

CABINET MEETING
MEETING MINUTES
June 14, 2021, 8:30 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, Jennifer Baine, Lisa Vinyard, Miriam Helms

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:33 a.m.
Budget Updates	<p>Mark Janiesch joined the meeting to provide Budget updates with FY 2023 and FY 2024 projections:</p> <ul style="list-style-type: none"> ● Tasha shared concern regarding not including a cost of living increase in FY 2023 as the College may lose potential candidates to outside organizations who can pay more with minimum wage for part-time positions. If we want to attract quality employees, we must remain competitive. ● The College is limited in regard to the revenues. ● Distribution of CARES funding for students may need to be extended. ● Will circle back around for further discussion at a future meeting. ● Payment of student past-due balances with CARES funding needs to be finalized. ● Should the College consider accessing the Mental Health and/or Homelessness funding through the County and/or COMTREA? ● Mark/Allan will get the complete furniture list from Sheree Bell and share it with the Cabinet (specifically Dena). ● Dale will repaint the sheriff's building. B&G will repaint the striping on campus. ● Next Cabinet meeting will be an extended meeting at 9:00am on July 12th. <ul style="list-style-type: none"> ○ Prior to the meeting, members will review Projects in Process and rank them in tiers for discussion at the July 12th meeting.
Approval of Minutes	<p>The minutes from the May 24, 2021 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the May 24, 2021 minutes. Second: Allan Vote: All approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● No new cases on campus, and no change in alert level.
CARES Project Management	<p>Miriam shared the Project Tracking Sheet</p> <ul style="list-style-type: none"> ● Miriam has met with staff across campus to get updates on the CARES projects. ● This information was obtained from the CARES spreadsheet, then expanded to track additional information. ● The Project Tracking Spreadsheet will need to be compared to the CARES

	<p>spreadsheet regularly and updated.</p> <ul style="list-style-type: none"> ● Miriam live-shared her GANTT chart for the ATS project with the Cabinet. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Miriam will share her Project Management drive with the Cabinet members.
New CDC Guidance and Department of Education Handbook	<ul style="list-style-type: none"> ● Kim is currently reviewing the Handbook. ● Prevention strategies are encouraged, and other guidance was reviewed. ● CDC is recommending physical distancing of six-feet; Jefferson College has adopted guidance from the Jefferson County Health Department and communicated three-feet physical distancing. ● Masks are encouraged for anyone wishing to wear one, but the College will neither mandate nor discourage use.
B. Ray Henry Award	<ul style="list-style-type: none"> ● B. Ray Henry Award nominations were reviewed. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Jennifer and Lisa will speak with the Foundation regarding recipient awards and stipends.
Opening Week	<p>Chris shared the draft Schedule of Events for Opening Week.</p> <ul style="list-style-type: none"> ● Required sessions will be scheduled on Monday and Tuesday. ● May consider offering the Braver Angels session more than one time to allow another opportunity for faculty and staff to attend this session. ● A determination needs to be made regarding how food will be handled on Monday. <ul style="list-style-type: none"> ○ Breakfast: Grab & go as was done last year or a catered buffet? ○ Lunch: Will Follett provide lunch? ● Institutional Committee Updates and Campus Updates will be shared at the State of the College at the end of September rather than during Opening Week. ● Images of new hires and campus renovations will be shared via a slideshow during lunch.
Institutional Data Request Form	<ul style="list-style-type: none"> ● Allan shared the revised draft of the Institutional Data Request Form, accessible via MyJeffco. ● The purpose of the form is a formalized method to request data. ● The form will be shared via a campus announcement. ● The Cabinet will review requests that Jude finds out of the ordinary at their regular Monday meetings.
Virtual/Hybrid Meetings	<p>As a follow-up from the May 24 Cabinet meeting, the following was discussed:</p> <ul style="list-style-type: none"> ● Chris shared that this topic was discussed at the last Instructional Division meeting. ● The expectation going forward is that meetings will be held face-to-face with a virtual option offered as needed. ● Remote option means working “from your office”, not from home.
Purchasing Process Review / Purchasing Card Approvals	<p>As a follow-up from the May 24 Cabinet meeting, the following was discussed:</p> <ul style="list-style-type: none"> ● When a person resigns, and if that employee has a credit card, the Business Office shuts down that card.

	<ul style="list-style-type: none"> ● Keys and IDs are collected upon resignation/retirement.
Accreditation Committee Co-Chair	<ul style="list-style-type: none"> ● No progress was made on this item.
2022 Commencement Ceremonies	<ul style="list-style-type: none"> ● Kim and Stacey, as well as the Commencement Committee, have discussed having several smaller ceremonies versus having two on Saturday, weighing the pros and cons of both. ● The small number of graduates that responded favored the smaller ceremonies. ● Agreed to three ceremonies: Friday at 4:00 p.m. and Saturday at 10:00 a.m. and 1:00 p.m. ● Faculty and staff who attended a Friday ceremony in 2021 should attend one of the Saturday ceremonies in 2022.
Early College Tuition Outside District	<ul style="list-style-type: none"> ● We will be extending the early college tuition rate to high schools outside of Jefferson County. We currently do not have any participation outside of our service area, but there have been some inquiries.
Student Participation on Committees	<ul style="list-style-type: none"> ● MCCA gives small scholarships to encourage student participation on committee groups. ● Jefferson College normally pulls students from leadership groups; although, it was discussed that bookstore gift cards could be used as incentives for participation. More discussion is needed.
Community Service Leave	<ul style="list-style-type: none"> ● Community Service Leave was discussed, specifically how it affects hours worked outside normal hours for non-exempt employees (e.g., overtime). ● Moving forward, supervisors will need to identify employees' hours and the impact of claiming Community Service Leave (and affecting possible overtime associated with another event) as it may be dis-incentivizing employees to claim Community Service Leave if they are then not eligible for overtime. <p>ACTION:</p> <p>4. Lisa will send the Community Service Leave Policy to Cabinet for review.</p>
Staff Appreciation Picnic	<ul style="list-style-type: none"> ● This event is normally held in July for staff. ● Cabinet can provide lunch with a few games (e.g., cornhole, washers, etc.) ● July 21 was identified as the date for this year's picnic, 11:00am - 1:30pm.
Cabinet Retreat	<p>Dena reviewed the Cabinet Retreat Agenda scheduled for Monday, June 21.</p> <ul style="list-style-type: none"> ● Retreat will be held at JCA. ● Dena will work with Lisa to update the agenda and distribute it to the Cabinet members for review.
Standing Agenda Items: Action Items List	<p>The Action Items list was reviewed for updates:</p> <ul style="list-style-type: none"> ● Does the College reimburse for lunches on one-day trips? <ul style="list-style-type: none"> ○ According to the IRS, it is taxable income for the employee; therefore, we are not supposed to reimburse this. That being said, reimbursing for a one-day trip has been the College's practice with negligible consequences; therefore, it would be fine to continue this way.
Strategic Workforce Planning	<p>The following Permissions to Fill were approved:</p> <ul style="list-style-type: none"> ● The Senior Instructional Designer position was approved.
Purchasing	<p>No report.</p>

Enrollment	No report.
Budget	No report.
Integrated Planning	No report.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Consideration of a “no meeting day” for all employees may not be necessary at this point given the summer schedule. <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> ● Several bids were received on Thursday for the MicroMarts. <ul style="list-style-type: none"> ○ Some companies offered the College commissions. ○ Only one of the bids included the Child Development Center lunches. ○ Checked with local catering companies to determine interest; so far no bids have been received. <p>Kim - No report.</p> <p>Allan - No report.</p> <p>Tasha</p> <ul style="list-style-type: none"> ● Human Resources is being renovated; staff is being relocated mostly to the Library.
Adjournment	Time: 11:53 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. Alert Levels, Triggers, and Activities

Respectfully Submitted,

Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction
and
Lisa Vinyard
Executive Assistant to the President and Board of Trustees