

CABINET MEETING
MEETING MINUTES
October 26, 2020, 8:30 a.m.
Google Hangouts Meet & LIB209

MEMBERS (presence denoted by check):

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

GUESTS: Shannon Schoenky, Miriam Helms, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:30 a.m.
Technology	Tracy James will attend the November 23 meeting to give Technology Updates.
Approval of Minutes	Approval of the minutes from the October 12, 2020 and October 19, 2020 meetings was deferred.
COVID Planning Review CDC Guidelines	<ul style="list-style-type: none"> ● “Close contact” is now defined as 15 minutes of contact total within a 24-hour period. ● Tracking would be difficult with this change and Cabinet highlighted the importance of virtual meetings at this time. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Kim will review the Return to Campus guidance document for potential updates.
Return to Campus After Thanksgiving Break	<ul style="list-style-type: none"> ● Due to the low number of cases on campus and the precautions being taken by the College, classes will resume after Thanksgiving Break. ● Many students struggled with the move to online last spring; moving online after Thanksgiving could be equally difficult and impact student success.
IRB Admin Procedure	<ul style="list-style-type: none"> ● Chris brought the Proposed Draft Admin Procedure III-004 to Cabinet for discussion. This procedure was drafted in 2018. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Cabinet will review the draft and discuss it in two weeks (November 9).
Year-Round Registration	<ul style="list-style-type: none"> ● Due to the uncertainty of the current situation, year-round registration is not recommended at this time. Summer 2021 registration will begin February 22; Fall 2021 registration will begin on March 22.
Standing Agenda Items: Action Items List	<ul style="list-style-type: none"> ● Cabinet reviewed the Action Items List and updated completed actions. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Dena will circle back with the Presidents and Chancellors regarding the census date. 4. Daryl will follow-up with Dale Richardson regarding supply availability and staffing challenges in reference to additional fogging on campus.
Remote Work Requests	<ul style="list-style-type: none"> ● Cabinet discussed some changes to employee remote schedules; several employees no longer need to work remotely full-time.
Strategic Workforce Planning	<ul style="list-style-type: none"> ● The LEA Director and part-time EMT Program Director positions will be vacated in the next couple of weeks.

	<p>ACTION:</p> <ol style="list-style-type: none"> 1. Chris and Tasha will discuss options for EMT. 2. Motion: Daryl motioned to approve the Permission to Fill for an LEA Program Director. Seconded: Kim Vote: All approved.
Events Calendar	<ul style="list-style-type: none"> ● No updates.
Purchasing	<ul style="list-style-type: none"> ● The College received \$300,000 for computers through CARES Act. ● Daryl's office is waiting on funds from the County for the GPS units. ● Daryl met with Tracy and a representative from Allegion regarding touchless door locks. ● Automatic soap dispensers and paper towel dispensers are on order. ● An additional counselor position is being sought to assist with student support. Virtual counseling is an option through ChestnutHealth Systems, but would require students to complete a separate intake process to see a counselor online.
Enrollment	<ul style="list-style-type: none"> ● No updates.
Budget	<ul style="list-style-type: none"> ● No changes.
Integrated Planning	<ul style="list-style-type: none"> ● The Integrated Planning presentations provided by Allan, Tasha, and Chris at the Board Work Session were well-received.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● Blake Tilley, Executive Director of Development & Strategic Communications, started today. Dena is taking him to the Ault House, JCA, JCI, and is providing a campus tour of Hillsboro. <p>Chris</p> <ul style="list-style-type: none"> ● Chris received a couple of volunteers from Instruction to serve on the JCA Task Force. <p>Daryl</p> <ul style="list-style-type: none"> ● The Bookstore Task Force is researching options. ● The Viking Woods Task Force will meet soon. ● Daryl is reaching out to Shane Jones to set up training for Cabinet members for BAT-FAT collective bargaining. <p>Kim</p> <ul style="list-style-type: none"> ● The third Contract Tracer position should be posted this week. <p>Allan - No updates.</p> <p>Tasha</p> <ul style="list-style-type: none"> ● People Admin Update: HR should receive the final draft for the Position Management module this week and will be working toward going live with this module and Banner integration with PeopleAdmin soon. ● Classification Study classification duty job description updates are almost complete. ● HR is on a tight deadline with testing and design of the new PlanSource online benefits enrollment platform. This will be implemented in time for open enrollment which is scheduled in mid-November.
Adjournment	<p>Time: 9:32 a.m.</p>

Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none">1. Proposed Draft Admin Procedure III-0042. Action Items List
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Respectfully submitted,

Miriam Helms
Senior Administrative Assistant to the Vice President of Instruction
and
Shannon Schoenky
Senior Administrative Assistant to the Vice President of Student Services