EXTENDED CABINET MEETING
MEETING MINUTES
September 28, 2021, 2:00 p.m.
via Google Meet

MEMBERS PRESENT:

Ken Boning	Carrie Greer	Lisa Vinyard
Joe Candela	Kathy Johnson	Allan Wamsley
Shannon Crow	Dena McCaffrey	Lora Warner
Chris DeGeare	Connie Nash	Tasha Welsh
Daryl Gehbauer	Alicia Smith	

MEMBERS ABSENT: Michael Booker, Kim Harvey-Manus, Bill Kaune, Kristen Sides, Richard Stephenson

GUESTS:

Kari Alford	Mary Caine	Denise Hawkins	Mandy McKay	John Shore
Jennifer Baine	Anthony Cook	Taylor Humphreys	Anthony Merseal	Mark Smreker
Roger Barrentine	Carla Crowson	Tracy James	Ashley Moll	Blake Tilley
Angela Bassin	Bob Deutschman	Mark Janiesch	Shelly Mueller	Susan Todd
Sherree Bell	Stephanie Earls	Terry Kite	Stephanie Penn	Laura Villmer
Erin Bergman	Paul Ferber	Constance Kuchar	Lisa Pritchard	Brittany Wallace
Debbie Bonham	Debbie Fink	Kathy Kuhlmann	Don Riffe	Susan Welch
Daniel Boyer	Tricia Fromm	Sue Lerch	Lore Robart	Emily West
Debra Branson	Brandi Gallaway	Karla Mason	Kari Schmidt	Jill West
Tera Bruntsman	Kim Garzia	Laura McCloskey	Marie Self	Stacey Wilson
Meredith Buschmann				

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	**Time**: 2:00 p.m.
Celebrations / Recognitions / News	- Dena discussed the [Census Enrollment Figures](#) offering kudos to everyone across campus involved in the team effort. This is the first time the College has been up in enrollment in over a decade! It is very exciting to see this shift. It takes all across campus to make the numbers increase. Thank you to all! - Congratulations to faculty and staff involved with the OTA program. The program was recently re-accredited for seven years, which is the longest accreditation period that can be achieved. Kudos to all in the program. - The State of the College is scheduled for Monday, October 11, via Google Meet. Please plan to join. - Congratulations to Kristen Sides on the birth of her daughter, Sadie Lynette. - Congratulations to Kaysie Watson (nee Dudley) on her recent marriage. - Dale Richardson and his staff were thanked for completing the construction work on the dome platform in time for the Observatory Ribbon Cutting on Sunday, September 12. There were approximately 150 attendees at the event. - The College's first outdoor movie showing was held on Friday, September 17. Kudos to Brandi Gallaway and Debbie Bonham who worked diligently to bring the event to campus. Approximately 200 people attended this event. Debbie Bonham thanked all who volunteered at the Movie/Food Truck night.

Athletics Expansion	Bob Deutschman and Meredith Buschmann presented information regarding possible changes to and an expansion in the [Athletics department](#). Following were some of the highlights: ● Explanation of the differences between NJCAA Division I, II, and III classifications. ● Review of Jefferson College's current sports offerings and Division rankings. ● Proposed recommendations to the athletics offerings, including some Division movements of current sport offerings and new sport offerings (e.g., Men's Basketball, Men's and Women's Cross Country, and Competitive Cheer). ● Justification for the recommended expansion. ● Outline of institutional success data for student athletes. ● Expansion impact on enrollment and budget. ● Explanation of FTE and how this varies between institutions. ● *Question*: With the addition of new teams, is there capacity to house these students? Bob Deutschman stated he does not anticipate the need for an increase in on-campus housing.
Health Insurance Update	Tasha Welsh shared the following regarding [employee medical and dental benefits](#) for 2022. A campus announcement was sent out prior to today's Extended Cabinet meeting. ● The health insurance renewal process has moved at a faster-than-normal pace this year. ● The timeline was reviewed. ● Claims have been low. ● Cigna was not competitive with other bids received. ● All information was shared with the Insurance Subcommittee, which includes two representatives each from the Classified staff, Certified staff, and faculty, also Kristen Sides, Tasha, and Daryl Gehbauer serve on the Subcommittee. The subcommittee members were thanked for their input in this process. ● The decision was made to go with UMR (a third party administrator for United Healthcare) with an estimated $500,000 savings for medical coverage over the next three years. UMR specializes in working with self-insured entities. ● Cigna will continue to be the College's dental carrier. ● The recommendation will be considered by the Board of Trustees at a special meeting scheduled for Wednesday, September 29. Medical and dental coverage are the only items on the agenda for consideration. ● Open enrollment will be held a little later than usual; it is tentatively scheduled for the end of November. More information will be distributed to employees as the Open Enrollment nears. ● The new contract for coverage will begin January 1, 2022. ● *Question*: Will employees be able to opt out of medical insurance? Tasha responded that yes, the College will now offer a feature for employees to opt out of insurance. She noted that an employee opting out of receiving the medical benefit will lose the monthly $888 the College pays for employee insurance that counts toward retirement.
Board of Trustees Policies/ Procedure Updates	Chris DeGeare reviewed the changes to two Board of Trustees Policies and one Board of Trustees Procedure. ● Updates are the result of the Instructional Division's recent implementation of the online Faculty Load and Compensation process (FLAC) which streamlines the acknowledgement and approval of faculty overload and adjunct course assignments. ● The Policies and Procedure as currently written require the Board to approve assignments before a contract can be formally accepted and finalized.

	- To fully realize the efficiencies of FLAC, the proposed revisions grant the President the authority to approve overload and adjunct assignments. The Board will be updated via a report submitted by Human Resources. - This process will not replace the full-time faculty's base contracts. - The suggested revisions have been approved by all three constituent groups and the President's Cabinet, and all feedback has been directly incorporated to the Policies and Procedure. [Policy I-008 Rules of Order: Order of Business, Consent Agenda …](#) [Policy IV-002.01 Conditions of Employment: Recommendation and Appointment](#) [Procedure IV-006.01 Salary Administration Plan](#) - These recommended changes will be submitted for a First Reading to the Board of Trustees at the October 14 meeting.
ASI Renovations and ASI/ASII Naming and Numbering	Daryl Gehbauer and Chris DeGeare discussed the following regarding the [renovation of the Arts & Science I building](#). - Daryl presented the budget and timeline. - TRi is the architect for the project. - The renaming of ASI and ASII and renumbering of rooms located within each building need to be addressed as part of the renovation as these buildings in particular often cause confusion for students. Meeting attendees were divided into Breakout Rooms to brainstorm and provide feedback regarding this as well as possibly renaming other buildings on campus. Some ideas shared include: - Consider naming buildings after significant donor(s) (or naming rights) or individuals who have had a big impact on or are influential to the College. - Give ASI a new name possibly related to STEM. - Consider renaming the buildings related to the specific Schools on campus. - Maintain ASI name and rename ASII to EdTech as it houses the Online Learning office and there are many teacher education classes offered in the building. - Consider picking a theme for the buildings (e.g. after trees native to our area). - Rename ASII and leave ASI as is. - Add "Hall" rather than "Building." - Dena appreciated the feedback received and it will be shared with the Facilities Master Planning group.
Open Discussion	The Day of Service is scheduled for Friday, October 8. Employees interested in volunteering can contact a member of the planning committee.
Adjournment	The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President

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