

EXTENDED CABINET MEETING
MEETING MINUTES
March 10, 2021, 2:00 p.m.
via Google Meet

MEMBERS PRESENT:

Ken Boning	Bill Kaune	Connie Nash	Allan Wamsley
Chris DeGeare	John Linhorst	Kristen Sides	Lora Warner
Daryl Gehbauer	Nolan Luhm	Alicia Smith	Bridget Webb
Carrie Greer	Dena McCaffrey	Lisa Vinyard	Tasha Welsh
Kim Harvey-Manus			

MEMBERS ABSENT: Joe Candela and Richard Stephenson

GUESTS:

Kari Alford	Boyd Copeland	Anastasia Luettecke	Don Riffe
Maryanne Angliongto	Shannon Crow	Bekah Lewis	CJ Rogers
Kristine Bogue	Cindy Draper	Shannon Schoenky	Blake Tilley
Debbie Bonham	Kim Garzia	Ashley Moll	Brittany Wallace
Michael Booker	Terry Kite	Shelly Mueller	Jill West
Tera Bruntsman	Sue Lerch	Stephanie Penn	

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:01 p.m.
Celebrations / Recognitions	<ul style="list-style-type: none"> Joe Candela and the ATS Welding program students participated in a Facebook Live event with NHRA driver Steve Torrence. Joe and his students fabricated a custom fire pit for Torrence. The Facebook Live event provided the students the opportunity to speak with Mr. Torrence regarding several educational topics. It was a great experience for them. Carrie Greer thanked the School of Science & Health for Virtual Night held on Monday, March 8. Fifteen students participated in the event.
<u>Action Items List</u>	<ul style="list-style-type: none"> No additional Action Items were added to the Action Items List following the February 23, 2021, meeting.
Approval of Minutes	<p>The minutes from the February 23, 2020, meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Bridget Webb motioned to approve the February 23, 2021, meeting minutes as presented. <p>Second: Alicia Smith</p> <p>Vote: All approved.</p>
PeopleAdmin Module	<p>Tasha Welsh and Alicia Smith discussed the new <u>PeopleAdmin Modules</u> highlighting the following:</p> <ul style="list-style-type: none"> Utilizes employees credentials for a single log-in. Position descriptions are included in the module; however, they are currently only accessible by Human Resources. Staff is working to correct this problem to make them viewable via PeopleAdmin. Classification information feeds into a position description. Supervisors can create a position description, clone an existing position description, or submit a modification of a position description.

	<ul style="list-style-type: none"> • The approval workflow for all position descriptions is a very similar process to the applicant tracking workflow. • Position postings will now be created from a position description. • Approval workflows for postings have been decreased as most approvals will occur at the front end when a position description is created or modified. • Employee training will be held for supervisors after Spring Break. • Employee Records contains two functions: (1) Onboarding and Off-boarding; and, (2) Document Management. • Onboarding and Offboarding checklists and tasks are connected to the Hiring Proposal. These documents will be generated automatically via workflow when an employee is hired and when an employee leaves. • All employee documents will be built as an e-form within Employee Records making most HR documentation electronic (e.g., contracts, FMLA paperwork). • Almost all documents have been imaged in the Human Resources office. Documents within the Employee Records can be saved as a pdf and moved into the employee files. • Tasha expressed her appreciation for everything Alicia has learned to help/train supervisors with this system.
Administrative Policies & Procedures	<ul style="list-style-type: none"> • Kim Harvey-Manus and Connie Nash reviewed updates to the Administrative Policies and Procedures in reference to internal institutional governance and institutional committees. • The Administrative Policies and Procedures were created in 2012 when committees were restructured (resulting from an HLC visit). • The Council of Institutional Committee Chairs appointed a work group to review the Administrative Procedures and to recommend updates if needed. The work group began the review process in September 2020. • Initially the definition of Shared Governance was reviewed. Feedback was received from institutional committees and constituent groups resulting in a new definition draft (Introduction of Shared Governance). This new definition is loosely based on a Chronicle article, “Exactly What is ‘Shared Governance’?”. Additional feedback will be solicited following further revision of the definition. • The Employee Support Committee worked with the PR & Marketing department to develop some shared governance logos for consideration. • In the original Administrative Procedures, institutional committees and constituent groups had two separate processes for proposals/initiatives to be submitted for consideration by the College. These two procedures/processes have been combined into one and are outlined in a new flowchart. • Feedback regarding the revisions can be shared with Connie Nash. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kim Harvey-Manus and Connie Nash will report out at the April meeting regarding the assessment questions submitted in the meeting chat.
Integrated Planning Facilities Master Plan	<ul style="list-style-type: none"> • Allan Wamsley shared a timeline that was developed as part of the Facilities Master Planning group. • The group has looked at Integrated Plans, has gathered existing data, and has reviewed what other schools are doing; they are now ready to begin a review of “big picture” items. <ul style="list-style-type: none"> ○ Look at spaces on campus and how often these spaces are utilized. ○ Engage professional services to assist the College with determining preventative maintenance needs for each building (e.g., windows, electrical needs, plumbing, HVAC, etc.).

	<ul style="list-style-type: none"> ○ Identify short-term and long-term projects by building. ● Allan thanked all who participated in the February Extended Cabinet meeting and provided input on the Rapid Prototyping activity. ● The Rapid Prototyping exercise will be conducted with other groups on campus, including students, to receive additional feedback. ● Cabinet has reviewed the Jamboards and they are available via the February Extended Cabinet meeting minutes.
Academic Plan	<p>Chris DeGeare shared the following:</p> <ul style="list-style-type: none"> ● Faculty and staff have received a survey to provide feedback on the Academic Plan draft. ● Each Strategic Priority is aligned with a Strategic Goal and Objective with related Actions identified for each Objective. ● Chris provided a review of the Academic Plan. ● Feedback collected with the survey will be reviewed by the Academic Plan Task Force in early April.
Student Services Plan	<ul style="list-style-type: none"> ● Kim Harvey-Manus reviewed the Student Services Plan, including Student Services Task Force members; the timeline and progress to date; Strategic Priorities and associated Goals and Objectives; the four Work Groups making up the Plan; and, Next Steps. The four Work Groups are as follows: <ul style="list-style-type: none"> ○ Recruitment ○ Enrollment ○ Persistence and Retention ○ Completion ● Kim thanked the leaders of each Work Group for the Student Services Plan. ● Dena appreciates that Kim assigned timelines and responsible parties to the Student Services Plan. ● Recruiting and retention is not just a Student Services initiative -- it is the responsibility of everyone across campus. ● The narrative of community colleges is changing and Dena is hopeful this will benefit Jefferson College. ● It is also important to keep in touch with alumni, share their awards and recognitions after they have left Jefferson College, and keep them connected to the College.
Open Discussion	<ul style="list-style-type: none"> ● Dena mentioned the third round of American Rescue Plan Act passed by Congress, and this Plan includes more funding for community colleges than the past two Plans. We could receive as much as approximately \$8 million, however guidance has not yet been received regarding distribution. ● Regarding the second round of federal funding (CRRSAA), the College is still awaiting clarification from the USDOE regarding distribution. Specifically, we are waiting for clarification on the following: (1) recovering lost revenue; (2) how many salaries/positions can be covered by these funds; and, (3) student success initiatives. A survey will be distributed this week to all faculty and staff regarding funding recommendations.
Adjournment	<p>Time: 3:28 p.m.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 2. Motion: Chris DeGeare motioned to adjourn the meeting. <p>Second: Ken Boning Vote: All approved.</p>
Additional Documents	Attached documents reviewed during this meeting: N/A

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President

Deb Bonham
Administrative Assistant to the Vice President of Finance & Administration