

CABINET MEETING
MEETING MINUTES
October 18, 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: Mark Janiesch, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Budget Updates	<p>Mark Janiesch provided the following budget updates:</p> <ul style="list-style-type: none"> ● State aid is still on track to be better than budget by \$232,000. ● Fall revenue is almost \$423,000 over budget. ● FAST has been updated for benefits. We are showing savings of about \$7,900 in benefits, but we still need to remove people who have left since the budget was approved. ● The budgeted amount for Personnel Recruiting will be increased. ● CARES Act funding was reviewed. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Chris will review Instruction-related CARES proposals.
Approval of Minutes	<p>The minutes from the September 27, 2021, October 4, 2021, and October 11, 2021 meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 2. Motion: Kim motioned to approve the September 27, 2021, October 4, 2021, and October 11, 2021 Cabinet meeting minutes. Second: Chris seconded the motion. Vote: All approved.
COVID Planning Review Alert Levels Mask Mandate	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Roger will be sending out another campus announcement that our current mask mandate will remain in place, as Jefferson County remains in the Red level.
Wildlife Sub-Committee Proposal	<ul style="list-style-type: none"> ● This item was postponed until the next Cabinet meeting.
Vet Tech Fundraising	<ul style="list-style-type: none"> ● Chris would like to begin conversations with corporate donors. ● B&G will be consulted about storage on campus.
State of College Debrief	<ul style="list-style-type: none"> ● Lisa will be sending out the video link to those who were unable to participate along with a brief survey to solicit feedback. ● A suggestion was made to produce a Shared Governance Annual Report video (for committee and constituent groups) Each committee would have one minute for their recording time. The video could be linked to the President's Newsletter. ● Another suggestion was made to hold an Employee Committees Day on campus, perhaps in early April. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Kim will add development of an Employee Committees Day to the next

	Council of Chairs agenda.
Extended Cabinet Agenda	Proposed agenda items for the next Extended Cabinet meeting on October 25 include: <ul style="list-style-type: none"> ● Admin P&P Update (Connie CICC) ● Noel-Levitz Update (Kathy Johnston) ● Foundation Update including the upcoming Annual Campaign (Blake Tilley) ● Solar Tables for Campus ● MyMajors and FOCUS2 may be included on the agenda.
HLC Annual Conference	<ul style="list-style-type: none"> ● Cabinet discussed how many employees may attend while staying within budget. ● Those who are unable to attend in person can still participate virtually. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Kim and Chris will work to identify who should attend, potentially Criterion and work group chairs.
JCA Institutional Assessment	<ul style="list-style-type: none"> ● An Institutional Assessment needs to be completed for JCA, but collaboration will be needed between Student Services and Instruction since JCA is an instructional building. <p>ACTION:</p> <ol style="list-style-type: none"> 5. Kim will discuss the need for a JCA Institutional Assessment at the upcoming JCA Scheduling Retreat.
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	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> ● CDC Lead Teacher for a new position funded by the CCAMPIS Grant - Approved ● Financial Aid Specialist as a replacement for Connie Marshall who is retiring; internal posting/will cross-train for six months - Approved ● Part-time regular Academic Advisor to support the undecided student population - Approved ● Internal and external interview for Senior Instructional Designer scheduled.
Purchasing	<ul style="list-style-type: none"> ● CARES Act Funding Spreadsheet
Enrollment	<ul style="list-style-type: none"> ● Nothing to report.
Budget	<ul style="list-style-type: none"> ● Nothing to report.
Planning	<ul style="list-style-type: none"> ● Nothing to report.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● A supervisors meeting will need to be scheduled to discuss transition of Google, Banner, etc., upon employee departures. ● Much positive feedback is being received about the Athletics declarations that were recently approved by the Board. <p>Chris - Not present to report.</p>

	<p>Daryl</p> <ul style="list-style-type: none"> ● Research is being done regarding the possible purchase of a color printer for Graphics. <p>Kim</p> <ul style="list-style-type: none"> ● Kim will be sending an announcement out to faculty to remind them that pregnant students are protected under Title IX. ● Spring enrollment begins today. <p>Allan</p> <ul style="list-style-type: none"> ● The interviewing process continues for the Senior Director of ATS and the Senior Instructional Designer. ● The Cabinet would like to interview the Senior Director of ATS candidate. An interview will be scheduled. <p>Tasha</p> <ul style="list-style-type: none"> ● The transition to UMR is the most immediate concern. ● The Remote Work Policy is being drafted in preparation for the upcoming Task Force meeting. ● Budget is being looked at/worked on. ● A second interview will be held for the HR Administrative Specialist position.
Adjournment	Time: 10:37 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