

**CABINET MEETING
MEETING MINUTES
November 14, 2022, 9:00 a.m.
Administration Building Board Room**

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

MEMBERS ABSENT: Dena McCaffrey

GUESTS: Jude Kyoore, John Linhorst, Brenna Young, Shannon Schoenky, Jennifer Baine

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
Institutional Updates	Jude presented Institutional Research updates : <ul style="list-style-type: none"> ● The Executive Summary of the NCCBP recent release was reviewed and discussed. ● Jude shared results that indicated that COVID-19 did have a significant disruption of the academic schedule using statistical procedure. ● He noted that the marginal impact was significant at the 10% level for the Fall 2018 and Fall 2019 cohorts on student 150% completion time.
Approval of Minutes	The minutes from the November 7, 2022 meeting were revised with one minor change and then presented for approval. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the November 7, 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 ● Total number of cases has improved; however, we may experience a higher number of cases over the holiday break.
Remote Work Presentation and Discussion	Tasha, John, and Brenna provided updates: <ul style="list-style-type: none"> ● All requests have been reviewed. Some are pending final supervisor approval. ● The task force will be reaching out to supervisors for position reviews they have not yet received. ● Cabinet reviewed the draft of the remote work application Google form. ● A master list for the supervisors would be helpful so that they can see how many days their employees are approved to work remotely. ● Employees will be expected to work their regular business hours while working remotely. ● An employee application will go to the supervisor first, then to the Remote Work Task Force. Once a decision has been made, the employee will be notified. <ul style="list-style-type: none"> ○ If a request is not approved, an employee may appeal the decision. ● A survey will be sent out to all campus supervisors a few months after the start of the remote work implementation. Supervisors will be asked how they feel the program is working.

	<ul style="list-style-type: none"> ● PeopleAdmin will be the official recording of where reasons are recorded and changes are made to forms. ● Remote work arrangements will be evaluated after three months.
Competing Events on Campus (and off)	<ul style="list-style-type: none"> ● There are multiple events scheduled on-campus the evening of the Employee Holiday Party. ● In the future, the date of the Holiday Party can be blocked in EMS to prevent event reservations for that evening.
Committee Purpose Question	<ul style="list-style-type: none"> ● A Proposed SP Purposes survey to identify the vision and purpose of the Strategic Planning Committee was discussed. ● It was noted that the Strategic Planning Committee should work in shared governance throughout their process. Ultimately, the Cabinet and then the Board of Trustees gives final confirmation of the Strategic Plan.
Standing Agenda Items	
Action Items List	Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Purchasing	<ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 11 10 22
Enrollment	<ul style="list-style-type: none"> ● Spring enrollment was up over 2% this morning.
Budget	<ul style="list-style-type: none"> ● There is a plan for the restroom renovations, but it cannot go before the BOT until March.
Planning	No discussion.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● Cabinet reviewed the anonymous questions submitted by employees. Cabinet's responses will be included in Dena's President's report.
Reports	<p>Chris</p> <ul style="list-style-type: none"> ● Inclement weather is predicted for tomorrow morning. Local school districts will be monitored for closings. ● Tentative Board agenda items are due tomorrow, Tuesday, November 15. ● The Men's Soccer team plays this afternoon. They are ranked #6. ● Jennifer will set up a meeting between Kim, Shannon, Chris, and herself to discuss the Professional Development Request form. ● Cabinet will not meet next week. <p>Daryl</p> <ul style="list-style-type: none"> ● Some of the building canopies have been power washed. ● Bids were received for the marquee at the entrance. A stationary electric marquee seems to be a better option than the current type rolling marquee. ● Daryl, Kim, and Sheree met regarding potential creation of a Transfer Center in the Student Center near the former food service office area. This would be included in the Student Center lower level renovations project. ● Daryl has a meeting today regarding bonds. <p>Kim</p> <ul style="list-style-type: none"> ● The Assurance Argument draft will be brought to Cabinet in January. ● The Viking Woods Thanksgiving Dinner will be held at 6:00 p.m. on November 21. Donations and volunteers are appreciated.

	<ul style="list-style-type: none"> ● Kim was informed by the Student Senate that an adjunct faculty member would like to donate a ping pong table. Kim will contact B&G about transporting the table from the employee's home to the Student Center's cafeteria area. ● Kim was requested to create an addendum to a sporting event MOU in order to add one statement regarding financial responsibility. Since the MOU hasn't been signed yet, the other party should be able to add the statement to the MOU instead of requiring an addendum. Kim and Daryl will discuss this further. <p>Allan - No report.</p> <p>Josephine</p> <ul style="list-style-type: none"> ● A discussion is taking place with Webster University regarding collaborative research of CIS programs. <p>Tasha</p> <ul style="list-style-type: none"> ● Open enrollment ends November 16.
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue? Off-Week</i>
Adjournment	Time: 11:47 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