


CABINET MEETING
MEETING MINUTES
August 30, 2021, 9:00 a.m.
Administration Building Board Room

MEMBERS PRESENT: Chris DeGeare, Daryl Gehbauer, Kim Harvey-Manus, Dena McCaffrey, Allan Wamsley, Tasha Welsh

GUESTS: John Linhorst, Tracy James, Jennifer Baine

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:15 a.m.
Diversity Committee Updates	Due to technical difficulties, the Diversity Committee Updates presentation will be rescheduled.
Deferred Maintenance	<ul style="list-style-type: none"> ● No update due to time.
Telephony and Computing Presentation Follow-Up	<p>John Linhorst provided a Telephony and Computer Presentation follow-up:</p> <p>Telephony Services</p> <ul style="list-style-type: none"> ● The College will need to invest in additional licenses for the current telecommunications system (due to renewal being in October). ● At the Cabinet’s request, John will trace where the June and July Friday outgoing phone calls originated (approx. 300/day). ● John will return to Cabinet to share pricing for a mix of the current phone system and other options the College may want to consider. ● A recommendation was made to order a few soft phones as a pilot project. ● Cabinet agreed that the College should move away from the legacy copper wire system for the phones. <p>Computing</p> <ul style="list-style-type: none"> ● Lower priced laptops run \$725-\$775. They do not have a docking station and are made of a lightweight plastic. ● Higher grade laptops run \$1400-\$1450 and have a metal-clad housing and come with a docking station. ● Daryl recommended identifying approximately 25-30 staff who need a laptop and to pilot the program, rather than changing out all 90 of the desktops currently identified as needing replacement. <ul style="list-style-type: none"> ○ These could be funded via Capital Expenses or ARPA. ○ Staff chosen to pilot this program will be employees who currently utilize their VPN access. ○ The 90 desktops on schedule to be replaced this year could be delayed until next year, with only the Enhancement Grant funded replacements made this year. ● It was confirmed that IT staff will begin the upgrades focusing on those staff with copper wire and remote users plus 30 current [staff] VPN users. ● It was also determined that the College needs to obtain pricing for security enhancements implementation.
Approval of Minutes	<ul style="list-style-type: none"> ● Approval of the minutes from the August 23, 2021 meeting was deferred until the September 8, 2021, meeting.
MoExcels	<ul style="list-style-type: none"> ● This item was deferred to the September 8, 2021, meeting.

COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● No updates.
Protocols for Positive Cases	<ul style="list-style-type: none"> ● This agenda item was deferred to the September 8, 2021, meeting.
COVID-19 Vaccines Myths/Facts Email	<ul style="list-style-type: none"> ● This item will be added to the September 13, 2021, meeting agenda for further discussion.
COVID-19 Vaccine Challenge Numbers	<ul style="list-style-type: none"> ● This item was deferred to the September 8, 2021, meeting.
Braver Angels Event	<ul style="list-style-type: none"> ● Chris mentioned that Braver Angels is hosting an upcoming national debate on Critical Race Theory in schools. If you are interested in joining, he can send you the information. Note that there is a fee associated with this debate.
Ex-Employee Access to IT Resources	<ul style="list-style-type: none"> ● Currently, when an employee ends their employment with the College in “good standing,” they can continue to log in to their MyJeffco account for 12 months. This also allows access to the employee’s Google Drive. ● Going forward, former employees will no longer have permission/access to their Google Drives. ● The Clearance Form that departing employees are required to complete will be revised as follows: <ul style="list-style-type: none"> ○ IT will be included as a required signature to confirm the departing employee’s roles in MyJeffco are removed. ○ The Supervisor requirement/signature will be revised to include the following: “ownership of departing employee’s files/forms/meetings have been transferred.” ● It was pointed out that it may be a little more difficult to track part-time employees, adjunct instructors, students, and contractors in regard to when their access should be removed. ● This topic will be discussed further at the September 8, 2021, Cabinet meeting.
Athletics Declarations	<ul style="list-style-type: none"> ● Deferred to the September 8, 2021, meeting.
Flu Vaccine Event for Students	<ul style="list-style-type: none"> ● Deferred to the September 8, 2021, meeting.
Standing Agenda Items	<ul style="list-style-type: none"> ● Deferred to the September 8, 2021, meeting.
Action Items List	<ul style="list-style-type: none"> ● Deferred to the September 8, 2021, meeting.
Strategic Workforce Planning	<ul style="list-style-type: none"> ● Permissions to Fill, etc. <ul style="list-style-type: none"> ○ ATS Senior Instructional Designer is re-posted. ○ Coordinator of Student Wellness and Counseling Services still needs grading.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet 8 30 21
Enrollment	<ul style="list-style-type: none"> ● Upcoming Resource Fair (September 8, 2021) <ul style="list-style-type: none"> ○ Kona Ice will be on campus with free shaved ice for students. ○ Dena stated she would like to make that day a Viking Spirit Day.
Budget	<ul style="list-style-type: none"> ● Daryl stated that he has a question about the stage floor in the Fine Arts building. He said that the price is coming in nearly twice as high as budgeted. There has only been one bid done.
Planning	<ul style="list-style-type: none"> ● No discussion.
Reports	Dena <ul style="list-style-type: none"> ● Governor Parson announced today that he is ending the current State of

	<p>Emergency as of December 31, 2021.</p> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> • The MicroMart is now open in the Career & Technical Education building. <p>Kim - No report.</p> <p>Allan</p> <ul style="list-style-type: none"> • Canvas - There was an issue related to term length during the summer. During this time, there was a lack of communication between Banner and Canvas. Approximately 150 modifications have been made regarding the issue. <p>Tasha - No report.</p>
Adjournment	Time: 11:00 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ul style="list-style-type: none"> 1. Alert Levels, Triggers. 

Respectfully Submitted,

Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction