

**CABINET MEETING
MEETING MINUTES
February 26, 2024, 9:00 a.m.
Board Room and Google Meet**

MEMBERS PRESENT:

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

GUESTS: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:06 a.m.
Approval of Minutes	<p>The minutes of the January 29, 2024 and February 12, 2024 Cabinet meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Dena motioned to approve the January 29, 2024 and February 12, 2024 Cabinet meeting minutes. <p>Second: Tasha Approved by All</p>
Institutional Assessment - Decompressing Schedule and Feedback Processes	<ul style="list-style-type: none"> ● Deferred from previous meetings. ● Chris shared an updated version of the Assessment Cycle. ● It was decided that the current IA Cycle will stand, for the moment. Those IAs that are currently outstanding will be submitted by the end of 2024. And, a few others will be moved out one year (due to various circumstances). Most of those are now due in 2025. Chris will update the IA schedule and present it to the Assessment Committee on behalf of Administration. ● Cabinet will continue to discuss how administrative units will be assessed as part of planning efforts.
Idea: Ask Me Anything Forum	<ul style="list-style-type: none"> ● Dena shared information she saw from Salt Lake Community College: #peoplefirstculture #lovewhereyouwork ● Dena shared that one of our peer institutions does an “ask me anything” session/day. ● Tasha offered to do this at the Certified/Classified Staff meetings. ● Cabinet discussed how we currently have various ways for staff to do Q&A with administration; however, because it is spread out in various places/manners, not all employees may hear the questions and answers.
Viking Woods and Meal Plan Rates	<ul style="list-style-type: none"> ● Discussion was deferred to the March 4 Cabinet meeting. ● Kim will send out the information electronically and will follow-up via email, as she is unable to attend the March 4 meeting.
Fast Track Grant for Employees’ Training/Education	<ul style="list-style-type: none"> ● Should we ask eligible employees to apply for Fast Track funding? ● The Fast Track can be used up to a Bachelor’s Degree. ● Chris noted that we could incorporate language in BAT-FAT that those requesting tuition apply for known grants (such as this). <ul style="list-style-type: none"> ○ We can also update this in Policy.

Jefferson City Visit Plans	<ul style="list-style-type: none"> ● The Jefferson City visit is scheduled for March 12, 2024. ● Attendees include Dena, Chris, Paula Carpenter, Stephanie Penn and a student who utilizes A+.
Employee Appreciation Day Update	<ul style="list-style-type: none"> ● Employee Appreciation Day is Thursday, February 29. ● Food Service will be setting up a pasta buffet. Dena thanked Cabinet members for assisting with set-up. ● Dena will be dropping off desserts at Arnold and Imperial that morning. Pizza will be delivered to those locations, as well.
BOT Tentative Agenda	<ul style="list-style-type: none"> ● Tentative agenda items are due to Lisa Vinyard by Tuesday, February 27.
Financial Aid/FAFSA Updates	<ul style="list-style-type: none"> ● The entire FAFSA financial aid system is being overhauled, causing challenges to institutions. ● Kim went over the issues going on with FAFSA currently due to system changes. This is causing delays, but it seems better for smaller colleges than for four-year schools. ● Paula Carpenter is adding a standing agenda item for Extended Cabinet meetings for financial aid updates. ● Students will not be notified of their financial aid award for the 2024-2025 academic year until May or June at the earliest. ● Blake, Kim, and Paula will work together to get electronic communication out to the students regarding 2024-2025 Financial Aid.
MCCA P&C Updates	<ul style="list-style-type: none"> ● The biggest concern with the Presidents/Chancellors right now is budget. ● State legislation is proposed to move from CORE42 to CORE60, which is supported by both the House and Senate. <ul style="list-style-type: none"> ○ The legislation will likely cover five, high-demand programs as determined by DHEWD. ● Enrollment for spring is up regionally. ● A tuition increase for next year was discussed.
Mission Moment for BOT Agenda	<ul style="list-style-type: none"> ● Please let Dena know if you have ideas for the BOT Mission Moment.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● PT Assistant - WES - This position is to replace Brenda Kimberlin, who has resigned, and will begin ASAP. - Approved at the February 15 Cabinet Retreat ● JCA Enrollment Services Assistant - This position is to replace Anthony Foster who has resigned. - Approved at the February 15 Cabinet Retreat ● JCA Enrollment Services Assistant - PT - This position is to replace Frank Allen who was promoted to a full-time position. - Approved at the February 15 Cabinet Retreat ● Coordinator of JCA - This position supports the JCA Director; 50% coordinator and 50% advising - Approved at the February 15 Cabinet Retreat ● Admissions Assistant - Due to Anthony's resignation, Frank Allen will be moving to FT at JCA effective immediately. - Approved at the February 15 Cabinet Retreat ● Financial Aid Advisor - This position is to replace Stephanie Penn who resigned. - Approved at the February 15 Cabinet Retreat

	<ul style="list-style-type: none"> ● Chemistry Faculty - This position is new due to department demand. - Approved at the February 15 Cabinet Retreat ● Director of JCA - This position is new and will be an internal promotion. - Approved at the February 15 Cabinet Retreat ● EMT/PAR Faculty - This is a new position based on program need. - Approved at the February 15 Cabinet Retreat ● Administrative Specialist - This position is to replace Brittany Wallace who has resigned. - Approved
Grants	<ul style="list-style-type: none"> ● No update.
Purchasing	<ul style="list-style-type: none"> ● No update.
Enrollment	<ul style="list-style-type: none"> ● No update.
Budget	<ul style="list-style-type: none"> ● No update.
Planning	<ul style="list-style-type: none"> ● No update.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● Dena went over the questions that she will go over during the Extended Cabinet meeting this afternoon.
Reports President Vice President of Academic Affairs/CAO Vice President of Student Services Dean of Institutional Effectiveness & Equity Dean of Instruction Vice President of Finance & Administration	Dena <ul style="list-style-type: none"> ● Dena was pleased to hear from an employee’s spouse that the employee had “found her place” at Jefferson College. ● She also heard from family members of a student how great and lively the College is. ● Athletics has been inviting local high school bands, cheer and dance teams to perform at their events. Chris <ul style="list-style-type: none"> ● Chris and Kenny are working on the budget. Kim <ul style="list-style-type: none"> ● Preview Day is this Saturday, March 2. ● The College has hired an eSports Coach, Greg Simos. ● Joe Haack and Brenna Young will present on the strategic vision for JCA at an upcoming Cabinet meeting. Josephine <ul style="list-style-type: none"> ● Josephine is attending an HLC Peer Reviewer session in Chicago on Monday, March 4. ● There is currently one bid for the EPIIC grant’s external evaluator (Cosgroves) and this will be going to the Board for approval. Kenny <ul style="list-style-type: none"> ● We have two candidates for the Associate Dean of Humanities position. ● Many faculty interviews have begun, with several good candidates in the bunch. ● A Math faculty member with a data science background was recommended by the Academic Plan Workgroup. Ironically, the first person interviewed had a degree in data science! John <ul style="list-style-type: none"> ● There will be a statewide tornado test on March 6. ● Chief Parchim will be here on March 11 for an emergency operation

<p>Senior Director of Human Resources</p> <p>Executive Director of Development & Strategic Communications</p> <p>Director of Foundation</p>	<p>planning exercise with the Cabinet.</p> <ul style="list-style-type: none"> ● The Mission, Vision, and Values Task Force has published a survey to the Announcements portal beginning today, February 26. John asked that all departments please visit the portal and provide survey input on the revised values that the task force has been working on this year. ● Food Service is working on a model to remain open during the summer. In this model, they would close half of the cafeteria and leave the other half open. ● Kayla is working with the Hillsboro Chamber of Commerce to host their annual 5K run. ● Training on the handling of chemicals will be planned in the future. John will pair Chief Parchim with Janet Akers-Montgomery for training opportunities with Science and HealthOcc Faculty. <p>Tasha</p> <ul style="list-style-type: none"> ● HR will be sending out a satisfaction survey soon. ● An announcement will be posted shortly reminding employees about annual performance reviews. <p>Tracy</p> <ul style="list-style-type: none"> ● Planning continues for the disaster recovery exercise in March. ● IT is working on the Tiered Tuition updates in Banner. <p>Blake</p> <ul style="list-style-type: none"> ● Preview Day is this Saturday, March 2. ● Commencement preparations are underway. ● Erin Bova is working on the website update, with a September launch anticipated. ● JCGA's Bottleneck Bridge Bike Ride will include a stop at Jefferson College. ● Blake is working with Emily and Amy in COS to identify printing businesses along Amy's route to possibly eliminate shipping charges on items being delivered to the College. ● The Foundation is preparing for the May 4 Spring Auction. The event will again be held in the Field House and will include the Jazz Band. ● Paragon is funding a \$20,800 endowed scholarship. ● Barnes and Noble will be funding an annual \$2,500 scholarship. ● The Foundation Board of Directors is working on establishing a board-designated endowment to provide the College perpetual resources from the sale and bequest generated from the Ault estate. ● Dobbs has sold a part of their company and has frozen all of their sponsorships. Blake will meet with them again after the first quarter to see what kind of progress might be made.
<p>Executive Session</p>	<ul style="list-style-type: none"> ● Cabinet adjourned to Executive Session at 10:53 a.m.
<p>Adjournment</p>	<ul style="list-style-type: none"> ● Time: 10:53 a.m.

Respectfully Submitted,

Jennifer Baine
Senior Administrative Assistant to the Vice President of Academic Affairs

and

Shannon Schoenky

Senior Administrative Assistant to the Vice President of Student Services

and

Lisa Vinyard

Executive Assistant to the President