

CABINET MEETING
MEETING MINUTES
February 22, 2021, 9:00 a.m.
Google Meet & Admin Board Room

MEMBERS (presence denoted by check):

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

GUESTS: Tracy James, Miriam Helms, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 10:15 a.m.
Information Technology Updates	<p>Tracy James gave the following updates from the Information Technology division:</p> <ul style="list-style-type: none"> ● Fiber Backbone Upgrade Project - most of the fiber optic cable has been installed; completion of the project is anticipated by the end of March. ● The Two-Factor Authentication transition has gone very well. ● The Technology Plan for Integrated Planning is coming along; a draft may be ready in March. There is good feedback from their surveys. ● The next big project will be to replace data switches and wireless infrastructure on campus. <ul style="list-style-type: none"> ○ IT staff have been doing research for a few years in preparation. ○ The upgrades will help support Wi-fi in all buildings. ○ Tracy anticipates the cost to be \$500,000-\$700,000. ○ IT staff can handle installation of data switches, but some other work may need to be outsourced. Could students in Doug Hale's classes potentially assist? ○ The project should be CARES Act eligible. ● Tracy mentioned that the College's telephone system is functioning, but depending on remote work and other factors, we may want to consider moving to a hosted voice solution at some point. Tracy noted that it would be a massive project. <ul style="list-style-type: none"> ○ There are roughly 400 phone sets on campus, which would cost an average of \$25 per month per unit, or \$100,000 a year, compared to \$400,000 spent on the current system every ten years, plus \$25,000 a year in maintenance costs. ○ Each campus desktop phone costs approximately \$300. With a hosted voice solution, employees could instead use their desktops with headphones. ○ The remote work policy that is developed could impact the College's long-term needs. ● Touchless door access is being considered to replace push button actuators. The cost would be around \$40,000. This would be separate from a card reader access system, and should be CARES Act eligible. ● Dena mentioned the possibility of standardizing all smart desks on campus, to ensure consistency for faculty in classrooms. LCD monitors to replace projectors would improve the technology.
Approval of Minutes	The minutes from the February 16, 2021 meeting will be presented for approval at the next Cabinet meeting.

COVID Planning Review Alert Levels	<ul style="list-style-type: none"> Positive cases in Jefferson County increased to 9.8%, but the County remains in the Orange Level. There is no change to our alert level.
BOT - March Meeting	<ul style="list-style-type: none"> The next meeting will be held Thursday, March 11.
Constituent Group Bylaws	<ul style="list-style-type: none"> Constituent group Chairs are updating their Bylaws. The Bylaws need to be organized in a central location. The President's page may be a good location for Bylaws to be posted. Updates to Bylaws will be presented to the Cabinet for review before being published.
Standing Agenda Items: Action Items List	The Action Items list was reviewed for updates: <ul style="list-style-type: none"> Completed - Kim will follow up with the Health Department to find out what information would need to be gathered for the list of employees interested in getting vaccinations. Completed - Discuss with IT to determine what process can be implemented to monitor incoming email from a former student who was issued a no-trespass order. Completed - Kim will send a list of potential HLC attendees to the Cabinet, to help determine who should participate. (22 people were registered.)
Remote Work Requests	<ul style="list-style-type: none"> There were no new requests.
Strategic Workforce Planning	The following Permissions to Fill were approved during the Strategic Workforce Planning Meeting on 2/16/21. <ul style="list-style-type: none"> Radiologic Technology Faculty (9.5 mo.) - New position, funded through increased enrollments. CARES Act funded through December. Institutional Researcher - Moving to FT, transferring funding from Org 579. CARES Act funded through December. Admissions Recruiter - New position, new funding beginning 6/1/21. CARES Act funded through December. Advanced Carpentry Faculty (9.5 mo.) - Replacement due to Chuck Nitsch's retirement. CARES Act funded through December. Residential Life Manager - Currently an interim position, currently budgeted. Residential Life Coordinator - Replacement position due to Jessie Montgomery's resignation. Budgeted FY20, held vacant for FY21. Sr. Maint Tech Supervisor - Needed for future bench strength/ Budgeted for FY22; not an additional position, internal promotion. IT Tech - Needed due to added workload. Replaces prior position, budgeted for FY22/ CARES Act funded through December. Coordinator of Enrollment Services - Replacement due to Martha Hayes' retirement. Currently budgeted; increasing position to B25. CARES Act funded through December. Applications Developer - Replace open position due to Pat Shoff resignation. Budgeted for FY22. CARES Act funded through December. Admissions Assistant - Increase 24-hour position to FT. 25% CARES Act funded through December. Need further discussion about increasing position to FT after Recruiter is hired in June. Sr. Admin. Specialist (Athletics) - Replacement due to Debbie Maples' retirement. Reducing to 24 hours/week.
Events Calendar	<ul style="list-style-type: none"> No new events were presented.
Purchasing	<ul style="list-style-type: none"> No report.

Enrollment	<ul style="list-style-type: none"> No report.
Budget	<ul style="list-style-type: none"> No report.
Integrated Planning	<ul style="list-style-type: none"> There will be a rapid prototyping session during the Extended Cabinet meeting in February.
Reports	<p>Dena - No report.</p> <p>Kim - No report.</p> <p>Daryl - Not present.</p> <p>Chris - No report.</p> <p>Allan</p> <ul style="list-style-type: none"> Allan would like the Cabinet to discuss Round 2 CARES Act Funding at next week's meeting. <p>Tasha - No report.</p>
Adjournment	Time: 11:08 a.m.
Additional Documents	<p>Attached documents reviewed during this meeting:</p> <ol style="list-style-type: none"> Alert Levels, Triggers, & Activities

Respectfully Submitted,

Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services
and
Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction
and
Lisa Vinyard
Executive Assistant to the President and Board of Trustees