

**CABINET MEETING  
MEETING MINUTES  
December 19, 2022, 9:00 a.m.  
Administration Building Board Room**

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

**ABSENT:** Chris DeGeare

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

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:05 a.m.
<b>Budget &amp; Forecasting Updates</b>	<ul style="list-style-type: none"> <li>This topic was deferred to the Executive Session at the end of the meeting.</li> </ul>
<b>Approval of Minutes</b>	<p>The minutes from the <a href="#">December 5, 2022</a> and <a href="#">December 12, 2022</a> meetings were presented for approval.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li><b>Motion:</b> Kim motioned to approve the December 5, 2022, and December 12, 2022, minutes as presented. <b>Second:</b> Dena <b>Vote:</b> All approved</li> </ol>
<b>COVID Planning</b> Review Alert Levels	<ul style="list-style-type: none"> <li><a href="#">Alert Levels, Triggers, and Activities</a></li> </ul>
<b>Inclement Weather Email</b>	<p>Cabinet discussed employee expectations:</p> <ul style="list-style-type: none"> <li>Inclement weather procedures remain the same; however, changes may be made in the future as things evolve.</li> <li>On an inclement weather day, faculty are still expected to check in with their students and post something on the LMS.</li> </ul>
<b>Jefferson College 60th Birthday</b>	<p>Cabinet discussed how the College's 60th anniversary, founded on April 2, 1963, would be celebrated.</p> <ul style="list-style-type: none"> <li>There could be a year-long celebration. <ul style="list-style-type: none"> <li>A new logo could be created and added to letterhead, memos, and email signature lines.</li> <li>Roger will bring back possible marketing materials related to the 60th Anniversary when he next presents.</li> </ul> </li> </ul>
<b>Budget Planning FY2024</b>	<p>Cabinet discussed the timeline for budget managers:</p> <ul style="list-style-type: none"> <li>Budget managers should review things such as salary, benefits, travel.</li> <li>The Cabinet Meeting on January 9 will be used to begin to determine positions. They will again be reviewed on January 23 and finalized at the Cabinet Retreat.</li> <li>Lisa will be sending out invitations for the Cabinet Retreat.</li> </ul>
<b>Restroom Design</b>	<ul style="list-style-type: none"> <li>Daryl showed a diagram of our new restroom design.</li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	Monday Meeting Action Items were not reviewed at this meeting.

Strategic Workforce Planning Permissions to Fill	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> <li>Child Care Lead Teacher - Replacement for Kayla Rendleman, who is moving to a part-time Teacher's Assistant position - Approved</li> <li>Child Care Lead Teacher (PT - 29 hours/week) - Replacement for Sam Allen-Lewis who is moving into the full-time Lead Teacher position - Approved effective January 5, 2023</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li><a href="#">CARES ACT FUNDING SPREADSHEET 12 15 22</a></li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>Enrollment looks good.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Topic was discussed in the Executive Session.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
<b>Reports</b>	<p>Dena - No update.</p> <p>Chris - Not present to provide an update.</p> <p>Daryl - No update.</p> <p>Kim</p> <ul style="list-style-type: none"> <li>Riley Gross and Brayden Pratt were selected as Transfer Pathway nominees for the All-USA/Coca-Cola Academic Team competition.</li> <li>Kim received a card from a parent thanking the College for the Project SUCCESS program and the support that it has provided to her children.</li> </ul> <p>Allan - No update. Allan was thanked for his years of service to the College.</p> <p>Josephine - No update.</p> <p>Tasha - No update.</p>
Executive Session	
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue? Off-week</i>
<b>Adjournment</b>	<b>Time:</b> 10:09 a.m.

Respectfully Submitted,

Jennifer Baine

Senior Administrative Assistant to the Vice President of Instruction

and

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services

and

Lisa Vinyard

Executive Assistant to the President & Board of Trustees