

**CABINET MEETING
MEETING MINUTES
May 6, 2024, 9:00 a.m.
Board Room and 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 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: Shelly Mueller, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:04 a.m.
Approval of Minutes	Approval of the April 22, 2024 , and April 29, 2024 Cabinet meeting minutes was deferred until the May 13 Cabinet meeting.
DOL Fair Labor Standards Act Updates and Guidance	<p>Shelly Mueller joined the meeting to discuss new FLSA guidance from the Department of Labor, effective July 1, 2024:</p> <ul style="list-style-type: none"> ● The July 1 increase does not affect any of our employees. ● The increase will take effect on January 1, 2025, for some employees. ● All Classified exempt staff will be transitioned to non-exempt in January. ● A third pay status will be created to fit this new process. ● On-call staff who are free to do what they wish until called to duty will likely not be exempt. However, those who are not allowed to use their time freely would be compensated for the on-call time. ● Time/leave reporting will become mandatory beginning July 1, 2024. HR will share an announcement with all employees soon. Contracted faculty and staff will not have to report time when not under contract. A reminder announcement will be sent out in the fall.
MDHEWD Remediation Survey - Due May 10	<ul style="list-style-type: none"> ● Cabinet discussed the Email - Remediation Survey, Survey Questions, and Admissions & Placement Procedures before Chris submits. ● The College needs to align institutional policy with best practices.
NACEP Accreditation	<ul style="list-style-type: none"> ● Cabinet reviewed the NACEP Accreditation Denial Letter. ● The College can reapply for accreditation in 2025-26. ● There is an opportunity to appeal the decision. ● Chris will speak with Suzanne to determine next steps.
Board Work Session and Board Meeting	<ul style="list-style-type: none"> ● An update was given on the Board Work Session and Board Meeting Executive Sessions. ● The Work Session topic will be the budget.
Title IX	<ul style="list-style-type: none"> ● This item will recur as a standing agenda item until the update process is complete. ● Kim shared that the original plan was to have the policy to the Board for Second Reading at the September meeting, but the Title IX Consultant feels that the policy needs to be in place by August 1. <ul style="list-style-type: none"> ○ Kim will plan for a brief high-level presentation to the Board in June. ○ A First and Second Reading with approval requested could be done at the July Board meeting, to meet the August 1 implementation deadline. ● Kim and Kristine are working through who will fill the roles.

	<ul style="list-style-type: none"> ● There will be some training opportunities available. ● Policy will have some updates made to it after the original Second Reading to align with Title IX updates. ● If an incident is brought forward that occurred before the August 1 implementation date, the old policy will have to be used.
Cayuse Grant Management System	<ul style="list-style-type: none"> ● The Cayuse Grant Management System production phase was launched on May 1. <ul style="list-style-type: none"> ○ Josephine reviewed that Cabinet Approval Process. ● What used to be completed in writing on the Grants Checklist will now be generated electronically through Cayuse. ● Training will be provided twice during Opening Week with the possibility of further training sessions in early fall. ● Whoever requests the grant, or the Cabinet member in the approval workflow, would present the information to Cabinet. ● There are still many procedural issues to be addressed with using the new system. Josephine, Blake, and Laura Villmer will meet with others in an attempt to work things out.
Grant for Timpani Replacement	<ul style="list-style-type: none"> ● This request is on the Grants Checklist. ● The deadline to submit is May 10. If the grant does not go through, this needs to be budgeted as capital equipment.
TRIO Grant Renewal	<ul style="list-style-type: none"> ● The TRIO Grant submission window opened May 1. Grant applications are due by July 15. <ul style="list-style-type: none"> ○ Fed Register Announcement
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"> ● Communication Faculty - This position is vacant due to the resignation of Lisa Pavia-Higel. - Approved
Grants	<ul style="list-style-type: none"> ● Addressed above.
Purchasing	<ul style="list-style-type: none"> ● No update.
Enrollment	<ul style="list-style-type: none"> ● No update.
Budget	<ul style="list-style-type: none"> ● No update.
Planning	<ul style="list-style-type: none"> ● No update.
Title IX	<ul style="list-style-type: none"> ● Addressed above.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● One question had been submitted and was discussed.
Reports	
President	<p>Dena</p> <ul style="list-style-type: none"> ● In response to comments received from a staff member, Dena gave kudos to Cabinet for going above and beyond.
Vice President of Academic Affairs	<p>Chris</p> <ul style="list-style-type: none"> ● The Opening Week at a Glance draft was reviewed. <ul style="list-style-type: none"> ○ Additional staff training will be scheduled later in the fall and spring semesters.
Vice President of Student Services	<p>Kim</p> <ul style="list-style-type: none"> ● Seventeen students tried out for Esports.

Vice President of Finance & Administration	John - Not present to report.
Dean of Instruction	Kenny - No update.
Dean of Institutional Effectiveness & Equity	Josephine <ul style="list-style-type: none"> ● Civic Engagement Survey was submitted to HLC. ● The Advanced Technological Education grant is progressing, for manufacturing and engineering technology. ● Josephine will be sending out an email regarding CAYUSE permissions.
Senior Director of Human Resources	Tasha - No update.
Senior Director of Information Technology	Tracy <ul style="list-style-type: none"> ● IT is working with Dan Lauder to create training videos. This is for classroom technology training primarily for instructors. ● Tracy suggested that Chief Parchim conduct emergency training with employees in each building and include the building managers. ● The new MyJeffco web portal will go live after Commencement.
Executive Director of Development & Strategic Communications	Blake <ul style="list-style-type: none"> ● The gross receipts for the Foundation Auction were more than \$63,000, which is 20% higher than last year. This exceeded the \$50,000 goal. ● Blake is meeting with Purina, trying to get connected more with them with hope of a potential of a Vet TEch gift. ● Marketing staff are helping with Commencement planning. ● Erin's work continues on the new website and is on schedule. ● Marketing's RFQ is currently in the process of receiving applications.
Executive Session	<ul style="list-style-type: none"> ● Cabinet entered into Executive Session at 11:04 a.m..
Adjournment	<ul style="list-style-type: none"> ● Time: 11:04 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