

**CABINET MEETING**  
**MEETING MINUTES**  
**November 15, 2021, 9:00 a.m.**  
**Administration Building Board Room**

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

**GUESTS:** Kim Garzia, Lisa Pritchard, Mark Janiesch, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Budget and Forecasting Updates	<p>Mark Janiesch shared <a href="#">budget and forecasting updates</a>:</p> <ul style="list-style-type: none"> <li>● The revised beginning percent of revenues is 28.12%, improved from 27.02%.</li> <li>● We are not budgeting with state revenues this year.</li> </ul> <p>Mark shared the <a href="#">ATS Program 9-year Comparison through FY21 spreadsheet</a> for discussion.</p> <p>Cabinet reviewed the <a href="#">CARES Act Funding Spreadsheet</a>:</p> <ul style="list-style-type: none"> <li>● There is an issue with the High Speed Internet and Wifi at Vet Tech and Observatory item, due to cabling through the creek. We could core through the bridge, drill under the creek, or connect the cabling to the bridge (which is not recommended).</li> <li>● ASI - new quote for HVAC work is \$250,000. The number might be for the entire project; Daryl is checking into it.</li> </ul>
ASI Student Survey Results	<p>Lisa Pritchard and Kim Garzia reviewed the <a href="#">ASI Student Survey results</a>:</p> <ul style="list-style-type: none"> <li>● A ranking question was included.</li> <li>● 12 faculty responses were not included, as the focus is on student responses.</li> <li>● They would like to get surveys out for other areas in late January or early February.</li> <li>● It was agreed that these surveys are valuable data to have.</li> </ul>
Approval of Minutes	The minutes from the <a href="#">November 1, 2021</a> and <a href="#">November 8, 2021</a> meetings will be reviewed at the next Cabinet meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> <li>● <a href="#">Alert Levels, Triggers, and Activities</a></li> <li>● Jefferson County is in the same category.</li> <li>● Roger Barrentine will send out a new mask reminder email later today.</li> </ul>
Retiree Feedback	<ul style="list-style-type: none"> <li>● <a href="#">Retiree Feedback - Succession Planning</a></li> <li>● Cabinet discussed the suggestion and will consider it as the need arises.</li> </ul>
MCCA Convention Review	<ul style="list-style-type: none"> <li>● Dena thanked everyone who participated in presentations.</li> <li>● A virtual follow-up meeting will be scheduled so participants can provide feedback.</li> </ul>
Cabinet Retreat - Budget/SWP	<ul style="list-style-type: none"> <li>● Tasha will provide information regarding what comes next.</li> </ul>
Volleyball Team Nationals	<ul style="list-style-type: none"> <li>● The team leaves between 1:00-2:00 p.m. tomorrow to head to Hutchinson, Kansas, for the NJCAA National Volleyball Championship tournament.</li> <li>● The Foundation is putting together snacks/goodie bags for the players.</li> </ul>

	<ul style="list-style-type: none"> <li>● A Jeffco Spirit Day will be celebrated on Tuesday, November 16, to wish the team well. <ul style="list-style-type: none"> <li>○ We will try to get as many people outside to send them off as possible.</li> <li>○ JCPD may be asked to escort them off-campus.</li> </ul> </li> </ul>
<b>ATS Advanced Carpentry Land</b>	<ul style="list-style-type: none"> <li>● Chris and others met with the Hillsboro building inspector to visit a site with four developable lots that can be sold as a package.</li> <li>● Dan Govero thinks that they are ready for building without blasting.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Dena will add a property discussion to the next Board Executive Session.</li> <li>2. Chris, Daryl, and Mark Fuchs will meet with Blake Tilley regarding a possible Foundation donation of land for ATS Advanced Carpentry.</li> </ol>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>● Monday Meeting Action Items will be individually reviewed and updated as needed.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>3. Cabinet members will review all Action Items for updates prior to the end of November.</li> </ol>
Strategic Workforce Planning Permissions to Fill	The following Permission to Fill was approved: <ul style="list-style-type: none"> <li>● Director of Student Support Services, due to Teresa Schwartz’s anticipated resignation.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● <a href="#">CARES Act Funding Spreadsheet</a> - discussed during Budgeting and Forecasting Updates.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● Final BOT agenda items are due to Lisa Vinyard today.</li> <li>● Dena would like a few individuals who attended the MCCA Convention to share highlights of the Convention with the Board at the December 2 meeting.</li> </ul> <p>Chris - No report.</p> <p>Daryl</p> <ul style="list-style-type: none"> <li>● Daryl provided an update regarding the RFQ for a Master Architect.</li> <li>● Mercy has been officially notified of ending clinic service on Campus.</li> <li>● Daryl met with Kristen and Allen to review stop-loss numbers for insurance and is looking into Swiss RE Corporate Solutions.</li> </ul> <p>Kim - No report.</p> <p>Allan - No report.</p> <p>Tasha - No report.</p>
<b>Adjournment</b>	<b>Time:</b> 10:44 a.m.

Respectfully Submitted,

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services

and

Jennifer Baine

Senior Administrative Assistant to the Vice President of Instruction

and

Lisa Vinyard

Executive Assistant to the President & Board of Trustees