

**ICABINET MEETING
MEETING MINUTES
September 25, 2023, 9:00 a.m.
ADM Board Room/Google Meet**

MEMBERS PRESENT:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey |
| <input checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> Josephine Kershaw | <input checked="" type="checkbox"/> Blake Tilley |
| <input checked="" type="checkbox"/> Kim Harvey-Manus | <input checked="" type="checkbox"/> John Linhorst | <input checked="" type="checkbox"/> Tasha Welsh |
| | | <input checked="" type="checkbox"/> Kenny Wilson |

GUESTS: David Parchim, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:02 a.m.
Campus Safety and Emergency Management Updates	<ul style="list-style-type: none"> ● Police Chief David Parchim gave an update on campus safety initiatives and emergency management. ● Chief Parchim discussed how he has familiarized himself with College and community colleagues, as well as outside organizations, since his arrival to campus. He also talked about the benefits and importance of establishing these relationships. ● Processes and procedures that have been updated and/or implemented were also reviewed. ● The ATS and Student Center will each have a fire drill in October as they were excluded from the fire drill during Opening Week; other buildings may also be included in the drill in October (e.g., the Administration building). Chief Parchim intends to conduct fire drills periodically throughout the year. ● Building Managers have been identified for each building on campus, and these individuals are aware of their role. Cabinet would like to review this list. ● Cabinet would like to invite Chief Parchim back to discuss Emergency Preparedness more in depth and have the opportunity to discuss goals for each area.
Approval of Minutes	<p>The September 18, 2023, Cabinet meeting minutes were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: John made a motion to approve the September 18, 2023, minutes. <p>Second: Josephine</p> <p>Approved by All</p>
Contracts, MOUs, Affiliation Agreements	<ul style="list-style-type: none"> ● Kayla Barren will continue to manage the database after Daryl retires. ● Effective December 1, documents requiring signature will be forwarded to the appropriate Vice President, or Administrative Cabinet member, for approval/signature. ● Fully executed contracts, MOUs, agreements, etc. should continue to be housed in the Business Office. ● Going forward, contracts/MOUs/agreements that are received prior to Board meetings should be reviewed by the Vice President of Finance & Administration prior to being submitted for Board of Trustees' approval.

	<ul style="list-style-type: none"> Contracts/MOUs/agreements should be carefully reviewed by the responsible party, and if there are fiduciary or legal implications involved, the document should be reviewed by the Vice President of Finance & Administration or another member of the Administrative Cabinet.
Census Data	<ul style="list-style-type: none"> The Fall 2023 Census Enrollment Report was reviewed. The Enrollment Report is useful for the actual enrollment numbers and comparisons; however, to obtain more detailed data (e.g., program-level data, population data), another report may need to be utilized, such as the Jeffco Digest and/or FAST. Kim would like to work with others to discuss future enrollment numbers, set goals for enrollment, etc. Jeffco Digest is transitioning to Power BI, and Josephine anticipates a soft launch in Spring 2024. The SEM-R Data Task Force will be convened again.
Town Hall Agenda	<ul style="list-style-type: none"> Cabinet discussed the agenda. Responses to anonymous questions submitted by employees will be addressed.
B&G Addition	<ul style="list-style-type: none"> The Bid Opening was September 21. The lowest bid is \$200,000 over budget. Cabinet discussed the project and the possibility of offering a service learning component to the project. John discussed revisions to the scope of the project. The College will need to consult with the architects again regarding the updated project design.
Draft Faculty Advising Agreement	<ul style="list-style-type: none"> Chris discussed the draft Faculty Advising Agreement. This document has been shared with Rebecca. Cabinet was asked to review the Agreement.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> Monday Meeting Action Items were reviewed and updated.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> Associate Dean of Humanities - Replacement for Dr. Michael Booker, who will be retiring in June of 2024. - Approved Campus Police Officer - Replacement for Officer Dino Redzic, who has submitted his resignation effective September 29, 2023. - Approved Nursing Admin. Specialist (PT) - This position has been open since last spring. - Approved
Grants	<ul style="list-style-type: none"> No report.
Purchasing	<ul style="list-style-type: none"> No report.
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.
Employee Anonymous Questions	<ul style="list-style-type: none"> No report.
Reports	<p>Dena - No report.</p> <p>Chris</p> <ul style="list-style-type: none"> A community group was recently on campus soliciting signatures in the

Library; they were informed they could only solicit signatures outside the building.

- Faculty In-Service Day in January may include an active shooter exercise for staff.

Daryl

- The Business Office staff is working on the audit. Auditors will be on campus the week of October 2.

Kim

- Kim shared an update from the MCCA Task Force that is reviewing the creation of a Core 60 to ensure students are able to transfer the full Associate of Arts degree. Legislation is being considered to address this issue. Next steps include requesting the CAOs complete an inventory of the requirements for the Associate of Arts degree, reviewing approved three-year baccalaureate degree programs (especially teacher education), and reviewing articulation legislation from Arkansas and Florida.

Josephine

- The College was awarded an NSF EPIIC grant for \$400,000.
- Josephine will be meeting with OTC on Friday regarding establishing a grants office.
- Josephine will be following-up on the Diversity Plan to determine what language needs to be revised and/or updated.
- The College is participating in the \$5 million Quest Grant (available through DHEWD). These funds are awarded directly to students rather than to the school.

Kenny

- German students are on campus currently.
- Dan Lauder is working on a project regarding faculty tenure. Ken will work with Holly Ross to confirm faculty are aware of the project. Dena suggested Cindy Rossi and Kathy Johnson be involved in the project.

John

- Doors for the Testing Center, advisors, transfer partners, and adjunct faculty spaces at Jefferson College Arnold have been installed.
- Bids for the Farm Road signage should open this week; the pedestrian bridge should be on the October Board agenda.
- PPE stations have been returned to buildings and will remain in place through flu season.
- One housekeeper has been switched to daytime hours from 12:30 to 9 pm to maintain the PPE stations and the CTE Micromart.
- The search for an Assistant Controller continues.
- No Capital Projects have been submitted at this point.

Tasha

- Tasha provided a summary of items discussed at the recent MCCA-CHRO meeting:
 - FLSA is being addressed in a similar manner by community

colleges across the state. Tasha will be preparing a spreadsheet for Cabinet members to review anticipated overtime for C41, C42, and C43 positions.

- Supervisor training will be offered by Kate Nash tomorrow, Tuesday, September 26, at 3:30 p.m. in the Viking Room.
- Tuition reimbursement processes were shared.
- Temporary employees need to be reviewed again. Should this classification be transitioned to part-time regular positions?

Tracy

- The annual computer bid was distributed last week; Tracy hopes to include this on the October Board of Trustees meeting agenda. This bid includes the computers for eSports.

Blake

- The Foundation’s annual Golf Tournament will be held this Thursday and Friday, September 28 and 29, at Crystal Highlands Golf Course.
 - Nineteen teams have registered for Thursday.
 - Thirty teams have registered for Friday
 - There are a sufficient number of volunteers, including Foundation Board of Directors members.
- A Marketing Retreat was held on Thursday, September 21. The Retreat reinforced areas of improvement and the importance of integrating marketing throughout the institution.
- Blake is working with Erin regarding the new website vendor.
- New furniture for the Foundation Office should be delivered soon.
- Blake is working with Paula Carpenter in Financial Aid to explore scholarship management software options.
- The Foundation has received a donation from Mr. Harry Mueller in the amount of \$25,000.
- Dobbs recently fulfilled their \$75,000 pledge for the Automotive program.
- The Mysun Foundation is excited and pleased with the Foundation’s work with emergency funding for dependency override students. The funding for students is for three years at \$40,000/year.

Executive Session	● Not needed.
Adjournment	Time: 11:25 a.m.

Respectfully Submitted,

Lisa Vinyard
 Executive Assistant to the President & Board of Trustees