

**CABINET MEETING  
MEETING MINUTES  
October 30, 2023, 9:00 a.m.  
Google Meet**

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**MEMBERS PRESENT:**

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|--|---|--|
| <input checked="" type="checkbox"/> Chris DeGeare  | <input 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 type="checkbox"/> Kim Harvey-Manus          | <input checked="" type="checkbox"/> John Linhorst     | <input checked="" type="checkbox"/> Tasha Welsh    |
|  |   | <input checked="" type="checkbox"/> Kenny Wilson   |

**ABSENT:** Kim Harvey-Manus, Tracy James

**GUESTS:** Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:02 a.m.
<b>Approval of Minutes</b>	Approval of the <a href="#">October 23, 2023</a> Cabinet meeting minutes was deferred to the November 6 meeting.
<b>Inclement Weather and Texting</b>	<ul style="list-style-type: none"> <li>● Cabinet reviewed the <a href="#">Campus Closure Text Group</a> from last year to make updates.               <ul style="list-style-type: none"> <li>○ Blake Tilley - Blake and/or Erin will send out media messages.</li> <li>○ Tim Kuchar or Daniel Boyer will program the phone system.</li> </ul> </li> <li>● In cases of inclement weather, road conditions throughout the County are checked to help determine if a closure or late start is warranted.</li> <li>● Chris reminded us that we updated the language so that it does not state that classes are canceled, since many classes continue online.</li> </ul>
<b>Aging AHEAD</b>	<ul style="list-style-type: none"> <li>● Amy Kausler serves on the Board for Aging Ahead, an organization that provides programming to seniors throughout the County. The organization would like to use community space at JCA twice weekly.</li> <li>● Interim Director of JCA Brenna Young indicated that the space at JCA is available for use in the short-term, but that the room might be needed in the future for classes.</li> <li>● Chris will share with Daryl and John the draft MOU that was submitted.</li> <li>● Cabinet determined that the community space could be used twice weekly by Aging Ahead through May. Chris will let Amy Kausler know the request was approved.</li> </ul>
<b>Board Policy &amp; Procedure II-020 Reimbursement for Professional Study Expense</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed the P&amp;P for employee tuition reimbursement.</li> <li>● If an employee needs to complete a 100- or 200-level course for their bachelor's degree and Jefferson College offers the course, the employee should ideally take the course at Jefferson.</li> <li>● Chris reported on a recent CAO discussion about the tuition policies from other colleges and shared that information with Tasha.</li> <li>● Tasha will ask at MCCA if other schools give staff raises if they complete degrees.</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 not reviewed.</li> </ul>

Strategic Workforce Planning Permissions to Fill	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> <li>● Vice President Finance and Administration - This position is to replace Daryl Gehbauer who has submitted his retirement effective November 30, 2023 - Approved</li> </ul>
Grants	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● No discussion.</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>● None received.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● The first Men's Basketball Game is Wednesday, November 1, and an event is planned with free hot dogs and t-shirts. <ul style="list-style-type: none"> <li>○ Wednesday will be a Jeffco Spirit Day.</li> </ul> </li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● Tracy advised that they are working on rebuilding MyJeffco on the same platform as the Announcements page.</li> <li>● Jennifer and Chris are working on MCCA carpool arrangements. He will email Cabinet the list of people traveling to the conference.</li> <li>● Jefferson College was mentioned in a recent <a href="#">Spectrum News article</a>.</li> <li>● Jefferson County Emergency Training Academy is interested in our Fire Science program. Chris and Kenny will be meeting with them to discuss further involvement.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>● Megan Hunter, the new Assistant Controller, started today.</li> </ul> <p>Kim - Not present to report.</p> <p>Josephine</p> <ul style="list-style-type: none"> <li>● Christy Stanley starts today as the new Sr. Administrative &amp; Grants Specialist.</li> </ul> <p>Kenny</p> <ul style="list-style-type: none"> <li>● A Grow Your Own meeting was held last week with Jan Johnson, Ken Boning, and Shawn Young from CMU. <ul style="list-style-type: none"> <li>○ They are involved in two teaching apprentice programs. He will forward an MOU to Daryl and John.</li> <li>○ They will also be working with us on a secondary-level apprenticeship in the future.</li> </ul> </li> <li>● Exit Exam Task Force - Work Keys will no longer be used for technical programs.</li> <li>● Student Learning &amp; Support Committee - We need to develop a definition of an online course.</li> <li>● Technology Committee - We need to find a proctoring solution to replace Zoom proctoring.</li> </ul> <p>John</p> <ul style="list-style-type: none"> <li>● Projects to be included on the December Board agenda include the</li> </ul>

	<p>Nursing suite, pedestrian bridge, Vet Tech building, plus eSports.</p> <ul style="list-style-type: none"> <li>● Daryl, Leslie Hoff, and Shelly Mueller will participate in a virtual meeting on Friday regarding employee retention credit.</li> <li>● John and David Parchim have been discussing the emergency contact list. Chief Parchim wants to review first aid kits campus-wide, as needs may be different based on departments/programs.</li> </ul> <p>Tasha</p> <ul style="list-style-type: none"> <li>● The candidate for the Director of Marketing position did not accept our offer, so the search will continue.</li> </ul> <p>Tracy - Not present to report.</p> <p>Blake</p> <ul style="list-style-type: none"> <li>● Following Roger's notes, Blake sent out a message asking what programs should be marketed/promoted in spring enrollment.</li> <li>● Marketing will be putting the Holiday video together.</li> <li>● The Foundation held their annual Brick unveiling event last week.</li> <li>● The Monticello event will take place this Thursday at 5:00 p.m.</li> <li>● The Foundation is hoping to close on the sale of the Fox Run house in November.</li> <li>● The Foundation would like to establish an undesignated endowment with the \$1,000,000 from the Ault house sale and Ault bequest. A Foundation Board task force will outline policy parameters.</li> <li>● KSDK Reporter Alex Fees will visit campus to interview Lora Warner and Saranda Lund, as well as Cliff Judy from MCCA, to discuss the SkillUp Grant.</li> <li>● Blake is working with Joel Vanderheyden to plan a musical fundraising event for spring.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>● If needed.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 10:03 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 Academic Affairs