

CABINET MEETING
MEETING MINUTES
October 11, 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: Jude Kyoore, Tracy James, John Linhorst, Mark Smreker, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Institutional Research Updates	<p>Jude Kyoore provided the following Institutional Research updates:</p> <ul style="list-style-type: none"> ● After extensive review, fall 2021 headcount decreased by 1.6% and credit hours decreased by 0.92% from fall 2020. ● Enrollment Increased for all student types (New, Transfer, High School) except for Continuing/Returning students, which decreased about 9 %. ● Jude shared the updated Enrollment dashboard which includes the fall 2021 Census. <ul style="list-style-type: none"> ○ The Census Report was calculated incorrectly this year. As of today, CJ and the team are working to update the report. ○ For Jude: Why are the reports/tables different? <ul style="list-style-type: none"> ■ Per Jude, the FAST report was pulling data from two daily reports and not the census Banner tables which is what it was supposed to be pulling from. Even with that, it was not populating the previous year report with the right figure even using the daily report and thus the discrepancies. ● The previous years are not too far off from actual numbers. <ul style="list-style-type: none"> ○ Jude has gone back 3 years to confirm exact numbers. ● The extended NCCBP scope is under review and will require further deliberations to be able to fully participate in the next collection cycle. ● As part of our membership with NCCBP, we stand to benefit from the extended reports that NCCBP has rolled out recently. However, they come with extra reporting requirements which some of them we are not currently collecting. Though they have the potential to benefit us, we are currently not in the position to fully participate in all. <ul style="list-style-type: none"> ○ At this point, we have already submitted data for the Enrollment Tracking report but have yet to participate in Cost and Productivity as well as Student & Administrative Services. <ul style="list-style-type: none"> ■ Are CIP codes needed for all instructional faculty? This may need further discussion. ■ The deadline is at the end of September. ■ Jefferson College would voluntarily participate. ■ This is useful for accreditation. ● Jude would need information by June for the August report. ● It is approximately a six-month project to update everything that Jude has introduced, which is all necessary.
Ex-Employee Access to IT Resources	<ul style="list-style-type: none"> ● Many schools disable accounts as soon as employees leave. ● If a superuser does a transfer of ownership, all of their files will be

	<p>transferred to the new owner.</p> <ul style="list-style-type: none"> ● Employees who are leaving the College or a department should sign over their Google documents to their supervisor as part of their exit process. <ul style="list-style-type: none"> ○ If the employee still needs access, the former supervisor can allow the employee editor access as long as they need it. ● A termination will cause IT to disable the account. ● In individual accounts, such as the <i>Permissions to Fill</i> document, the person would have to be manually removed. ● Add to the Employee Exit Checklist for HR. ● Transfer should be done approximately two-weeks prior to the employee's exit. ● View and Comment access could remain for Google Drive, if needed. ● IT will reassign Google Drive to the supervisor. ● HR Transfer Form needs to be developed. It should cover file transfer and IT rights. ● Debbie Fink has been working on identifying employees from Banner who have not been paid in over two years. HR will then check to see if these people need to be re-hired or formally separated from the College. ● The IT Help Desk will not re-enable an employee account without contacting Mark, Tracy, or John. ● IT will purge student email accounts for any students who have not been enrolled in at least the past one academic year. <ul style="list-style-type: none"> ○ IT will give a 90-day lead time prior to termination.
Approval of Minutes	The minutes from the September 27, 2021 and October 4, 2021 meetings will be presented for approval at the October 18, 2021 meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities
Wildlife Sub-Committee Proposal	<ul style="list-style-type: none"> ● This agenda item was postponed.
State of the College/Town Hall	<ul style="list-style-type: none"> ● Shannon Schoenky will be running the slides. ● Cabinet reviewed the questions submitted for the State of the College.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items will be reviewed individually.
Strategic Workforce Planning Permissions to Fill	<ul style="list-style-type: none"> ● No discussion.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet
Enrollment	<ul style="list-style-type: none"> ● No discussion.
Budget	<ul style="list-style-type: none"> ● No discussion.
Planning	<ul style="list-style-type: none"> ● No discussion.
Reports	Cabinet member reports were not provided due to time constraints.
Adjournment	Time: 10:55 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