

**CABINET MEETING  
MEETING MINUTES  
April 1, 2024, 9:00 a.m.  
ADM Board Room**

---

**MEMBERS PRESENT:**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Chris DeGeare    | <input checked="" type="checkbox"/> Josephine Kershaw | <input checked="" type="checkbox"/> Blake Tilley - Virtual |
| <input checked="" 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           |

**GUESTS:** Linda Ladendecker-Corley, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:02 a.m.
<b>Disability Awareness Presentation</b>	<ul style="list-style-type: none"> <li>● Josephine Kershaw and Linda Ladendecker-Corley presented on Disability Awareness prior to the Cabinet exercise.</li> </ul>
<b>Approval of Minutes</b>	Approval of the minutes of the <a href="#">March 25, 2024</a> Cabinet meeting was deferred until the April 15 meeting.
<b>Summer Faculty Compensation</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed how faculty are paid in summer months.</li> <li>● <a href="#">Board Procedure IV-006.05</a></li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Tasha and Kenny will do further research on whether summer faculty can be paid over three months when the summer semester runs into August, and will bring the information back to Cabinet.</li> </ol>
<b>Elimination of Adjuncts after One Year</b>	<ul style="list-style-type: none"> <li>● Can we find some way to expedite the onboarding process for adjunct faculty who have been gone more than one year, but less than two?</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Tasha will work with Human Resources to discuss whether a termination list can be generated and, if the adjunct has been gone for less than 24 months, can there be an expedited onboarding process for them? She will then bring this item back to Cabinet at a future meeting.</li> </ol>
<b>Geese on Campus</b>	<ul style="list-style-type: none"> <li>● Kenny reported that two pairs of geese have been spotted on campus.</li> <li>● This will be reported to the Wildlife Enforcement task force.</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.</li> </ul>
Strategic Workforce Planning Permissions to Fill	The following Permission to Fill was reviewed: <ul style="list-style-type: none"> <li>● Financial Aid Technician - Replacement for Kendall Gilbert, who was promoted to Financial Aid Advisor. - Approved</li> </ul>
Grants	<ul style="list-style-type: none"> <li>● A <a href="#">Grants Checklist</a> was submitted for a \$25,000 Enhancement of a Child Care Program grant offered through DESE, which would be used to update the playground and replace the counter/cabinets/sink in ATS. The submission deadline is May 31. - Approved</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● No update.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● No update.</li> </ul>

Budget	<ul style="list-style-type: none"> <li>No update.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>No update.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>No new questions this week.</li> </ul>
Cabinet Reports President  Vice President of Academic Affairs	Dena <ul style="list-style-type: none"> <li>Board items are due today.</li> </ul> Chris <ul style="list-style-type: none"> <li>William Woods will be on campus at 9:00 a.m. tomorrow, Tuesday, April 2, for an articulation agreement signing.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>Cabinet moved to Executive Session.</li> </ul>
<b>Adjournment</b>	<b>Time:</b> 9:42 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