update the nameplate to include their names. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Chris and Jennifer will propose an increase in the stipends for the Assessment awards, as well as for the Certified and Classified Staff awards, for next year, and will produce the Assessment award recipient certificates.
Food Service Follow-Up	<ul style="list-style-type: none"> ● Both Dena and Daryl have spoken with Kevin Carbery of the Leader newspaper regarding the letter received during Public Communication at the Board meeting. ● Inaccuracies in the letter were noted; however, we are unsure how the article will read once published. ● Daryl has spoken with Mike Kumpf, owner of Food Service Consultants, who has positive comments about the College and was not part of the letter submitted to the Board. ● It is anticipated that catering for the Child Development Center may be more expensive than in the past; however, a final price has not been determined.
Standing Agenda Items: Action Items List	<p>The Action Items list was reviewed for updates:</p> <ul style="list-style-type: none"> ● Dena will draft an announcement regarding Summer 2021 COVID protocols for the College. - COMPLETED ● Allan will ask Jude to make sure the federal disclosure information is

	updated and to distribute it to the campus community this month. - COMPLETED
Strategic Workforce Planning	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> ● Senior Instructional Designer - replacement for Anastasia Luettecke. This position will be further discussed. ● Mail Clerk - replacement for Sheila Thierjung - Approved ● Nursing Clinical Faculty - replacement for Sarah Akridge who accepted didactic nursing faculty position - Approved ● Help Desk Assistant - replacement for Patricia Darby - Approved ● IT Tech - replacement for Isaac Perry - Approved ● Part-time Regular Enrollment Services Assistant for JCA - new position, Mary Linderer replacement to JCI (full-time) - Approved
Purchasing	<ul style="list-style-type: none"> ● Review of the CARES Act Funding Spreadsheet was included under Mark Janiesch's report.
Enrollment	<ul style="list-style-type: none"> ● Summer headcount is down 8.82% and credit hours are down 9.1%. ● A text follow-up may be done to those students contacted during the recent call-a-thon. ● Online enrollment is down; however, face-to-face is increased compared to last year. ● Other institutions are offering attractive incentives for summer enrollments.
Budget	No discussion.
Integrated Planning	<ul style="list-style-type: none"> ● Information that has been gathered will be added to the Facilities Master Plan. ● The Academic Plan is in good shape. ● Dena has requested that Tracy provide an update on the Technology Plan when he next attends Cabinet.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Dena is scheduled to meet with the Diversity Co-Chairs later this week. <p>Chris</p> <ul style="list-style-type: none"> ● They are working to hire an EMT/Paramedic Program Director. ● Chris and Sue are working on Enhancement Grant funding. <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> ● The Vaccine Clinic held on Tuesday, May 11, was a successful event. ● A meeting about texting is scheduled today with Millennium representatives. <p>Allan</p> <ul style="list-style-type: none"> ● ATS classes will be coming to a close soon. ● Cabinet offered kudos to Allan for managing the ATS responsibilities this year. <p>Tasha</p> <ul style="list-style-type: none"> ● HR is utilizing the PeopleAdmin Onboarding module for the first time beginning this week.

	<ul style="list-style-type: none"> ● Certified and faculty contracts will be delivered electronically beginning this summer. ● Hoping to get feedback on this year’s shorter version of performance reviews. ● HR staff has been incredibly busy with participating in all the search committees; this practice will continue as it has proven very beneficial. ● Cabinet was asked to think about Strategic Workforce Planning for the upcoming Cabinet Retreat. ● Tasha is working on revising the Grievance Policy as well as drafting a Remote Work Policy.
Adjournment	Starting next week, meetings will begin at 8:30 a.m. for the summer. Time: 10:53 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. Alert Levels, Triggers, and Activities

Respectfully Submitted,

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