

**CABINET MEETING
MEETING MINUTES
July 11, 2022, 9:00 a.m.
Administration Building Board Room**

MEMBERS PRESENT: Chris DeGeare, Daryl Gehbauer, Kim Harvey-Manus, Josephine Kershaw (virtual), Dena McCaffrey, Allan Wamsley, Tasha Welsh

GUESTS: Kathy Kuhlmann, Blake Tilley, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:01 a.m.
Foundation Updates	Blake Tilley presented the following Foundation updates: <ul style="list-style-type: none"> ● FY2022 Fundraising Performance vs. FY2021: <ul style="list-style-type: none"> ○ Total giving: \$538,264, 29% increase ○ Number of gifts: 2,283, 47% increase ○ Number of donors: 943, 68% increase ○ New donors: 594, 89% increase ○ Reactivated donors: 74, 7% increase ● The Foundation provided 130 students with scholarships, emergency book assistance, and grants and loans in the amount of \$177,073 during FY22. ● The Foundation provided \$50,716 to 22 department/program approved funding requests during FY21. ● Upcoming events: <ul style="list-style-type: none"> ○ The Foundation is sponsoring lunch for the August 15 Opening Week day. ○ The Annual Golf Tournament is scheduled for September 23 at Crystal Highlands in Festus. ○ A memorial brick unveiling lunch is scheduled for October 14. ○ The Monticello Society recognition event is scheduled for November. ○ The Leader Dinner is tentatively scheduled for December.
Budget Updates	Kathy Kuhlmann shared a PowerPoint presentation regarding the College audit: <ul style="list-style-type: none"> ● Supplementary Audit Information
Opening Week	<ul style="list-style-type: none"> ● Cabinet reviewed the draft Opening-Week-At-A-Glance worksheet and the Opening Week Full Schedule booklet. <ul style="list-style-type: none"> ○ The Opening Meeting will be held in the Fine Arts Theatre because the Field House floor won't be completed yet. ○ Dena asked that Cabinet members have their slides for the Opening Week PowerPoint presentation finalized by Thursday, August 4, and ready for discussion on Monday, August 8. ○ The Foundation Luncheon will be held in the Student Center former cafeteria space. ○ New employees hired since June will be announced during the Opening Meeting, and all others will be included in the slideshow.
Approval of Minutes	Approval of the June 20, 2022 meeting minutes was deferred until the next Cabinet meeting.

<p>COVID Planning Review Alert Levels</p>	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● The new BA-5 variant is highly transmissible. We are still receiving employee and student positive cases.
<p>TELC (1) Review of Presentations (2) Follow-up on Decision-Making</p>	<p>Cabinet reviewed the presentations:</p> <ul style="list-style-type: none"> ● Leading Through Shared Governance <ul style="list-style-type: none"> ○ Cabinet discussed that the College’s Shared Governance Process does not include a way to close the loop when sides cannot come to an agreement. ● Pathways to Success: Transforming the Student Experience ● How Workforce and Technical Programs are Changing the Landscape of Higher Education ● The Great Resignation: The Future of Employee Relations ● ACCT Update: Federal Priorities and Issues in Higher Education
<p>Early Notification of Retirement</p>	<ul style="list-style-type: none"> ● Cabinet discussed the development of a Notification of Retirement process. ● Tasha will consult with the College attorney regarding specifics in offering a stipend and the associated parameters. ● A Board Policy and/or Procedure will need to be drafted if this will be ongoing.
<p>Food Service</p>	<ul style="list-style-type: none"> ● Executive Dining is no longer a food service option for the College. ● Elite Dining should be submitting a proposal this week. ● Other options would require the College to have more than one food service provider.
<p>Faculty Work Day</p>	<ul style="list-style-type: none"> ● Kim noted that a suggestion was made to offer professional development for staff on Faculty Work Day. Could the College possibly close for a half day to allow for this? ● Kim will look at whether student traffic is light enough in the Student Center on Fridays, to close for a half-day instead.
<p>Faculty Virtual Office Hours</p>	<ul style="list-style-type: none"> ● Chris shared a memo that was distributed to faculty regarding virtual office hours.
<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"> ● Building Services Technician III - replacement for Bob Kupferschmid who submitted his resignation effective July 15 - Approved.
<p>Purchasing</p>	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 7/7/2022
<p>Enrollment</p>	<ul style="list-style-type: none"> ● No discussion.
<p>Budget</p>	<ul style="list-style-type: none"> ● No discussion.
<p>Planning</p>	<ul style="list-style-type: none"> ● No discussion.
<p>Reports</p>	<p>Dena - No report.</p> <p>Chris - No report.</p> <p>Daryl - No report.</p> <p>Kim - No report.</p> <p>Allan - No report.</p>

	Josephine - No report. Tasha <ul style="list-style-type: none"> The link for Remote Work supervisor approval in the workflow was broken. Alicia has added the requests to a Google drive for approval.
Diversity Discussion	<ul style="list-style-type: none"> <i>Off-Week</i>
Adjournment	Time: 12:01 p.m.

Respectfully Submitted,

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