

**CABINET MEETING
MEETING MINUTES
April 15, 2024, 9:00 a.m.
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 | <input checked="" type="checkbox"/> John Linhorst | <input checked="" type="checkbox"/> Tasha Welsh |
| <input type="checkbox"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Kenny Wilson |

GUESTS: Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:00 a.m.
Approval of Minutes	Approval of the minutes of the March 25, 2024 and April 1, 2024 Cabinet meetings was deferred until the next meeting.
MCCA P&C Meeting Updates	<ul style="list-style-type: none"> ● CORE 60 was presented on the House floor for perfection. ● Appropriations may not be included in future budget years. ● MCCA is looking for volunteers to serve on the Convention Committee. Cabinet members were asked to speak to their staff about this opening. ● A speaker is being sought for TELC for program contribution margins. ● Testing credentials for faculty and micro-credentials will be important in the future.
Spring Auction Update	<ul style="list-style-type: none"> ● Blake Tilley updated Cabinet on the status of the Spring '24 Foundation Auction. ● There are more sponsors, at higher levels, this year than last. ● As of today, 106 tickets have been purchased for the Auction. Cabinet members were asked to encourage others to attend. ● There will be a full, catered dinner served. ● Dress for the Auction is business casual. ● The silent auction begins Sunday, April 28. ● Registration for bidding is free and can be done now. ● Donations should be delivered to the Foundation by this Friday, April 19.
Athletic Event Ticketing	<ul style="list-style-type: none"> ● Hometown Ticketing is a NJCAA and NAIA partner. They require \$4,000. <ul style="list-style-type: none"> ○ Blake will email more detailed information to Cabinet and place this item on a future agenda for further discussion.
Extended Cabinet - 4/22	<ul style="list-style-type: none"> ● Cabinet discussed the agenda for the April 22 Extended Cabinet meeting. Agenda items include: <ul style="list-style-type: none"> ○ FAFSA Update (Paula Carpenter) ○ MVV Task Force Update (Zach Quick) ○ Emergency Ops/Weather-Tornado (David Parchim) ○ New MyJeffco Overview (Dustin Lemp) ○ Board Procedure VII-001 Admissions (Kim Harvey-Manus) ○ HLC Update (Josephine Kershaw)
New MyJeffco Overview	<ul style="list-style-type: none"> ● Dustin Lemp gave a demonstration of the new MyJeffco web page. Using the comments shared today, he will present revised information at the Extended Cabinet on Monday.
HLC Conference Update	<ul style="list-style-type: none"> ● The College needs to complete the additional location application for dual credit locations ASAP. Josephine has the application. There will be a

	<p>site visit with the first batch of three additions.</p> <ul style="list-style-type: none"> ● HLC proposed criteria changes: Removing the subcomponents, consolidating Criteria 3 and 4, and transitioning the Assurance Argument from the Assurance System into Canopy. ● If more than 25% of a program is changed, HLC has to be notified. Changes to General Education classes will be the most impactful with the 25% change regulation. ● The following Washington updates were shared at the President’s Program and/or HLC: <ul style="list-style-type: none"> ○ NC-SARA is going away and this may cause some issues. ○ Workforce Pell was a discussion at the P&C meeting. ○ The bookstore model may be changed to opt-in rather than opt-out. ○ AI was discussed. <ul style="list-style-type: none"> ■ Chris shared Jefferson College’s Curriculum Committee approved AI Statements: https://www.jeffco.edu/sites/default/files/VP_instruction/Curriculum_Committee/syllabus_statement_samples_ai_use-revised.pdf ○ The Debate of Pressures and the Importance of Positive Outcomes. <ul style="list-style-type: none"> ■ One state’s public higher education institutions all had to calculate the Return on Investment for each student per program. ● Faculty qualifications and credentials are now up to the institution, but there must be a process in place.
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"> ● Enrollment Services Assistant (JCA) - Due to the transition of Frank Allen to the Admissions Office as of 7/1/24. - Approved ● Blake shared information on the upcoming Webmaster/Social Media assistant position.
Grants	<ul style="list-style-type: none"> ● The ABA2 grant is due this evening, Monday, April 15. Last-minute information is being finalized today, and Josephine will submit the grant this evening prior to the deadline.
Purchasing	<ul style="list-style-type: none"> ● No report.
Enrollment	<ul style="list-style-type: none"> ● No report.
Budget	<ul style="list-style-type: none"> ● No report.
Planning	<ul style="list-style-type: none"> ● No report.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● None this week.
Cabinet Reports President	<p>Dena</p> <ul style="list-style-type: none"> ● When Cabinet members add items to the meeting agenda, either just prior to, or during the Cabinet meetings, this causes difficulty for the minute-takers. Moving forward, agenda items are due by 8:00 a.m. on Mondays. The note-takers will now change the agenda to view-only as of 8:00 a.m.

Vice President of Student Services	Kim <ul style="list-style-type: none"> Title IX regulations should be received any time.
Vice President of Academic Affairs	Chris <ul style="list-style-type: none"> We are finalizing A+ appeals for the Tier 3 programs in an attempt to get these programs included with A+ funding.
Executive Session	<ul style="list-style-type: none"> Not needed.
Adjournment	Time: 10:25 a.m.

Respectfully Submitted,

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