

CABINET MEETING
MEETING MINUTES
October 19, 2020, 8:00 a.m.
Google Hangouts Meet & JCA325

MEMBERS (presence denoted by check):

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| ✓ Chris DeGeare | ✓ Kim Harvey-Manus | ✓ Allan Wamsley |
| ✓ Daryl Gehbauer | ✓ Dena McCaffrey | ✓ Tasha Welsh |

GUESTS: Mark Janiesch, Shannon Schoenky, Lisa Vinyard

| AGENDA ITEM | DISCUSSIONS/OUTCOMES |
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| Call to Order | Time: 8:05 a.m. |
| Budget and Forecasting | <p>Mark Janiesch presented the FY '21 Projection Summary and Assumptions:</p> <ul style="list-style-type: none"> ● Revenue adjustments affecting the budget for FY '21, including: <ul style="list-style-type: none"> ○ Net income \$273,000 loss; right now at \$232,000 ○ Anticipate additional \$400,000 in transfers ○ Tuition revenue was higher due to higher enrollment than expected. ○ Local tax revenue is currently flat. ○ The State aid cut was less than originally anticipated. ○ Sale of the ATS house will be contingent upon completion. ○ Interest on investments is lower than budgeted. ● Expenditures adjustments affecting the budget for FY '21, including: <ul style="list-style-type: none"> ○ Salaries, benefits, travel, and the employee retirement incentive. ○ Projected revenue ending unrestricted fund balance is better than was originally anticipated. |
| CARES Act Funding Spreadsheet | <ul style="list-style-type: none"> ● The College has been aggressive with utilizing the funds available; purchases have been transferred to CARES Act funding where possible in an effort to expend all available funds. ● The College is working to meet the various deadlines associated with funding from Federal, State, and County sources. ● Discussion ensued regarding options for expending the remaining funds. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Daryl will speak with Tracy regarding possible purchases utilizing the remaining CARES Act funding. |
| Approval of Minutes | <p>The minutes from the October 5, 2020 and October 12, 2020 meeting were presented for approval. Approval of the October 12 minutes will be deferred until the next Cabinet meeting.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Daryl motioned to approve the October 5, 2020, minutes. Seconded: Chris seconded. Vote: All approved. |
| COVID Planning Renovations to ASI 2nd Floor | <p>Chris presented plans for the ASI 2nd floor renovation, which includes the faculty office area called "the maze." This renovation will be paid for through CARES Act funding, as it addresses the need for larger classroom spaces to accommodate for distancing.</p> |

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| | <ul style="list-style-type: none"> • The “maze” will be turned into a large classroom. • Classrooms 203, 205, and 207 will be redesigned to allow for several individual faculty offices. • The renovation plans have been shared with faculty and feedback has been incorporated. • The goal is to have this project ready for approval at the December Board meeting. • The work will be split into two phases, with the “maze” project potentially being completed over winter break. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Daryl and Chris will meet with Fred Hill to discuss the renovation plans. |
| International Travel/ Quarantine | <ul style="list-style-type: none"> • Kim asked if international students will still be required to quarantine for 14 days upon arrival at the College, since the CDC no longer requires a quarantine for international travel. • The College needs to be consistent with quarantine requirements for all constituents (international students, employees, etc.). • Should we consider requiring a COVID test when international students arrive to campus/return from break? <p>ACTION:</p> <ol style="list-style-type: none"> 3. Kim will contact the Health Department and speak with Keri Schmidt about international student quarantines. |
| Staff Remote Work Requests for Spring | <ul style="list-style-type: none"> • Questions have been brought forward regarding the process for employees working remotely. • Those approved for remote work in the fall will be continued for spring. • New requests for remote work will need to be approved by the Cabinet. |
| BOT Special Meeting Agenda | <ul style="list-style-type: none"> • All items for discussion are included on the agenda. |
| HLC Assurance Review Date | <ul style="list-style-type: none"> • The College has been asked to provide dates for the HLC review; a response is due to HLC by October 26. • HLC has provided optional dates for fall, spring, and summer during the 2022-2023 academic year. <p>ACTION:</p> <ol style="list-style-type: none"> 4. Kim will select dates and add them to the calendar for the Cabinet. |
| Strategic Workforce Planning | <p>Permissions to Fill:</p> <ul style="list-style-type: none"> • Admissions Technician - this position will start in January and will eventually replace the position vacated by Denise McCarty’s retirement on 4/30/2021. The January start date will allow the new employee to train with Denise before her departure. Martha Hayes’ position, which will be vacated after her retirement in December 2020, will be kept open until May 2021 to compensate for the Admissions Technician hire in January. <p>ACTION:</p> <ol style="list-style-type: none"> 5. Motion: Allan motioned via email on 10/20/20 to approve the Permission to Fill for a temporary contract tracer position for the ATS. Seconded: Chris Vote: All approved. 6. Motion: Chris motioned to approve the Permission to Fill for an Admissions Technician. |

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| | Seconded: Allan Vote: All approved. |
| Adjournment | Time: 9:22 a.m. |
| Additional Documents | Attached documents reviewed during this meeting: <ol style="list-style-type: none">1. FY '21 Projection Summary and Assumptions2. CARES Act Funding Spreadsheet |

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President and Board of Trustees
and
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services