

**CABINET MEETING  
MEETING MINUTES  
November 13, 2023, 9:30 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 checked="" type="checkbox"/> Kim Harvey-Manus | <input checked="" type="checkbox"/> John Linhorst     | <input checked="" type="checkbox"/> Tasha Welsh    |
|  |   | <input checked="" type="checkbox"/> Kenny Wilson   |

**ABSENT:** Tracy James

**GUESTS:** Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:34 a.m.
<b>Approval of Minutes</b>	The minutes of the <a href="#">October 30, 2023</a> and <a href="#">November 6, 2023</a> Cabinet meetings were presented for approval.  <b>ACTION:</b> 1. <b>Motion:</b> Chris motioned to approve the October 30, 2023 and the November 6, 2023 Cabinet meeting minutes. <b>Second:</b> Josephine <b>Approved by All</b>
<b>Future Trends - Landscape of Credentials</b>	<ul style="list-style-type: none"> <li>● This agenda item has been postponed to the next in-person Cabinet meeting.</li> </ul>
<b>Next Day of Service</b>	<ul style="list-style-type: none"> <li>● Cabinet approved the Day of Service Subcommittee’s request to schedule the Day of Service on Friday, October 11, 2024.</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 reviewed and updated.               <ul style="list-style-type: none"> <li>○ The Grants spreadsheet will be a high level tracking of grants submitted and awarded. The Grants Checklist form will continue to be completed because grant applicants are from various areas of the College, not just Cabinet members. The completed Grants Checklist with detailed grant information will be a linked attachment to the spreadsheet.                   <ul style="list-style-type: none"> <li>■ A column for award amount was asked to be added to the spreadsheet.</li> </ul> </li> </ul> </li> </ul>
Strategic Workforce Planning Permissions to Fill	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> <li>● Grants Coordinator - New position that would be EPIIC Grant Personnel, budgeted for three years and fully-funded by the EPIIC grant. - Approved</li> <li>● Maintenance Technician - Replacement for Morgan Coleman, who was promoted to Field Maintenance Technician. - Approved</li> </ul>
Grants	<ul style="list-style-type: none"> <li>● There should be an update regarding the Rural Post-Secondary Education Grant in the next three weeks or so.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● Purchasing will move forward with Anthony Merseal fulfilling some of the purchasing responsibilities.</li> </ul>

Enrollment	<ul style="list-style-type: none"> <li>The enrollment report looks good.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>The tiered-tuition proposal is in-progress.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>No report.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>None submitted.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>A Board of Trustees Work Session and short Board meeting will be held tomorrow, Tuesday, November 14. Lunch will be provided.</li> <li>Dena offered kudos to faculty and staff who presented at the MCCA Convention.</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>The EMT/Paramedic Accreditation Site Visit is scheduled today.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>Daryl and his team are working on the audit. They hope to complete it within the next couple of weeks.</li> </ul> <p>Kim - No update.</p> <p>Josephine</p> <ul style="list-style-type: none"> <li>The possible development of a Grants Council was discussed at the MCCA Convention.</li> <li>Kenny and Josephine are getting additional HLC assessment review training.</li> <li>An EPIIC Grant seminar will be held tomorrow, November 14.</li> <li>The Project Vision grant team meetings have launched.</li> </ul> <p>Kenny</p> <ul style="list-style-type: none"> <li>A potential NSF grant is being looked into. Kenny will be talking to others to see if this will fit into our Biotech stacking.</li> </ul> <p>John</p> <ul style="list-style-type: none"> <li>Progress is being made on the Esports room in the Field House. Completion is anticipated before the winter break.</li> <li>Permits have been acquired for Farm Road signage. Sign verbiage is still being determined.</li> <li>Handicap access/entry signage will be added to the Field House for sporting and/or special events.</li> <li>Lettering in the Cafeteria will be completed prior to Friday, November 17.</li> <li>Vet Tech bids open tomorrow at 2:00 p.m.</li> <li>Capital project presentations are due December 1. Recommendations will be brought to the Board in January or February.</li> </ul> <p>Tasha</p> <ul style="list-style-type: none"> <li>Open enrollment for employee health insurance begins today.</li> </ul> <p>Tracy - Not present.</p> <p>Blake</p> <ul style="list-style-type: none"> <li>Dan Govero was very impressed with the MCCA event on Thursday night.</li> </ul>

	<ul style="list-style-type: none"> <li>● A Development Assistant has been hired.</li> <li>● The Foundation will close on the sale of the Ault House on Wednesday, November 15.</li> <li>● The Leader Dinner will be held on December 1. Tickets are nearly sold out.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>● Not needed.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 10:31 a.m.

Respectfully Submitted,

Jennifer Baine  
Senior Administrative Assistant to the Vice President of Academic Affairs  
and  
Lisa Vinyard  
Executive Assistant to the President