

**CABINET MEETING  
MEETING MINUTES  
October 10, 2022, 9:00 a.m.  
Administration Building Board Room**

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

**GUESTS:** Jude Kyoore, Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:05 a.m.
<b>Institutional Research Updates</b>	<p>Jude Kyoore provided <a href="#">Institutional Research updates</a>:</p> <ul style="list-style-type: none"> <li>● The Noncredit Taskforce is underway to help make recommendations about collection storage and use of noncredit data both for internal assessment as well as to meet external mandates.</li> <li>● A review of the Student Success Priority has renewed efforts to include additional data metrics to measure students' performance gaps in retention and completion between white students and students of color.</li> <li>● IR has officially completed the Jeffco Digest as a project with two additional dashboards that measure students' registration and performance of our students when they attend any of our partner four-year institutions.</li> <li>● IR has met with TRIO personnel to begin investigation of how students who participate in the TRIO project perform as compared to a comparable group.</li> <li>● IR also updated Cabinet about the postponement of data collection for students who are non-binary to fix technical issues.</li> <li>● Work is underway to prepare customized reports for each of our legislative representatives.</li> </ul>
<b>Approval of Minutes</b>	Approval of the <a href="#">October 3, 2022</a> Cabinet Meeting minutes was deferred to the October 17, 2022 Cabinet meeting.
<b>COVID Planning</b> Review Alert Levels	<ul style="list-style-type: none"> <li>● <a href="#">Alert Levels, Triggers, and Activities</a></li> <li>● No changes</li> </ul>
<b>State of College Presentation Review</b>	<ul style="list-style-type: none"> <li>● Cabinet reviewed the State of the College PowerPoint presentation.</li> </ul>
<b>Esports Location Update</b>	<ul style="list-style-type: none"> <li>● Possible locations discussed included: <ul style="list-style-type: none"> <li>○ FH 200/202 - Major renovations would be needed.</li> <li>○ ASII 301 - Multiple COL classes would have to be moved.</li> <li>○ TC210 - Would only be used as a temporary space.</li> <li>○ SC Lower Level (cafeteria space) - Space is used for meetings.</li> </ul> </li> <li>● A suggestion was made to delay kickoff until fall 2023.</li> <li>● A timeline was set to find a viable location by the end of this calendar year or to postpone the start to the Fall of 2023.</li> <li>● Kim will discuss with Bob use of the Field House, both temporarily and permanent, and Daryl will discuss it with the Master Planning Committee.</li> <li>● Daryl will talk with Dale about use of the Student Center storage room located off the Viking Room.</li> <li>● Kim and Daryl will walk around campus to identify potential locations.</li> </ul>

<b>AACC Awards</b>	<ul style="list-style-type: none"> <li>● Dena shared information from the <a href="#">AACC Nominations webpage</a>.</li> </ul>
<b>MSBN Grant Update: CTE Renovation Architect</b>	<ul style="list-style-type: none"> <li>● Chris reported that the \$270,000 grant money has been received.</li> <li>● The timeline will be challenging.</li> <li>● More details are being sought from MSBN and/or DHEWD.</li> </ul>
<b>Automotive - Service Learning Update</b> Upcoming Oil Change for Veterans' Day Social Services Collaborations	<ul style="list-style-type: none"> <li>● Josephine reported that a resource table will be set up for veterans who visit campus for free oil changes. Kim will check into having a resource list for veterans prepared.</li> <li>● In future years, Suzie Welch and her students could coordinate resources for veterans as a Service Learning Project.</li> <li>● An IRB proposal has been submitted by Saranda Lund. Josephine will discuss details at next week's meeting.</li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>● Monday Meeting Action Items were reviewed.</li> </ul>
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>● Housekeeping - Replacement for Justin Dean who submitted his resignation as of 10/21 - Approved</li> <li>● Workforce Specialist - Replacement for Terry Weis who submitted his resignation - Approved</li> <li>● Police Officer - Replacement for Cory Boles who submitted his resignation from JCA - Approved</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● <a href="#">CARES ACT FUNDING SPREADSHEET 10 6 22</a> - <ul style="list-style-type: none"> <li>○ Approval from Paragon regarding restrooms. The TC restroom will be first.</li> </ul> </li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● An art reception will be held from 2:00-3:00 p.m. this Thursday in the Admin Lobby.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● Chris Otto will be presenting on Banned Books for MCCA's "Why I Lecture" series.</li> <li>● Chris will speak at a grad course for Florida Atlantic University's Office of Appreciative Education.</li> <li>● The Vet Tech accreditation is coming up.</li> <li>● There is an ARPA grant proposal to strengthen the stenography grant in Rad Tech and to relocate practical fire training to behind Vet Tech.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>● Daryl attended the I-55 Corridor Improvements meeting last week. Work should start this year and run through December of 2026.</li> </ul> <p>Kim</p> <ul style="list-style-type: none"> <li>● The Vikings Exploration Fair will be held from 11:00 a.m.- 1:00 p.m. tomorrow in the Student Center cafe' area.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Strides to End Domestic Violence Walk will take place this Saturday, from 10:00 a.m.-12:00 p.m., at the track. Donations will benefit the Mary Daniels Scholarship.</li> <li>• Kim will work with Holly on JCA Summit preparations.</li> </ul> <p>Allan - No report.</p> <p>Josephine - No report.</p> <p>Tasha</p> <ul style="list-style-type: none"> <li>• They will soon know open enrollment dates.</li> <li>• The EAP will need to go out to bid.</li> </ul>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue?</i> Chapter 9 discussion was deferred.
<b>Adjournment</b>	<b>Time:</b> 10:45 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