

**CABINET MEETING**  
**MEETING MINUTES**  
**January 11, 2021, 9:00 a.m.**  
**Google Hangouts Meet/JCI 109**

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**MEMBERS (presence denoted by check):**

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| ✓ Chris DeGeare  | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey   | ✓ Tasha Welsh   |

**GUESTS:** Mark Janiesch, Kathy Kuhlmann, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:04 a.m.
<b>AP Demonstration</b>	<ul style="list-style-type: none"> <li>● Feedback was received regarding the Banner Finance Self Service requisitions process. Orders for Payment will no longer be used, all purchases will be made using the online General Requisition process.</li> <li>● The savings will be in the work hours saved through a streamlined process.</li> <li>● The project is funded through CARES Act.</li> </ul>
<b>COVID Planning</b> Review Alert Levels	<ul style="list-style-type: none"> <li>● No change in alert levels.</li> <li>● Students have been using the reporting form.</li> <li>● Mercy Jefferson has used all of their Tier 1A vaccines for COVID and has 2,200 vaccines remaining. The Health Department and COMTREA are asking for permission from the state to have some of those vaccines redistributed to them.</li> </ul>
CARES Act Funding	<ul style="list-style-type: none"> <li>● Cabinet reviewed the CARES Act Funding Spreadsheet, updated 1/8/21.</li> <li>● Additional monies from the federal government have not been added. Dena is still trying to find out the estimated allocation for the College.</li> </ul>
Event Requests	<ul style="list-style-type: none"> <li>● The Back-to-School Fair with the Disability Resource Center is approved with appropriate restrictions. This same event was held in August of 2020 with precautions.</li> <li>● Kim, Marie, Stacey, and Lynda met to discuss seating plans for graduations. A seating plan has been determined for College Commencement ceremonies. High Schools who ask to use the Field House for their commencements will need to follow the same guidelines (multiple ceremonies, etc.) the College is using.</li> </ul>
<b>Supervisors Meeting Feedback</b>	<ul style="list-style-type: none"> <li>● Feedback was positive. Supervisors appreciated the information. If supervisors would like to hold the meetings more frequently, Cabinet is happy to arrange it.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 9:19 a.m.
<b>Additional Documents</b>	Attached documents reviewed during this meeting: 1. N/A

Respectfully submitted,

Miriam Helms  
Senior Administrative Assistant to the Vice President of Instruction and  
Shannon Schoenky  
Senior Administrative Assistant to the Vice President of Student Services