

**CABINET MEETING
MEETING MINUTES
September 12, 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: Jude Kyoore, Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:07 a.m.
Institutional Research Updates	<p>Jude Kyoore shared his Institutional Research presentation. The following information was also shared:</p> <ul style="list-style-type: none"> ● Jude discussed the complete list of upcoming changes to IPEDs in 2022-23 and 2023-24: <ul style="list-style-type: none"> ○ A third option for Gender ○ DACA students to be classified as Nonresident ○ Beginning process of collecting noncredit data ○ Dual credit/dual enrollment students to have a separate student type field ● Discussed the MCCA institutional effectiveness group and their focus: <ul style="list-style-type: none"> ○ Met in Summer in-person ○ Next meeting will be September 21, 2022 ● Mid Air Conference: <ul style="list-style-type: none"> ○ November 9-11th ● Jude shared that IR completed 13 data requests for IAs. ● He discussed the automation process of Jeffco Digest. ● IR will begin to implement predictive models results in collaboration with the Office of Retention. <p>Dena emphasized the need to track non-credit enrollment.</p>
Approval of Minutes	Approval of the minutes from the August 29, 2022 meeting were deferred until the September 19 Cabinet meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● We remain in the yellow level.
Food Service Update	<ul style="list-style-type: none"> ● Chartwells is providing meals to the Early Childhood Center and the process is going well. ● Cardinal Vending distributed approximately 200 coupons during their first week on campus.
Bookstore Bid Update	<ul style="list-style-type: none"> ● A meeting was held with the Associate Deans and the general consensus was to move forward with a credit hour bookstore. <ul style="list-style-type: none"> ○ The retail store would also remain to sell spirit gear as well as scrubs, supplies, and other materials that are currently being sold. ● Daryl discussed the RFP details. ● The goal is to have everything in place for Fall 2023. Bidding will need to be done by March 1.
Grant Spreadsheet	<ul style="list-style-type: none"> ● Dena suggested that a spreadsheet be created to include all grant opportunities. ● The spreadsheet would track who requested, submitted, and/or is working

	on any specific grant.
Spring Clean-Up Day	<ul style="list-style-type: none"> • Preparations are underway for Preview Day on Saturday, March 4, 2023. • A clean-up day will be designated each year prior to the Preview Day event. <ul style="list-style-type: none"> ○ This will be set as the Spring Day of Service. ○ A Google sheet will be developed to list areas that need attention. • This topic will be added to the September 26 Cabinet agenda for further discussion.
MCCA Conference	<ul style="list-style-type: none"> • Discussion was held about possibly centralizing the coordination of conference travel. • Registrations will need to be done individually since the registration fees are paid from each employee's division funds. • Lisa is looking at vans to reserve for both Arnold and Hillsboro locations. • Hotel stays will not be approved since this year's event is in St. Louis.
HLC Federal Compliance	<ul style="list-style-type: none"> • Federal Compliance - establish oversight of each area. <ul style="list-style-type: none"> ○ Assignment of Credits, Program Length and Tuition - Chris & Josephine ○ Institutional Mechanisms for Handling Student Complaints - Kim ○ Publication of Transfer Policies - Kim ○ Practices for Verification of Student Identity - Daryl ○ Protection of Student Privacy - Kim ○ Publication of Student Outcome Data - Jude/Dena
JCA Advisory Board Draft Agenda	<ul style="list-style-type: none"> • Cabinet reviewed the Draft agenda. • Representatives from various area civic organizations, schools, businesses, and city governments will be invited to the meeting. • Kim will schedule a meeting with Chris, Holly, and the Associate Deans to discuss the agenda. (i.e., what information do we have, and what are we sharing?)
Civic Engagement Plan	<ul style="list-style-type: none"> • The Current Plan is supposed to be completed and reviewed in September 2022. • Dena will advise Roger that the CEOC should review the plan and let the Cabinet know which goals - or partial goals - have already been met, then bring it back to Cabinet.
Medical Marijuana Policy	<ul style="list-style-type: none"> • The Drug-Free Schools notice needs to be updated, as well as the policy.
Institutional Assessment Draft Schedule	<ul style="list-style-type: none"> • The Draft Schedule needs to be finalized for the Assessment Committee to review this week. • Cabinet members should give feedback to departments after reviewing their IAs.
Voter Registration	<ul style="list-style-type: none"> • The College is required under Federal law to attempt to distribute voter registrations, but employees are expressing concern because there is a new state requirement that the employees would need to register using their home addresses. • Could the voter registration forms be placed out on tables for individuals to pick up?
University Recruitment	<ul style="list-style-type: none"> • Item deferred to the next Cabinet meeting due to time constraints.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> • Monday Meeting Action Items were reviewed.
Strategic Workforce Planning	The following Permissions to Fill were reviewed:

Permissions to Fill	<ul style="list-style-type: none"> Financial Aid Advisor - replacement for Amanda McKay, who has been promoted to Advising Specialist - Approved. Residential Life Coordinator - replacement for John Shore, who submitted his resignation - Approved. Enrollment Services Assistant - replacement for Sherrie Weber, who submitted her retirement notice effective October 28 - Approved.
Purchasing	<ul style="list-style-type: none"> CARES ACT FUNDING SPREADSHEET 9 8 22
Enrollment	<ul style="list-style-type: none"> No discussion.
Budget	<ul style="list-style-type: none"> No discussion.
Planning	<ul style="list-style-type: none"> No discussion.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Dena is out of the office this Wednesday-Friday. The next Extended Cabinet meeting is on September 27 A Board Work Session is scheduled for a week from Thursday. <p>Chris</p> <ul style="list-style-type: none"> Hillsboro School District has asked Chris to help with their Strategic Plan. <p>Daryl - No Report.</p> <p>Kim - No Report.</p> <p>Allan - No Report.</p> <p>Josephine</p> <ul style="list-style-type: none"> She is participating in the MCCA Leadership Academy this week. She will be out until Friday. <p>Tasha - No Report</p>
Diversity Discussion	<i>Off-Week</i>
Adjournment	Time: 11:10 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