

**CABINET MEETING  
MEETING MINUTES  
May 16, 2022, 9:00 a.m.  
Administration Building Board Room**

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

**MEMBERS ABSENT:** Daryl Gehbauer

**GUESTS:** Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 9:04 a.m.
Budget Updates	Mark did not have any new information to provide; therefore, he was removed from the agenda.
Approval of Minutes	The minutes from the <a href="#">May 2, 2022</a> and <a href="#">May 9, 2022</a> meetings were presented for approval.  <b>ACTION:</b> <ol style="list-style-type: none"> <li><b>Motion:</b> Kim motioned to approve the May 2, 2022 and May 9, 2022 minutes. <b>Second:</b> Chris <b>Vote:</b> All approved.</li> </ol>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> <li><a href="#">Alert Levels, Triggers, and Activities</a></li> </ul>
Facilities Master Plan	<ul style="list-style-type: none"> <li>This was deferred to the next meeting when Daryl is present to discuss the matter.</li> </ul>
MCCA Awards	<ul style="list-style-type: none"> <li>Cabinet finalized the nominees.</li> </ul>
Staff Appreciation Picnic	<ul style="list-style-type: none"> <li>Since we celebrate National Staff Appreciation Day in March, there may be no need to also have a staff picnic in the summer. Thoughts on this are welcome.</li> <li>Cabinet will speak with staff in their areas about this.</li> <li>There was discussion of having a Staff Professional Development Day during the summer in future years.</li> </ul>
Dr. B. Ray Henry Award	<ul style="list-style-type: none"> <li>Cabinet discussed the nominees.</li> </ul>
Opening Week Schedule	<ul style="list-style-type: none"> <li>Cabinet reviewed the <a href="#">Opening Week 2022 At-A-Glance</a> (Draft).</li> <li>Several changes were made. Jennifer took notes directly on the draft.</li> </ul>
Standing Agenda Items	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>Monday Meeting Action Items were reviewed.</li> </ul>
Strategic Workforce Planning Permissions to Fill	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> <li>Controller - replacement for Mark Janiesch who is resigning effective June 30 - Pending further discussion.</li> <li>Head Men's and Women's Soccer Coach - replacement for Brocklon Chatman - Approved</li> <li>Part-Time AEL Instructor - Refilling vacant for NW (Grant funded) - Approved, but Waiting</li> </ul>

Purchasing	<ul style="list-style-type: none"> <li>● <a href="#">CARES Act Funding Spreadsheet</a> 5 13 22</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● Enrollment is looking better for summer, and fall looks very good at this point.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● John Linhorst will mentor under Allan beginning July 1.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● Remember that Commencement is this week.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● Chris is working with the Association-Employer Council to address the issue of remote office hours and hopes to have a memo for review soon.</li> </ul> <p>Daryl - Not present to report.</p> <p>Kim</p> <ul style="list-style-type: none"> <li>● An Adult Learner video is being created.</li> <li>● Sue Curfman, COMTREA CEO, is interested in partnering with Jefferson College to create a Mental Health Assistant degree program.</li> </ul> <p>Allan - No report.</p> <p>Tasha</p> <ul style="list-style-type: none"> <li>● The new HR Assistant started last week.</li> </ul>
Diversity Discussion	<ul style="list-style-type: none"> <li>● <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue?</i> Discussion of Chapter 4.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 10:31 a.m.

Respectfully Submitted,

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