

CABINET MEETING
MEETING MINUTES
April 18, 2022, 9:00 a.m.
Administration Building Board Room

MEMBERS PRESENT: Chris DeGeare, Kim Harvey-Manus, Dena McCaffrey, Allan Wamsley, Tasha Welsh, Daryl Gehbauer

GUESTS: Mark Janiesch, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Budget & Forecasting Updates	<p>Mark Janiesch provided the following updates:</p> <ul style="list-style-type: none"> ● Obtaining debt by way of Lease Purchase or COP is by far the preferred method rather than go out for a vote of the public. – We would only need Board approval going this route. ● We must have a priority of projects along with an estimate of how much each project will cost so we know how much debt we will be going out for. ● All projects must be completed within 3 years of obtaining debt. ● We need to start being in compliance with our debt disclosures. ● We will need to review our building corporation and update the officers associated with it. ● This year is slated to have the highest rate hike in history. ● The next step is to look at projects listed in the Master Plan and speak to the conceptual planners and faculty about them. ● Cabinet has set a goal of the end of July to present a list of jobs to the Board. <ul style="list-style-type: none"> ○ Cabinet has identified four projects for capital funding and/or to consider getting bonds. ○ In addition to these four projects, projects in both JCA and the ASI buildings continue to move forward.
Approval of Minutes	<p>The minutes of the April 11, 2022 Cabinet meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim Harvey-Manus motioned to approve the April 11, 2022 Cabinet meeting minutes. Second: Chris DeGeare Vote: Daryl Gehbauer abstained. All others voted to approve.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities <ul style="list-style-type: none"> ○ This item was deferred due to time constraints.
Cabinet Summer Retreats	<ul style="list-style-type: none"> ● Item was deferred to the April 25, 2022 meeting.
Employee Connect Event in May	<ul style="list-style-type: none"> ● The Fine Arts lobby was selected for the next event, scheduled for Thursday, May 5.
HLC Conference Review	<ul style="list-style-type: none"> ● Discussion regarding institutional takeaways from the Conference was deferred to the April 25, 2022 meeting.
Award Recognitions	<ul style="list-style-type: none"> ● Planning for Opening Week. <ul style="list-style-type: none"> ○ The Assessment Committee discussed whether their honorable mention candidates would be recognized at Opening Week, which Chris brought to the Cabinet for discussion.

Town Hall Review	<ul style="list-style-type: none"> This afternoon's Town Hall meeting will be reviewed post-meeting for those who would like to stay and review.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> The Action Item List was not reviewed due to time constraints.
Strategic Workforce Planning Permissions to Fill	<ul style="list-style-type: none"> There were no Permissions to Fill presented for approval.
Purchasing	<ul style="list-style-type: none"> CARES Act Funding Spreadsheet
Enrollment	<ul style="list-style-type: none"> Summer enrollment is down. Kim noted that students in some programs that were enrolled by this time last year have not yet been registered, which is impacting the numbers.
Budget	No discussion.
Planning	No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> It has not been determined if a Board Work Session will be held in April. <p>Chris - No report</p> <p>Daryl - No report</p> <p>Kim</p> <ul style="list-style-type: none"> Student Clubs Celebration - 6:00 p.m. on Monday, May 2. Honors Recognition Ceremony - 6:00 p.m. on Tuesday, May 3. An E-sports meeting is scheduled for 10:00 a.m. on Tuesday, May 3. <ul style="list-style-type: none"> Kim, Brandi Gallaway, John Linhorst, Kathy Johnston, and Sarah Lafser will participate in the discussion. <p>Allan - No report</p> <p>Tasha</p> <ul style="list-style-type: none"> There are remote work training sessions this week and next week for supervisors and employees. All personnel files have been scanned. If you'd like to have your physical file, you may come to HR and get it. Otherwise, it will be shredded. Faculty contracts will be sent out by the end of the week. Certified Staff contracts will be sent out very shortly thereafter. The HR Team is updating salaries based on what the BOT approved at last week's meeting.
Diversity Discussion	<ul style="list-style-type: none"> <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 2 was discussed by Cabinet after administrative staff left the meeting.
Adjournment	Time: 11:50 a.m.

Respectfully Submitted,

Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction
and

3/7/22
JB

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