

**CABINET MEETING
MEETING MINUTES
May 13, 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 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
Call to Order	Time: 9:01 a.m.
Approval of Minutes	<p>The minutes of the April 22, 2024, April 29, 2024, and May 6, 2024 Cabinet meetings were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: John motioned to approve the April 22, 2024, April 29, 2024, and May 6, 2024 Cabinet meeting minutes. Second: Chris seconded the motion. Approved by All
JCA Ribbon Cutting	<ul style="list-style-type: none"> • This item has been moved to the June 3 Cabinet meeting agenda.
Website directory format	<ul style="list-style-type: none"> • Blake and Erin Bova have put together some contact information examples. • IT has recommended that we put departmental contact information on the public side and include the complete contact directory on the MyJeffco side. • Specific pages (such as Title IX) could still have detailed information for compliance purposes. • An overall campus map was suggested for the public side, which would include what departments/offices are located in each building. More specific blueprints would be located in MyJeffco.
Federal Grant Compliance Requirement	<ul style="list-style-type: none"> • Whistleblower Protection Draft Policy • This is a federal grant requirement per institution. The draft linked above is based on peer samples. • The College’s attorney will review the draft policy once it has been prepared. • The final policy would be under personnel. • This item will be added to the June 3 Cabinet meeting agenda for further review. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Josephine will revise the policy to be consistent with other Jefferson College policies and get it to Dena, who will ask Shirley to review it.
Student Success TRIO Grant Renewal	<ul style="list-style-type: none"> • Grant Checklist • Nathan Bright submitted his request in Cayuse, and it is now in the grant approval process. • Cabinet members were getting error messages when attempting to access this particular checklist. Josephine will check on the document permissions. • The deadline to submit the grant application is July 15. • This is the same as what we have done for TRIO in the past, although the dollar amount is higher.

	<ul style="list-style-type: none"> ● Cabinet approved this grant application.
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"> ● AEL Instructor (PT) - This is a vacant, grant-funded position beginning on July 1 - Approved. ● Field Service Maintenance Tech - This is a new position beginning on July 1 - Approved. ● Custodian - This position is open as a result of Dave Leonard's retirement - Approved.
Title IX	<ul style="list-style-type: none"> ● Kim and Kristine Bogue will meet with the Title IX Consultant on Friday.
Grants	<ul style="list-style-type: none"> ● CTE-based and Perkins-based grant amounts have been received. Previously grant-funded positions should be able to be maintained based on the totals. ● Kenny reached out to contacts at MAC, Three Rivers, and others about the possibility of submitting an ABA grant application. Considering Teacher Pathway Grant.
Purchasing	<ul style="list-style-type: none"> ● No discussion.
Enrollment	<ul style="list-style-type: none"> ● Enrollment is currently strong.
Budget	<ul style="list-style-type: none"> ● John is reviewing the First Read budget documentation, which will be presented to the Board on May 29.
Planning	<ul style="list-style-type: none"> ● No discussion.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● Four employee questions were received over the past week. Cabinet discussed the questions and their answers, which will be shared in the next President's Update that will be published this week.
Cabinet Reports	<ul style="list-style-type: none"> ● Tentative agenda items for the May 29 Special Board of Trustees meeting are due to Lisa this Wednesday. ● Heidi Hogan begins as Dena's assistant on Monday. Dena will be making introduction appointments (via calendar) with each Cabinet member and their assistant. Discussion should include how Heidi's position interacts with the person/area with whom she is meeting. ● A candidate has been interviewed for the Director of Purchasing position and will be interviewed by Cabinet. <ul style="list-style-type: none"> ○ A policy may be drafted to describe exactly which positions are interviewed by Cabinet. For Certified Staff, the suggestion is to make it D-Band. ● Dena confirmed that the President and Board of Trustees goals is a public document available in BoardDocs.
Executive Session	<ul style="list-style-type: none"> ● Cabinet moved to Executive Session at 9:57 a.m.
Adjournment	Time: 9:57 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