

**CABINET MEETING
MEETING MINUTES
May 23, 2022, 8:00 a.m.
Administration Building Board Room**

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

GUESTS: Tracy James, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:04 a.m.
Technology Updates	<p>Tracy James presented Technology updates regarding infrastructure projects:</p> <ul style="list-style-type: none"> ● Hillsboro Campus Fiber Expansion Project: <ul style="list-style-type: none"> ○ More than \$1 million has been invested in this project. CARES funding helped make it possible. ○ Corning fiber single-mode, super high-speed has prepared the College for the next 30 years. ○ \$446,000 initial cost for campus, plus expansions to the Softball field, Observatory, and the Vet Tech barn. ○ The fire alarm is being updated to add fiber cards. ○ Extreme Networks Hardware was selected, and the bid was negotiated down to \$530,000. ○ Daniel Boyer coordinated the project. ○ Extreme Networks nominated Tracy to attend their annual Extreme Connect user conference. John Linhorst was also invited to participate in the leadership portion. ○ Daryl suggested submitting this project for next year's MCCA Innovation Award. ● Upcoming IT Initiatives: <ul style="list-style-type: none"> ○ Two-step authentication notice will be going out to students. ○ We will move to two-factor authentication for enhanced desktop security this summer. ○ Office365 is available now to all students and employees. Passwords will be synchronized so that MyJeffco passwords will be used for Office365 access. ○ Tracy will be sending out a response email to those students who have requested to keep their MyJeffco email address after they have been gone from the College more than one year.
Approval of Minutes	<p>The minutes from the May 16, 2022 meeting were presented for approval. Kim asked for clarification regarding John Linhorst's one-year appointment, which will begin July 1.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the May 16, 2022 minutes. Second: Chris Vote: Daryl abstained, all others approved.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● 153 cases per 100,000, which is high. The B82 variant is the dominant strain at this point. ● The County report also showed an increase.

<p>Facilities Master Plan</p>	<ul style="list-style-type: none"> ● What should the Facilities Master Plan look like? Should it be driven by the architects or by the committee? ● Allan noted that we are missing the big picture. Projects such as the loop road, cafeteria, transfer center, and where new academic programs will be located need to be included. ● The Fine Arts project could be split into two phases. ● A campus discussion needs to take place about where services should be located. ● We will share renderings with all employees during Opening Week. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl and Allan will start working on a draft and will bring it back to Cabinet on June 8.
<p>Capital Project Update/Bond Financing</p>	<ul style="list-style-type: none"> ● The municipal agreement has been executed. ● The Facilities Authority team consisted of Richard Hardin, Mike Walsh, and Michael Ravenscraft. Two of these people are no longer in the picture. ● A conceptual budget needs to be developed for each of the projects. ● The Gilmore Bell law firm has been identified and has been used before. ● There will be some spend-down requirements. ● A reimbursement resolution must be obtained from the Board.
<p>Food Service Update</p>	<ul style="list-style-type: none"> ● Daryl provided an update. Negotiations are ongoing with AFV. ● Plans are being made to provide better food and service by fall semester.
<p>Carpentry Lot</p>	<ul style="list-style-type: none"> ● Delayed until the end of the meeting.
<p>Policy and Procedures Review</p>	<ul style="list-style-type: none"> ● Dena is meeting with Shirley Davenport today regarding reviewing Board Policies and Procedures. Shirley has agreed to assist with the review. ● One of Shirley's goals will be to confirm Board Policies and Procedures correctly reflect items agreed to in BAT-FAT negotiations.
<p>Standing Agenda Items</p>	
<p>Action Items List</p>	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed.
<p>Strategic Workforce Planning Permissions to Fill</p>	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● Part-time Foundation/President's Office Assistant - additional help needed for both offices, effective July 1. - Approved ● Administrative Specialist-HR - replacement for Victoria Needy who has moved to the HR Technician position. - Approved
<p>Purchasing</p>	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 5 20 22
<p>Enrollment</p>	<ul style="list-style-type: none"> ● Summer enrollment is up, except that there will be no law enforcement class this summer. ● Fall enrollment is up.
<p>Budget</p>	<ul style="list-style-type: none"> ● There has been an ongoing issue with controlling the humidity in the History Center in the Library. This will need to be addressed due to the sensitivity of the documents housed in this area. The cost will be \$110,000 to purchase the necessary equipment to remedy the issue.
<p>Planning</p>	<ul style="list-style-type: none"> ● No discussion.
<p>Reports</p>	<p>Dena</p> <ul style="list-style-type: none"> ● Cabinet meetings are scheduled at 8:00 a.m. every two weeks for the summer.

- Dena thanked the Cabinet for their participation in recent awards ceremonies and celebrations in addition to Commencement.
- The College’s summer musical “Mamma Mia!” is coming up in June.
- Tentative Board items are due tomorrow, with everything due by next Tuesday.
- The JCGA Legislative Forum and Breakfast will be held here next Thursday, May 26. There are still two seats remaining. Please contact Dena if you’d like to attend.

Chris

- Posting for Director of Academic Services is closed. There were three internal applicants. Interviews will be scheduled.
- Qualitative Survey results are in.
- Jude Kyoore is going over quantitative data.
- An ATS Carpentry meeting is scheduled for this afternoon.
- Dr. Josephine Kershaw starts June 15, and Senior ATS Director Suzanne Richardson begins on July 1.

Daryl

- Daryl was contacted by Kati Donahue about trademarking their “From Tutus to Toolbelts” marketing phrase. The cost would be \$55.

Kim

- The MDHEWD Student Journey Mapping Workshop will take place in Jefferson City on May 25 and 26. Kim will attend, along with seven other employees.
- The Director of Financial Aid appointment has been added as a tentative agenda item.
- Kim is on vacation the week of May 30.

Allan - No update.

Tasha

- A Benefits Subcommittee meeting was held last week. The issues with UMR were discussed. Tasha, Kristen, and Sheree met with MMA representatives to express their concerns with the problems that employees have encountered. HR staff will meet with UMR representatives today for lunch and will then make a decision about whether or not to go out to bid for services.

Diversity Discussion

- *Off-Week*

Adjournment

Time: 10:16 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

3/7/22

JB

Lisa Vinyard
Executive Assistant to the President & Board of Trustees