

**CABINET MEETING**  
**MEETING MINUTES**  
**January 10, 2022, 10:00 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:** Roger Barrentine, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 10:13 a.m.
<b>Approval of Minutes</b>	The minutes from the <a href="#">November 29, 2021</a> , <a href="#">December 6, 2021</a> , <a href="#">December 13, 2021</a> , and <a href="#">December 20, 2021</a> meetings were deferred to the January 19 meeting.
<b>COVID Planning</b> Review Alert Levels Masks & Protocols Discussion	<ul style="list-style-type: none"> <li>● <a href="#">Alert Levels, Triggers, and Activities</a></li> <li>● 25-30% of tests were positive in the past week, but part of the reason is because the testing is so difficult to get.</li> <li>● The Faculty Senate and the NEA are requesting full masks all semester.</li> <li>● Quarantine requirements will now be five days according to the CDC guidelines, followed by masking for an additional five days.</li> <li>● Masking requirements will remain the same as the Fall 2021 semester.</li> <li>● The <a href="#">Protocol for Handling Covid-19 Positive Cases - Spring 22</a> was updated.</li> <li>● Roger Barrentine will send out a College-wide announcement regarding the mask protocol being reinstated.</li> <li>● A spreadsheet of the COVID total percentages will be shared monthly with Cabinet.</li> </ul>
<b>Architect Interviews / January 24</b>	<ul style="list-style-type: none"> <li>● Cabinet will be cancelled this day as there will be four interviews held with prospective architects.</li> <li>● The interviews will be recorded for those Cabinet members unable to attend.</li> <li>● Faculty and staff participation in the interviews was discussed.</li> </ul>
<b>Student Code of Conduct Procedure</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed the <a href="#">Student Code of Conduct Procedure</a> and recommended changes.</li> </ul>
<b>Board Policy/Procedure Regarding Communicable Disease Update</b>	<ul style="list-style-type: none"> <li>● First Reading will be at the January 13th Board meeting.</li> </ul>
<b>Jefferson County ARPA Application</b>	<ul style="list-style-type: none"> <li>● <a href="#">Jefferson County ARPA Portal</a></li> </ul>
<b>Food Service Update</b>	<ul style="list-style-type: none"> <li>● Three local schools' meal plans were compared and discussed.</li> <li>● <a href="#">Research Spreadsheet</a></li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>● The Action Item List was reviewed and updated.</li> </ul>
<b>Strategic Workforce Planning</b> Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>● April Norton-Gunther submitted her resignation. As this is a position that is already budgeted, Cabinet agreed to her replacement.</li> <li>● Coordinator of Enrollment Services - Replacement for Tricia Fromm. This position will be discussed at a future Cabinet meeting.</li> <li>● Campus Police Officer - Replacement for Roy Anderson who submitted his</li> </ul>

	resignation. Although this position is budgeted, further discussion is required prior to approval for replacement.
Purchasing	<ul style="list-style-type: none"> <li>● <a href="#">CARES Act Funding Spreadsheet - 12/17/2021</a></li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● Spring semester enrollment continues to grow.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No update</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● Dena provided an update from her January 5th MCCA Presidents/Chancellors meeting.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● The next Superintendents' meeting is scheduled for Wednesday, January 12. Chris has prepared an ATS annual review spreadsheet to share with the Superintendents.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>● KN-95 masks should be distributed today. 2,000 were ordered.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>● Kim requested that the CDC's new guidance for five day quarantine be effective immediately.</li> </ul> <p>Allan</p> <ul style="list-style-type: none"> <li>● A few Canvas issues are currently being addressed.</li> </ul> <p>Tasha</p> <ul style="list-style-type: none"> <li>● Kristen Sides is back in the office!</li> <li>● Many employees have not yet received their insurance cards without any known reason as to why not.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 12:15 p.m.

Respectfully Submitted,

Jennifer Baine  
Senior Administrative Assistant to the Vice President of Instruction  
and  
Lisa Vinyard  
Executive Assistant to the President & Board of Trustees