

**CABINET MEETING  
MEETING MINUTES  
April 29, 2024, 9:00 a.m.  
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 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
<b>Call to Order</b>	<b>Time:</b> 9:03 a.m.
<b>Approval of Minutes</b>	Approval of the <a href="#">April 22, 2024</a> Cabinet meeting minutes was deferred to the May 6, 2024 meeting.
<b>AACC Conference Updates</b>	<ul style="list-style-type: none"> <li>● The AACC Conference was phenomenal.</li> <li>● Dena will share her notes from the Conference with all.</li> <li>● It will be worthwhile in the future to send some Administrators to this AACC Conference.</li> </ul>
<b>Hometown Ticketing Follow-up</b>	<ul style="list-style-type: none"> <li>● <a href="#">Hometown Ticketing Inc.docx</a> <ul style="list-style-type: none"> <li>○ Please refer any questions regarding the attached document to Blake Tilley.</li> </ul> </li> <li>● Athletics is projecting a much higher attendance rate than what is needed to cover the maintenance cost.</li> <li>● Dena mentioned that she feels a double-header should be the same cost as a single event.</li> <li>● Athletics feels confident that they can collect/scan tickets as ticket holders arrive at an event.</li> <li>● The question was raised as to whether we administer ticket sales for regional events or if it is taken over by an outside entity.</li> </ul>
<b>Title III Eligibility</b>	<ul style="list-style-type: none"> <li>● <a href="#">US DOE Eligibility Letter</a> <ul style="list-style-type: none"> <li>○ Applications are only available every other year and will open again in 2025.</li> <li>○ The Financial Aid Office has already determined that we would be eligible.</li> </ul> </li> <li>● <a href="#">Title III, Part A Strengthening Institutions</a></li> </ul> <p>ACTION:</p> <ol style="list-style-type: none"> <li>1. Josephine will take the lead on instituting Title III at Jefferson College, so that considerations are not submitted at the last minute.</li> </ol>
<b>Title IX</b>	<ul style="list-style-type: none"> <li>● Kim noted that day-to-day management of the Title IX regulations revisions will be much more involved than originally thought.</li> </ul>
<b>Fall Craft Fair Status</b>	<ul style="list-style-type: none"> <li>● Blake shared that The Leader may partner with the College for this event.</li> <li>● Cabinet agreed that this would be a good opportunity for all involved.</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	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> <li>● Director of Admissions - Due to Carrie Greer's promotion to Senior Director of</li> </ul>

Permissions to Fill	<p>Enrollment Management. - Approved</p> <ul style="list-style-type: none"> <li>● Admissions Assistant - Due to Lauren Kemper's promotion to Senior Administrative Assistant to Vice President of Student Services. - Approved</li> </ul>
Grants	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>● None this week.</li> </ul>
Cabinet Reports	<ul style="list-style-type: none"> <li>● Board items are due to Lisa today.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>● The group moved to Executive Session.</li> </ul>
<b>Adjournment</b>	<b>Time: 9:40 a.m.</b>

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