

**CABINET MEETING
MEETING MINUTES
March 4, 2024, 9:00 a.m.
Google Meet**

MEMBERS PRESENT:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Chris DeGeare | <input 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"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Kenny Wilson |

ABSENT: Kim Harvey-Manus, Josephine Kershaw

GUESTS: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:03 a.m.
Approval of Minutes	Approval of the February 26, 2024 , Cabinet meeting minutes was deferred until the March 11 meeting.
Viking Woods and Meal Plan Rates	<ul style="list-style-type: none"> ● Discussion had been deferred from the February 26, 2024 Cabinet meeting. ● Kim shared the information electronically and followed up via email, since she was unable to attend today’s meeting. ● Great Western’s proposed meal plan rate raise for the next year is 4.7%, which would be \$60 more than this year. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Dena will follow-up with Kim regarding the increase.
EMS Backup/Cross Training	<ul style="list-style-type: none"> ● Kayla Barren will be going on maternity leave as the summer schedule begins. ● John asked if there is someone on campus who could be cross-trained to assist with scheduling external events in Kayla’s absence. ● Kenny suggested Sam Roberson. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Kenny will check with Sam Roberson.
Pep Band	<ul style="list-style-type: none"> ● Chris and Kenny met with potential pep band leader Dustin Schrum. ● Anticipated cost for training and recruitment would be approximately \$20,000. ● In other university models, Pep Bands are housed under Athletics. It has not yet been determined where the College’s Pep Band will report. ● There would be \$500 annual scholarships made available to 17 students. ● Year One would begin with a jazz band composition since this is currently in place. Through recruiting, we would then move toward the pep band implementation. ● It was noted that some colleges have a “Spirit Director” over Cheer and Pep Band. This director would likely report to the Director of Athletics. Alternatively, the Pep Band could report directly to the Associate Dean of Humanities.

	<p>ACTION:</p> <p>3. Kenny and Chris will develop a job description and send it to Tasha.</p>
EPA DNR Climate Pollution Reduction Grant	<ul style="list-style-type: none"> ● Cabinet reviewed the Grant Checklist submitted by Josephine. ● Cabinet had no concerns with the proposal.
MCCA Apprenticeship Consortium Grant	<ul style="list-style-type: none"> ● Kenny discussed updates and possible lead consideration of the MCCA Apprenticeship Consortium Grant. ● This grant covers manufacturing, healthcare, and youth apprenticeships. For Jefferson College, it would fit well with metal fabrication, welding, and PMT. The grant is MCCA led, and MCCA will hire a grant writer for it. ● Jefferson College is third or fourth in line to serve as the lead. ● John felt the Business Office could handle the responsibilities associated with taking the lead.
Strategic Planning/Integrated Planning FY25	<ul style="list-style-type: none"> ● A Strategic Planning Committee meeting is scheduled for Tuesday. This will be a goal planning session for Integrated Planning in fiscal year 2025. ● John noted that the Strategic Planning webpage location has changed and is more difficult to find on the public website. <p>ACTION:</p> <p>4. John will follow-up with Josephine on where the Strategic Planning web page will be linked with the new website.</p>
Career Education 50% Tuition Scholarship and Tiered Tuition	<ul style="list-style-type: none"> ● The scholarships that were previously extended may need to be revised. <ul style="list-style-type: none"> ○ Lisa will check Administrative Policy to verify. ● This agenda item will be brought back to the next Cabinet meeting. <p>ACTION:</p> <p>5. Lisa will check policies to verify whether or not the Career Education 50% Tuition scholarships need to be revised.</p> <ul style="list-style-type: none"> ● CTE Scholarship language is in Administrative Procedure.
German Students Visiting Campus	<ul style="list-style-type: none"> ● The 2024 visit dates are tentatively scheduled for September 19 through October 2. ● We have eight students, one adjunct, and one full-time faculty member going on our summer German trip this year. Elka, Kenny, and Melissa will also be attending.
BOT Final Agenda Items	<ul style="list-style-type: none"> ● Final Board agenda items are due today.
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"> ● Field Service Maintenance Tech - This is a new position that would begin on July 1, 2024. - Approved ● Director of IT - This position would replace Tracy James who has submitted his retirement effective June 30, 2024. - Approved
Grants	<ul style="list-style-type: none"> ● No updates
Purchasing	<ul style="list-style-type: none"> ● No updates
Enrollment	<ul style="list-style-type: none"> ● No updates
Budget	<ul style="list-style-type: none"> ● No updates

Planning	<ul style="list-style-type: none"> • No updates
Employee Anonymous Questions	<ul style="list-style-type: none"> • None.
Cabinet Reports	<ul style="list-style-type: none"> • Cabinet was asked to remind their staff that timesheets are due on March 18, which is during Spring Break; supervisor approvals are due on March 19. • A New York theater critic flew in to watch the play <i>A Case of Libel</i> over the weekend, and then met with the cast and crew afterward. This may be the Mission Moment at the March 14 Board of Trustees meeting. • Saturday's Preview Day went well, although attendance was slightly down over last year. Blake suggested a "Future Viking" event for the future. More than 70 prospective students and their families attended.
Executive Session	<ul style="list-style-type: none"> • Not needed.
Adjournment	Time: 10:00 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

and

Lisa Vinyard

Executive Assistant to the President