

**CABINET MEETING  
MEETING MINUTES  
April 22, 2024, 9:00 a.m.  
Board Room and Google Meet**

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**MEMBERS PRESENT:**

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

**ABSENT:** Tasha Welsh, Tracy James

**GUESTS:** Zack Quick, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
<b>Call to Order</b>	<b>Time:</b> 9:04 a.m.
<b>Mission, Vision, and Values Task Force Update</b>	<ul style="list-style-type: none"> <li>● Zach Quick presented <a href="#">updates</a>.</li> <li>● The information will also be reviewed at Extended Cabinet this afternoon.</li> </ul>
<b>Approval of Minutes</b>	<p>The minutes of the <a href="#">March 25, 2024</a>, <a href="#">April 1, 2024</a>, and <a href="#">April 15, 2024</a> Cabinet meetings were presented for approval.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. <b>Motion:</b> Kim motioned to approve the March 25, 2024, April 1, 2024, and April 15, 2024, Cabinet meeting minutes. <b>Second:</b> Chris <b>Approved by All</b></li> </ol>
<b>Civic Engagement</b>	<ul style="list-style-type: none"> <li>● Cabinet discussed the outstanding positions on the <a href="#">Civic Engagement List</a> and updated the list as necessary.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Cabinet will update the <a href="#">Civic Engagement List</a>.</li> </ol>
<a href="#">Board Procedure VII-001 Admissions</a>	<ul style="list-style-type: none"> <li>● Kim provided an overview of the updates.</li> <li>● Carrie Greer will be presenting the changes at Extended Cabinet this afternoon.</li> <li>● Kim hopes to take the changes to the Board for First Reading in May.</li> </ul>
<b>Release of Transcripts with Past Due Holds</b>	<ul style="list-style-type: none"> <li>● There is new legislation that goes into effect on July 1.</li> <li>● The College cannot hold transcripts if a student owes a past due balance and received Title IV financial aid.</li> <li>● Although a transcript will be released, the College plans to keep a hold on the student's account, so a conversation about a past due account can be made.</li> </ul>
<b>MCCA Convention &amp; PD Committee</b>	<ul style="list-style-type: none"> <li>● Only two volunteers were needed and we received several volunteers, including: Alicia Smith, Shelley Mueller, Dedric Lee, Melissa Stephens, Emily West, and Brenna Young.               <ul style="list-style-type: none"> <li>○ Dedric Lee was selected as the faculty representative, and Emily West was chosen as the staff representative.</li> </ul> </li> </ul>
<b>Trunk or Treat Event Date Decision</b>	<ul style="list-style-type: none"> <li>● The Trunk or Treat will take place on October 18, with a rain date of October 25.</li> </ul>

<b>Community Movie Night Date Decision</b>	<ul style="list-style-type: none"> <li>Community Movie Night will be held on September 13, with a rain date of September 20.</li> </ul>
<b>Laptop Refresh Issues</b>	<ul style="list-style-type: none"> <li>John spoke with IT about direct communication and coordination for “laptop-only” staff.</li> <li>Those employees with only laptops will be emailed a targeted date for scheduling their update.</li> </ul>
<b>Title IX Regulations</b>	<ul style="list-style-type: none"> <li>Regulations were released last Friday, April 19, with an August 1 implementation date.</li> <li>Kim will be participating in upcoming webinars regarding the changes.</li> <li>A Title IX update will be included at the Opening Meeting in August.</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	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>Teacher’s Assistant (PT): This position is due to the resignation of Lexi Grove. - Approved</li> <li>IT Software Development Manager: This position is a replacement for the promotion of current staff. - Approved</li> <li>IT Services Manager: This position fills a vacant PIN due to promotion of existing staff. - Approved</li> <li>Communications Technician (PT): This position is due to Drew Owens’ resignation effective 6/13/2024. - Approved</li> <li>Webmaster/Social Media Manager: This entry-level position backfills Erin Bova’s previous position due to her promotion. - Approved</li> </ul>
Grants	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>Blake asked about the RFQ for Marketing.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>Enrollment looks good.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Leslie is working on an FY24 projection/FY25 budget worksheet update for Cabinet prior to the Budget Meeting/Town Hall which will be incorporated into the Town Hall presentation material.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>There is a Facilities Master Planning Task Force meeting scheduled for April 29th. Priorities and goals will be discussed for the coming year with anticipation of the creation of a Facilities Master Plan for 2024-2025.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>No questions have been submitted since last week.</li> </ul>
<b>Reports</b> President	<p>Dena</p> <ul style="list-style-type: none"> <li>Dena is reading <i>The Greatness Guide</i>, and handed out copies of a portion of it to all Cabinet members.</li> <li>Tentative Agenda items are due tomorrow, Tuesday, April 23, for the May 9 Board meeting.</li> <li>Dena would like to schedule summer Cabinet Retreats and will look at everyone’s calendars.</li> <li>Dena has contacted Tracy James, and will reach out to Dave Leonard about having them speak at the next Board meeting for the Mission Moment.</li> <li>The Board Work Session will consist of budget review and BAT/FAT.</li> </ul>
Vice President of Academic Affairs	<p>Chris</p> <ul style="list-style-type: none"> <li>The Opening Week work group met last week. A draft schedule has been</li> </ul>

<p>Vice President of Student Services</p> <p>Vice President of Finance &amp; Administration</p> <p>Dean of Instruction</p> <p>Dean of Institutional Effectiveness &amp; Equity</p> <p>Senior Director of Human Resources</p> <p>Senior Director of Information Technology</p> <p>Executive Director of Development &amp; Strategic Communications</p>	<p>developed, but there are still tweaks being made to it. The draft schedule will be brought to Cabinet next week.</p> <ul style="list-style-type: none"> <li>● The B. Ray Henry announcement for nominations has been posted.</li> <li>● There has been a lot of feedback from Classified Staff on professional development ideas. Could a repeating session (weekly, monthly, etc.) be planned by Employee Support? Chris will check with Tasha on this.</li> </ul> <p>Kim - No report.</p> <p>John</p> <ul style="list-style-type: none"> <li>● The first Finance &amp; Administration Division meeting is being held tomorrow, Tuesday, April 23.</li> <li>● Dale will be assuming a larger role in the Facilities Master Planning process in the 2024-2025.</li> <li>● The Pest Control RFP is going out again due to incomplete submissions during the first advertisement.</li> <li>● Additional applications for the position of Director of Purchasing have been received.</li> </ul> <p>Kenny</p> <ul style="list-style-type: none"> <li>● They are waiting on doors for the Nursing suite in CTE.</li> <li>● AS110/Transfer Center is in the planning stage</li> <li>● The ASII and TC buildings will mostly be shut down during the summer.</li> <li>● ABA2 grant has been submitted.</li> </ul> <p>Josephine</p> <ul style="list-style-type: none"> <li>● The Civic Engagement List for HLC will be submitted next week.</li> <li>● The Empowerment, Engagement, and Accessibility Plan (Diversity Plan) launch is today in the Viking Room.</li> <li>● The HITEC Conference will be attended by Josephine and Lora.</li> <li>● NSF Advanced Technological Education grant due by September/October.</li> </ul> <p>Tasha - Not present to report.</p> <p>Tracy - Not present to report.</p> <p>Blake</p> <ul style="list-style-type: none"> <li>● Status update on Spring auction, sponsorships higher than last year, volunteer action meetings being scheduled, silent auction begins April 28.</li> <li>● Marketing working on commencement activities, website revamp on schedule, recently added poster production capacity for the College.</li> </ul>
<p>Executive Session</p>	<ul style="list-style-type: none"> <li>● If needed.</li> </ul>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>● <b>Time:</b> 10:30 a.m.</li> </ul>

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