



CABINET MEETING
MEETING MINUTES
September 13, 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: Richard Stephenson, Jude Kyoore, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:02 a.m.
Diversity Committee	<ul style="list-style-type: none"> ● Richard Stephenson shared some of the highlights from the Diversity Committee’s summer retreat. <ul style="list-style-type: none"> ○ Of note, an integrated task force will be created to work on the next five-year plan. This task force will include members from inside and outside of the Diversity Committee at the request of the President and the other Cabinet members. A survey to the College community would also be relevant in developing the next five-year plan. ● Approaches such as those learned through Braver Angels will continue to be used. ● The EVERFI DEI module has been placed into the FYE classes. ● The Diversity Committee has partnered with SQSH. ● The Diversity Committee is looking for feedback on topics people want to have conversations about which are related to diversity.
Institutional Research Updates	<ul style="list-style-type: none"> ● Jude Kyoore presented an update regarding Student Performance to the Cabinet. It was suggested to also look at data from the remedial math pathway (basic math, beginning algebra, intermediate algebra, and college algebra) to see percent of students who made it through the entire sequence to graduation and the percent that did not and, therefore, never graduated. ● IR will research how many students are coming to Jefferson College for CORE42 coursework and then leaving before they graduate.
Approval of Minutes	<p>Minutes from the August 23, 2021, August 30, 2021, and September 8, 2021 meetings were presented for approval.</p> <p>ACTION:</p> <p>Motion: Dena made the motion to approve all three sets of minutes.</p> <p>Second: All</p> <p>Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ●  Alert Levels, Triggers, & Activities ● The College plans to send out a mask protocol update every 30 days. ● Jefferson County remains in the Red status. ● Employees may work from home while on quarantine, even with a positive Covid diagnosis.
Degree Works Academic Planner	<ul style="list-style-type: none"> ●  Follow a clear path to graduation ● The Academic Planner component is included with Degree Works, but bids would be needed for implementation. One bid is \$26,000.

	FURTHER DISCUSSION NEEDED.
State of College Town Hall Agenda- October 11	<ul style="list-style-type: none"> ● Cabinet reviewed the DRAFT Agenda - State of the College and discussed additional items to share at the meeting. ● A Save the Date will be sent out this week; included will be a request for questions to be answered during the Q&A portion of the meeting. ● The final agenda and presentation will be discussed again at the October 4 Cabinet meeting.
Extended Cabinet Meetings	<ul style="list-style-type: none"> ● Possible agenda items for the September meeting include the following: <ul style="list-style-type: none"> ○ Athletics expansion (Kim) ○ Strategic Plan review of key deliverables (Allan) ○ Renovations of Arts & Science I and II and possible renaming and renumbering of these buildings (Chris) ○ Possible renumbering of CTE building (Chris) ○ Health insurance (Tasha)
Cabinet Retreats	<ul style="list-style-type: none"> ● Lisa will be sending e-invites to Cabinet members for half-day, monthly retreats through March.
BOT Work Session - September 23	<ul style="list-style-type: none"> ● Athletics Update (Kim & Athletics staff) ● Facilities Master Planning (including a campus tour) <ul style="list-style-type: none"> ○ This topic will be discussed further at the Extended Cabinet meeting on September 28.
Gender Neutral Restrooms	<ul style="list-style-type: none"> ● Cabinet discussed signage for gender neutral restrooms across campus. ● Cabinet would like the Diversity Committee to distribute a campus-wide survey to obtain feedback on this matter before a final decision is made on signage. ● A gender neutral restroom may be included on one floor of the ASI building with the renovations.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Cabinet members will review the Actions Items List and update as needed.
Strategic Workforce Planning	<ul style="list-style-type: none"> ● Permissions to Fill: <ul style="list-style-type: none"> ○ The part-time Courier position is awaiting approval.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet 9-10-21.xlsx
Enrollment	<ul style="list-style-type: none"> ● Kim reported that there are still approximately 300 students that will be registered for dual credit classes in the Fall 2021 semester.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● No discussion.

Reports	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> ● College Holiday Party: <ul style="list-style-type: none"> ○ The Civic Center is on hold as the location for the event. ○ A virtual prize drawing will be offered. ○ Attendance prizes were discussed. ○ Masks protocols will follow what the College has in place at that time. ○ Employees only will be included again this year; no guests due to social distancing. <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> ● The Office on Violence Against Women (OVW) one-year grant extension has been approved. <p>Allan - No report.</p> <p>Tasha - No report.</p>
Adjournment	Time: 11:27 a.m.

Respectfully Submitted,

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