



**CABINET MEETING  
MEETING MINUTES  
February 27, 2023, 12:00 p.m.  
Administration Building Board Room**

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**MEMBERS PRESENT:** Kim Harvey-Manus, Josephine Kershaw, Dena McCaffrey, Tasha Welsh, Chris DeGeare (virtual)

**ABSENT:** Daryl Gehbauer

**GUESTS:** Sheree Bell, Tracy James, Linda Ladendecker-Corley, Connie Nash, Dale Richardson, Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 12:12 p.m.
<b>IT/Telephone Updates</b>	Tracy James attended to provide the following updates: <ul style="list-style-type: none"> <li>● 2-Step Verification for students</li> <li>● IT Disaster Recovery testing <ul style="list-style-type: none"> <li>○ This will be taking place in March.</li> </ul> </li> <li>● Required Cyber Security Controls <ul style="list-style-type: none"> <li>○ Due in place by July 1 for insurance purposes.</li> </ul> </li> </ul>
<b>Disability Services Discussion</b>	Linda Ladendecker-Corley and Connie Nash attended to provide DSS information: <ul style="list-style-type: none"> <li>●  DSS Cabinet Presentation 02_27_2023.pptx <ul style="list-style-type: none"> <li>○ It was inquired about how many students we serve through DSS compared with other area community colleges. Linda will do some research on the percentages.</li> <li>○ A wave mechanism installation caused a student to cry tears of joy as she was able to open a door by herself for the first time simply by having her wheelchair brush by the wave control. <ul style="list-style-type: none"> <li>■ Waive mechanisms are needed in campus restrooms.</li> </ul> </li> </ul> </li> </ul>
<b>Closed Captioning Question</b>	<ul style="list-style-type: none"> <li>● Deferred to March 6 meeting <ul style="list-style-type: none"> <li>○ Raised by Dan Lauder <ul style="list-style-type: none"> <li>■  Closed Caption Question.pdf</li> </ul> </li> </ul> </li> </ul>
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>● Approval of minutes were deferred to the March 6 Cabinet meeting due to time constraints.</li> <li>● <a href="#">January 23, 2023</a></li> <li>● <a href="#">February 13, 2023</a></li> </ul>
<b>DHEWD NCHEMS Survey Review</b>	Cabinet discussed the DHEWD NCHEMS Survey: <ul style="list-style-type: none"> <li>● Reviewed the <a href="#">Survey of Institutional Efforts to Improve Operational Efficiency</a>, which is due March 3. <ul style="list-style-type: none"> <li>○ Included the survey and related matrix (in both a <a href="#">Word version</a> and an <a href="#">Excel version</a>), to be used to report recent major efforts designed to lead to productivity improvements, reduced costs, or improved student success.</li> <li>○ Cabinet completed the “Original” survey together during the meeting.</li> </ul> </li> </ul>
<b>Honors Recognition Ceremony - May 4</b>	<ul style="list-style-type: none"> <li>● Kim shared that the 2023 Honors Recognition Ceremony will be held at 6:00 p.m., on Thursday, May 4, in the Field House.</li> <li>● Cabinet agreed that Phi Theta Kappa (PTK) students will not be included</li> </ul>

	in the Honors Recognition Ceremony. They are recognized at induction ceremonies and Club Awards Night.
<b>Cabinet Retreats</b>	<ul style="list-style-type: none"> <li>● Deferred to March 6 meeting <ul style="list-style-type: none"> <li>○ Retreat dates: <ul style="list-style-type: none"> <li>■ March 6, 2023</li> <li>■ April 3, 2023</li> <li>■ May 15, 2023</li> <li>■ June 6, 2023</li> <li>■ July __, 2023</li> </ul> </li> </ul> </li> </ul>
<b>FLSA</b>	<ul style="list-style-type: none"> <li>● Deferred until the next Cabinet meeting. <ul style="list-style-type: none"> <li>a. Potential DOL changes and their impact on our employees.</li> </ul> </li> </ul>
<b>60th Logo Discussion</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed and decided which logo they would like to go with: <ul style="list-style-type: none"> <li>○ Option 3B was selected from the options provided by Graphics.</li> </ul> </li> </ul>
<b>Extended Cabinet Agenda Review</b>	<ul style="list-style-type: none"> <li>● Dena will email the agenda to Cabinet members, due to lack of time for review.</li> </ul>
<b>Employee Appreciation Day</b>	<ul style="list-style-type: none"> <li>● The lunch has been ordered from Pasta House. Cabinet members will serve the food.</li> <li>● <i>Spin the Wheel</i> will be used again to draw for prizes.</li> </ul>
<b>Bathroom Renovations RFP results</b>	<p>Sheree Bell and Dale Richardson joined the meeting to discuss the bathroom renovation RFP results:</p> <ul style="list-style-type: none"> <li>● We are quite a bit over on the restroom renovation projected costs.</li> <li>● Brockmiller is offering some alternatives for bathroom partitions that may lower the costs by not using stainless steel.</li> <li>● A cost of \$3.5 million would not include ATS, ASII, B&amp;G, or FH hallway or upstairs. <ul style="list-style-type: none"> <li>○ Fine Arts restrooms must be enlarged to meet ADA compliance.</li> <li>○ The priority areas are CTE, SC, and the TC. <ul style="list-style-type: none"> <li>■ A change order will have to be submitted to the Board if some areas are removed from the original project list.</li> </ul> </li> <li>○ Could abatement come from another budget, since it is something that must be done? We need to find out the cost first.</li> <li>○ Follow-up with Daryl and the architect is needed.</li> </ul> </li> </ul>
<b>Grants Checklist - Sustain Child Care Subsidy Grant 2023</b>	<ul style="list-style-type: none"> <li>● Deferred to Monday, March 6 <ul style="list-style-type: none"> <li>○ <a href="#">Sustain Child Care Subsidy Grant 2023</a></li> </ul> </li> </ul>
<b>ATS Health Services</b>	<ul style="list-style-type: none"> <li>● Deferred to Monday, March 6 <ul style="list-style-type: none"> <li>○ Proposal to report to the Nursing department. <ul style="list-style-type: none"> <li>■ <a href="#">Draft Org chart</a></li> </ul> </li> </ul> </li> </ul>
<b>Standing Agenda Items</b>	
<a href="#">Action Items List</a>	Monday Meeting Action Items were not reviewed due to time.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were not reviewed due to time:</p> <ul style="list-style-type: none"> <li>● History Faculty - replacement for Scott Holzer, who is retiring</li> <li>● Accountant - replacement for Hope Hernandez, who is being promoted to Director of Accounting</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● CARES ACT FUNDING SPREADSHEET</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>

Employee Anonymous Questions	<ul style="list-style-type: none"> <li>One new question will be presented and answered at the Extended Cabinet tomorrow.</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>No reports were provided due to time constraints.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>No Executive Session was held.</li> </ul>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue?</i> Chapter 12 postponed due to lack of time
<b>Adjournment</b>	<b>Time: 2:27 p.m.</b>

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