

**CABINET MEETING
MEETING MINUTES
September 26, 2022, 9:00 a.m.
Administration Building Board Room**

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

MEMBERS ABSENT: Daryl Gehbauer

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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:02 a.m.
Technology Updates	<p>Tracy James provided the following Technology updates:</p> <ul style="list-style-type: none"> ● Mobile app - Dan Smith advised Tracy that it would take approximately twelve months to create a new authentication and develop an app. A new security infrastructure would also have to be created. <ul style="list-style-type: none"> ○ Ellucian has a mobile app, but they are phasing it out and moving to a portal model. ○ Tracy checked with peer colleges in the state who have mobile apps and found that they are not having much success. They are getting poor feedback regarding things like being able to check grades or navigate screens. ○ Push notifications may be enabled by creating a shell of an app, rather than the entire app. ● Cabinet discussed the possibility of changing the Viking Text service to opt-out, instead of opt-in, to reach more students in the case of an emergency. Kim will check with Admissions before any changes are made. <ul style="list-style-type: none"> ○ Checkboxes could be added to the next electronic application, which is being rolled out this Friday. The labels on the boxes would read as follows: home phone, work phone, cell phone. This would clarify what number the student has entered. ● A team from Extreme visited campus last week to interview Tracy, Daniel, and John to showcase the Library, A&S I, and Lecture Hall for an article they will be publishing. ● Tracy has reached out to PeopleAdmin contacts on behalf of Human Resources, with no response. Their contract is up for renewal. ● Daryl assigned Tracy to coordinate development of the emergency operations plan. Tracy is meeting with Paul Ferber this week.
Approval of Minutes	<p>The minutes from the September 19, 2022 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Dena motioned to approve the September 19, 2022 minutes as presented. <p>Second: Chris Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Jefferson County remains in the yellow. ● The CDC posted a 24% positive test rate.

Spring Clean-Up Day	<ul style="list-style-type: none"> This item was deferred until the October 3 Cabinet meeting.
State of the College	<ul style="list-style-type: none"> The meeting will be held virtually. Cabinet discussed items for the agenda and reviewed the questions that had been submitted so far.
Vet Tech Project Update	<ul style="list-style-type: none"> The project was presented to the Foundation Board last week and was approved unanimously for a capital campaign. The College received notice of the MoExcels award. They plan to use the tearing down of the old Sheriff's Office building as a service learning project for ATS students, and would like to begin by spring semester of 2023.
OVW Grant	<ul style="list-style-type: none"> Official notification of the continuation grant award has not yet been received.
Cyberskills and ARPA Grant	<ul style="list-style-type: none"> Grants Checklist Form for Review Grants Checklist Form - ARPA Sonography <ul style="list-style-type: none"> Cabinet discussed the possibility of submitting an application for this grant. Additional information is required before Cabinet will consider the application.
2023 Calendar of Events (from Diversity Committee)	<ul style="list-style-type: none"> Josephine introduced the idea of putting all of the events that are sponsored by the Diversity Committee on its own calendar.
Administrative Liaisons to Committees & Constituent Groups	<ul style="list-style-type: none"> Cabinet reviewed the current liaison list for updates.
Pet Policy Update	<ul style="list-style-type: none"> Cabinet continued the discussion about a pet policy.
Civic Engagement Plan	<ul style="list-style-type: none"> With Tim Denney's move to the Enrollment Services Information Analyst position, a new faculty member needs to be identified to serve as Co-Chair for the Civic Engagement Plan group.
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"> Senior Administrative Specialist - Science & Health - due to Erin Bergman's resignation - Approved Associate Dean - Business, Social Sciences, & Public Service - due to Terry Kite's retirement - Approved. PT Administrative Specialist (WES) - position upgrade from A12 to B21 to accommodate increased responsibility - Approved.
Purchasing	<ul style="list-style-type: none"> CARES ACT FUNDING SPREADSHEET 9 22 22
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"> Agenda items for the Tentative Board agenda (for the October 13 meeting) are due to Lisa today. The Board Work Session will be held at 12:00 p.m. this Thursday. <p>Chris - No update.</p>

	<p>Daryl - Not present.</p> <p>Kim - No update.</p> <p>Allan - No update.</p> <p>Josephine - No update.</p> <p>Tasha - No update.</p>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue? Off-Week</i>
Adjournment	Time: 11:08 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
Lisa Vinyard
Executive Assistant to the President & Board of Trustees