

CABINET MEETING
MEETING MINUTES
September 21, 2020, 10:00 a.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

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

GUESTS: Mark Janiesch, Kenny Wilson, Shannon Schoenky, Miriam Helms

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 10:00 a.m.
Approval of Minutes	<p>The minutes from the September 8, 2020 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Allan motioned to approve the September 8, 2020 minutes. Seconded: Kim seconded. Vote: All approved.
COVID Planning CARES Funding Update	<p>Mark reviewed the spreadsheet he shared via email with Cabinet regarding CARES Funding.</p> <ul style="list-style-type: none"> ● \$648,000 remaining funding before Contact Tracer salaries are subtracted. <ul style="list-style-type: none"> ○ Two Contract Tracers, both full-time through April 30, will cost \$52,300. ● ATS Classroom Facilitators will cost \$10,400. ● Some expenses, such as GPS air filtration and/or door locks, could possibly be covered by Jefferson County CARES Act Funds. ● Chris estimates between \$20,000-\$30,000 to utilize Ellucian for assistance with Faculty Load and Compensation (FLAC) implementation and training. FLAC would allow the College to utilize virtual faculty load approval and paperless contracts. ● Daryl would like to move forward with getting an estimate on door locks.
CARES Act Classroom Remodel	<ul style="list-style-type: none"> ● New construction projects for ASI are not included in the CARES Act funding spreadsheet at this point. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl will work with Dale to get information regarding classroom construction to the Board for their October 22 Work Session.
Health Department Updates	<ul style="list-style-type: none"> ● Kim reviewed additional factors that have been suggested by the Department of Health and Human Services regarding the type of interaction/activities (direct contact through hugging, sports, etc.). These factors would affect Athletics. ● The Health Department is backlogged, so their Education Task Force is focusing on getting releases to school-aged children. Some college students are having trouble getting releases to return to classes. They are working to get college students through the pipeline more quickly. ● If a student has an alternative diagnosis from a physician, some schools are accepting that as a release to return to classes. The College will

	continue with requiring individuals to have a negative test result, no known exposure, and being symptom free for 72 hours prior to returning to campus.
Number of Cases	<ul style="list-style-type: none"> At this time there are 18 active student cases and 17 recovered (35 total). Kim noted that the COVID dashboard should be updated each Monday at noon.
Grant Updates	<p>Kenny provided an update on the Strengthening Community Colleges (SCC) grant.</p> <ul style="list-style-type: none"> It is a four-year, \$5 million consortium grant through the Department of Labor and MCCA. The focus is on healthcare career pathways. Grant Writers were utilized and focused on short-term credentials. A Patient Care Tech (PCT) course, used in a hospital care setting, might be added in the second-year Health Services (CNA) program, with college-level credentials built-in. The annual cost will be approximately \$70,000 per school. This would allow for a Health Careers Navigator to be hired, do some curriculum development, and provide K-12 outreach. Some of Kenny's salary could be offset as grant lead for the four years of the grant. Letters of support are being submitted by DESE, MOACTE, and others.
Athletic Event Attendance/ Spring Break Week	<p>Daryl asked about whether public attendance will be allowed at Athletic events in spring.</p> <ul style="list-style-type: none"> It was agreed that consistency with other events on campus is needed. The PACE series through December is not allowing any outside guests. Advisory Committees with ten people or less are allowed to meet. The events could be streamed. The topic will be revisited in early December. <p>FURTHER DISCUSSION NEEDED.</p> <p>Samantha DeClue reached out to Daryl regarding the Mastodon Fair.</p> <ul style="list-style-type: none"> Will the fair be allowed on campus? If so, the time frame might have to be shortened due to all fall Athletic events being moved to spring. Mastodon will need to have a backup plan in place, such as a virtual event.
Standing Agenda Items: Action Items List	Cabinet reviewed the Action Items list and updated completed actions.
Remote Work Requests	No new remote requests.
Strategic Workforce Planning	<ul style="list-style-type: none"> Evening Shift Building Services Technician, PIN #396: the full-time, temporary position will be funded by the CARES Act and replaces the staff member who was moved temporarily to the day shift. <p>ACTION:</p> <p>3. Motion: Allan made a motion to approve filling a vacated Senior Facilities Associate position via email on 9/16/2020.</p> <p>Seconded: Kim</p> <p>Vote: All approved.</p>
Events Calendar	No discussion.
Purchasing	Discussion took place in the CARES Act Funding Update section.
Enrollment	No discussion.

Budget	Discussion took place in the CARES Act Funding Update section.
Planning	No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● The next Board meeting will be held October 8. <ul style="list-style-type: none"> ○ The GPS air filtration system will be included. ○ Kim plans to bring forward the appointment of the Director of Student Compliance/Title IX Coordinator and the Assistant Volleyball Coach. ○ Dena has a placeholder for Executive Director of the Foundation. ○ Repairs to the Board Room/President's Office area will be included. ● The State of the College Town Hall will be held on October 5. At this time, there have been three questions submitted. <p>Chris</p> <ul style="list-style-type: none"> ● CJ Rodgers and Sarah Akridge have stepped up to co-chair the Assessment Committee. <p>Daryl - no additional update.</p> <p>Kim - no additional update.</p> <p>Allan</p> <ul style="list-style-type: none"> ● For the Faculty Work Day on October 6, there will be a conversation on Integrated Planning. The group that formed this summer will continue with the planning documents, but Allan plans to invite faculty to a voluntary session in the morning to start sharing ideas. He will email faculty and will also announce it at the October 5 Town Hall meeting. <p>Tasha - no additional update.</p>
Adjournment	Time: 11:07 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. CARES Act Funding Spreadsheet Purchasing 2. Action Items list

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