

**CABINET MEETING
MEETING MINUTES
August 22, 2022, 9:00 a.m.
Administration Building Board Room**

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

GUESTS: Shirley Davenport, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:05 a.m.
Approval of Minutes	The minutes from the July 25, 2022 and August 8, 2022 meetings were presented for approval. ACTION: <ol style="list-style-type: none"> Motion: Dena motioned to approve the July 25, 2022, and August 8, 2022, minutes. Second: Kim Vote: All approved.
Updates on Board of Trustees Policies & Procedures and BAT-FAT Statements of Understanding	<ul style="list-style-type: none"> Dena and Shirley Davenport have been meeting regularly regarding the Board policies and procedures. Discussion took place about the Memorandums of Understanding. Many other community colleges keep them separate from Board P&P. If the MOUs continue to be stored as one separate document, as changes are made that affect P&Ps, those P&Ps would need to be updated. Shirley will not concern herself with the MOUs unless they conflict with something in the policy and procedure. Shirley will correct pronouns, update titles, change Board Monitoring to Administrative Monitoring on the procedures only. (It is not necessary on the policies.) And, she will fix numbering and other issues, as needed.
COVID Planning Review Alert Levels State meeting updates	<ul style="list-style-type: none"> Alert Levels, Triggers, and Activities. Jefferson County is in the yellow, which is a downgrade from previous weeks. Kim gave an update on the state COVID meeting that she participated in last week. The College's COVID-19 website has been updated to a Communicable Diseases website.
JCA Retreat - Discussion and Retreat Follow-up	<ul style="list-style-type: none"> There will be a construction meeting on Wednesday. The College is looking at the following programs for the Arnold location: Biotech, Business Management, and Geographic Information Systems (GIS). A series of complete programs are needed to promote JCA.
Campus Signage (Masks & Weapons)	<ul style="list-style-type: none"> Cabinet will review if guns may be banned by the College or not. The masking signs will remain in place through December.
Opening Week Review	<ul style="list-style-type: none"> Opening Meeting - Gloria Rogers was very upbeat and engaging. Service Area Assessment meeting & IA schedule - Allan has revised a base assessment for this year's schedule and emailed it to Kim. A post-event [Opening Week] survey was sent out Friday afternoon. Results will be shared after the survey closes.

	<p>ACTION:</p> <p>2. Allan Wamsley and John Linhorst will lead a workshop on how to complete the IA with follow-up meetings every few weeks after the initial workshop.</p>
Medical Insurance	<ul style="list-style-type: none"> • The College received a -9.6% renewal this year with a healthy insurance reserve. Tasha stated the possibility of adding dependent coverage in addition to the current employee coverage being paid by the College is being discussed. • Insurance reserves are in good shape. • Tasha and her team are looking at various ways to spread the levels of benefits varying between those who have children on their insurance and those who don't. • There will be no recommended increase for dental insurance. • A stand-alone vision plan will be recommended. Employees will be covered by the College.
Pet Policy	<ul style="list-style-type: none"> • Sample Policy • Chris requested Cabinet to examine this sample policy and give him feedback. • This item will remain on the agenda for further discussion at the August 29 meeting.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> • Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> • PT Administrative Specialist, as support for Connie Nash - Approved • Coordinator of Academic Success Center replacement for Richard Stephenson / Linda Osborne - Approved • FT EMT/Paramedic Faculty - Program growth and assistant vacancy - Approved • PT Help Desk, replacement for Sydne Sewald who submitted her resignation - Approved
Purchasing	<ul style="list-style-type: none"> • CARES ACT FUNDING SPREADSHEET 8/18/2022
Enrollment	<ul style="list-style-type: none"> • No update
Budget	<ul style="list-style-type: none"> • No update
Planning	<ul style="list-style-type: none"> • No update
Reports	<p>Dena</p> <ul style="list-style-type: none"> • Tentative agenda items for the September 8 Board of Trustees meeting are due Tuesday, August 24; final agenda items are due next Monday, August 29. • Dena will be out of the office this Wednesday - Friday, August 24-26. <p>Chris</p> <ul style="list-style-type: none"> • We have an internal candidate for the Testing Center position. • ATS Welcome Night - Suzanne did a great job, and it was well-attended. • ATS building maintenance - B&G did a great job! <p>Daryl - No report.</p> <p>Kim - No report.</p>

	Allan - No report. Josephine - No report. Tasha - No report.
Diversity Discussion	<ul style="list-style-type: none"> • <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 7 - Discussion deferred until next week due to time.
Adjournment	Time: 12:17 p.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