

**CABINET MEETING
MEETING MINUTES
October 3, 2022, 9:00 a.m.
Administration Building Board Room**

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

GUESTS: Roger Barrentine, John Linhorst, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Marketing & Communications Updates	Roger Barrentine provided the following updates: <ul style="list-style-type: none"> ● Roger Barrentine shared a presentation of Marketing and Communications updates. ● Marketing should continue to discuss amongst themselves and/or other departments what went well or didn't go well with each campaign in an effort to raise enrollment efforts with each campaign.
E-sports Proposal	<ul style="list-style-type: none"> ● Kim Harvey-Manus and John Linhorst shared information on behalf of the Esports Task Force. ● Kim shared a presentation. <ul style="list-style-type: none"> ○ Esports Proposal ○ Esports Presentation ● The Task Force is composed of representatives from several different areas of the College. ● Student survey results, budgeting, ongoing costs, the timeline for implementation, and Task Force recommendations were shared. ● Some members of the Task Force will visit Mineral Area's ESports set-up in the near future. ● It is recommended to start this program as a club sport. ● A soft-launch is tentatively planned for Spring 2023. ● Lengthy discussion ensued regarding a location for Esports. <ul style="list-style-type: none"> ○ Upper rooms in the Field House will be viewed by John and Kim to determine whether they fit the need. ○ Budgeting for a spring soft-launch was discussed, and it was determined that the costs are covered. ● This proposal will be presented by John Linhorst at the next Extended Cabinet meeting.
Approval of Minutes	The minutes from the September 26, 2022 meeting were presented for approval. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Chris motioned to approve the September 26, 2022 minutes as presented. <p>Second: Kim Vote: All approved.</p>
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> ● Alert Levels, Triggers, and Activities ● Jefferson County now has a case of Monkey Pox; however, there are no changes to COVID in Jefferson County.
Spring Clean-Up Day	<ul style="list-style-type: none"> ● Dena and Daryl will discuss the Sheriff's Building at some point, specifically discussing whether it should be torn down prior to Spring

	<p>Clean Up Day.</p> <ul style="list-style-type: none"> ● A suggestion was made to have the demo of the Sheriff's building done by students, but concerns about liability were brought up. <ul style="list-style-type: none"> ○ Per Daryl, in order to have this building demolished by Preview Day, we would need to have somewhere to temporarily store stuff and a place to park and work on College vehicles.
Professional Development Leave	<ul style="list-style-type: none"> ● Suzanne Richardson is doing a good job with getting ATS faculty in compliance with required DESE professional development. A good way to get this done is to turn on the Professional Development hours that the Faculty record to all employees. ● Chris also has a Professional Development Request Google Form that he has Instruction Division employees complete and submit for approval, which helps to follow the accounting strings. ● In an effort to streamline reporting, at her next departmental meeting, Tasha will discuss tracking professional development, community service, etc. via Banner for all employees.
Small Capital Project Requests	<ul style="list-style-type: none"> ● Dale Richardson has received several requests over the last few weeks for smaller capital projects. The timing of and budgets for the projects were discussed. ● Cabinet discussed what to do regarding Capital Projects over \$80,000 that are requested; a process on how to deal with these requests needs to be identified.
Contract Database	<ul style="list-style-type: none"> ● If any area is signing/issuing contracts, please be sure to get them back to Debbie Bonham afterward so she can include these in the contract database. ● Cabinet discussed who has the authority to sign contracts. Chris voiced that a Task Force may be helpful in this situation to clarify who should sign which types of contracts.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were not reviewed due to time constraints.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● Maintenance/Housekeeping Tech JCA - due to Ryan Boyd's immediate resignation - Approved ● Police Officer - due to resignation of Corey Boles - Approved ● Workforce Specialist - due to Terry Weis's resignation - Approved
Purchasing	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 9 29 22 ● Daryl reported that bids have not yet been requested for the Buildings & Grounds building.
Enrollment	<ul style="list-style-type: none"> ● No report.
Budget	<ul style="list-style-type: none"> ● No report.
Planning	<ul style="list-style-type: none"> ● No report.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● The Board of Trustees Work Session scheduled in October has been canceled. ● Agenda items for the October 13 Board of Trustees meeting are due to Lisa today. ● The State of the College is scheduled for Monday, October 10. Lisa will share the slide template with Cabinet.

	<p>Chris</p> <ul style="list-style-type: none"> ● A representative with the Drone Corps is coming to visit the College today. ● Josephine noted that we will not be applying for the CDL training using the ARPA grant, but may explore applying for an ARPA grant to implement a drone pilot apprenticeship program. This potential ARPA grant could be used to offer scholarships to students interested in the Drone Program, should we choose to go this route. ● First Quarter Feedback <ul style="list-style-type: none"> ○ Instructors submitted grade concerns at Week 4, which generated a letter being sent to the student from advising. ○ In the Spring '21 term, there was a 5% higher pass rate with a C grade for students who received early feedback; however, this was a small sample size that only included approximately 200 students. ○ The Fall '21 term had a much larger sample size, with a little over 1,100 students, and also indicated an approximate 5% higher pass rate with a C for students who received early feedback. ○ The hope is to scale this to all classes for the second 8-week session. <ul style="list-style-type: none"> ■ Additionally, a box could show up with an early alert pop-up for those who need it. ■ As stated, hopefully this will be rolled out by the second 8-week session. If not, definitely by Spring 2023. <p>Daryl - No report.</p> <p>Kim</p> <ul style="list-style-type: none"> ● The new admissions application is now live and working well. Thanks to Dustin Lemp for his assistance with the development of this new application. <p>Allan - No report.</p> <p>Josephine - No report.</p> <p>Tasha - No report.</p>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 9 - Deferred until next week.
Adjournment	Time: 11:08 a.m.

Respectfully Submitted,

Jennifer Baine
Senior Administrative Assistant to the Vice President of Instruction
and
Lisa Vinyard
Executive Assistant to the President & Board of Trustees