

CABINET MEETING
MEETING MINUTES
September 8, 2020, 10:00 a.m.
Google Hangouts Meet

MEMBERS (presence denoted by check):

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

GUESTS: Lisa Vinyard, Shannon Schoenky, Miriam Helms

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 10:00 a.m.
Approval of Minutes	<p>The minutes from the August 31, 2020 meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the August 31, 2020 minutes. Seconded: Chris seconded. Vote: All approved.
COVID Planning Space Renovations	<p>Allan and Chris discussed ideas regarding utilization of some instructional spaces; wider conversations will be had with the division if the Cabinet approves of moving forward.</p> <ul style="list-style-type: none"> ● The ASI 102 and 106 combination has created higher capacity classroom space; other areas on campus could be renovated as well. ● ASI 103 (Harbinger Classroom) and 105 (seats 13 for COVID capacity): combining these spaces would make a more usable long-term area. ● ASI 207: removing the closet could create additional capacity. Old equipment is currently being stored in the closet. ● There may be funding left in the CARES Act that could cover the renovation costs. Depending on costs, it may need to go out for bid. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Cabinet approves of moving forward with investigating possible renovations in ASI. Chris and Allan will begin discussions with stakeholders.
Spring Instructional Load	<ul style="list-style-type: none"> ● Chris would like to extend the faculty who are currently approved to teach fully online into the spring semester. Associate Deans need to firm up course assignments for spring 2021. ● Cabinet requested a process to be developed for faculty to request/apply for fully online schedules for the spring. Faculty will be allowed to opt in or out by a certain date. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Chris will communicate with faculty to determine interest in teaching fully online in the spring 2021 semester.
High-Risk vs. Low-Risk Symptoms	<ul style="list-style-type: none"> ● Kim confirmed the high-risk symptoms with the Health Department. There is some differing advice on the low-risk symptoms among health departments. ● The flow chart of high-risk/low-risk symptoms from Washington

	<p>University appears to be geared toward children/K-12. The chart could be useful for employees with children.</p> <ul style="list-style-type: none"> As of this morning, Kim reported the College is at 144 cases, with 84 active and 66 cleared. There are several individuals quarantining in Viking Woods due to exposure to a positive student who was not forthcoming regarding contact with others. No cases have been epidemiologically linked to the campus. All student athletes are being tested next Saturday. <p>ACTION:</p> <ol style="list-style-type: none"> Kim will use the symptoms list with regard to employees with children, but not for students. Kim will prepare a handout for the Board meeting regarding current numbers. Kim will look over the announcement wording to send it out to employees.
CARES Act Certification	The form and spreadsheet will be sent out; hours need to be filled out and sent back to the Business Office.
Review: Triggers and Alert Levels	<p>Cabinet reviewed the Alert Levels, Triggers, & Activities spreadsheet.</p> <ul style="list-style-type: none"> Some levels have changed in the last few weeks such as testing levels, percentage of positive cases, and the County level (green, yellow, or orange). If the County moves into red, it does not immediately move the College into red, but is based on many factors including the College's ability to keep students and employees safe. No cases have been epidemiologically linked to the campus. This information will be included in a handout to Board members at the September 10 meeting.
Campus Communications	<ul style="list-style-type: none"> There was feedback that too many emails are being sent out and that announcements are difficult to locate later. One suggestion was made to create a Google Drive with folders containing announcements. Announcements from the President's Office will be added to the President's Page on MyJeffco. Other divisions can choose their communication preferences. Combining announcements into one email (e.g. Weekly Digest) is an option as well.
VSIP Review	<ul style="list-style-type: none"> Eight applications for the VSIP have been received. \$70,000 of the \$100,00 available is accounted for with the eight applicants. Strategic Workforce Planning discussions need to take place around rehiring of positions vacated by VSIP applicants.
Mold Abatement	<ul style="list-style-type: none"> Daryl provided an update on the mold abatement across campus. <p>ACTION:</p> <ol style="list-style-type: none"> Daryl will proceed with an RFQ for mold and asbestos abatement for specific buildings.
Distribution of Remaining Laptops	<p>Laptops have been distributed to new students who requested them as part of the fall enrollment incentive. There are around 300 laptops left.</p> <ul style="list-style-type: none"> Some could be given to the Library for student check out, to dual credit schools for their students, and/or used for faculty and staff check out if needed. Another giveaway could be run in spring with the remaining laptops.

	<ul style="list-style-type: none"> The remaining laptops must remain CARES Act eligible.
Standing Agenda Items: Action Items List	Cabinet reviewed the Action Items list and updated completed actions. It will be added as a standing item on the agenda for regular review.
Remote Work Requests	No additional requests.
Strategic Workforce Planning	<ul style="list-style-type: none"> The ATS is moving to a hybrid format, offering Applied Communications and Applied Mathematics online. Students who need to come to campus to utilize computers for these courses will need supervision. The ATS would like to hire Virtual Classroom Facilitators, who will be paid similar to Professional Tutors. Contact Tracers: Interviews were held last week and an offer was extended for the student contact tracer. The employee contact tracer selection should be finalized soon. <p>ACTION:</p> <p>8. Tasha will send Daryl the costs for the following new positions through the end of May: Contacts Tracers, Instructional Designer, and ATS Virtual Classroom Facilitator.</p> <p>9. Motion: Chris made a motion to approve filling a vacated Senior Facilities Associate position via email on 9/3/2020. Seconded: Dena Vote: All approved.</p> <p>10. Motion: Daryl made a motion to approve filling the vacated part-time regular Testing Specialist position via email on 9/4/2020. Second: Chris Vote: All approved.</p>
Events Calendar	<ul style="list-style-type: none"> Jefferson-Franklin Community Action Corporation (JFCAC) Foster Kids Holiday Party: the organizers can ensure distancing and will have families sign up for time slots. The event will be approved with precautions in place. Legion of Gamers Club requested an event; the Club Advisor will discuss social distancing and safety guidelines with the club to confirm they can be upheld during the event.
Purchasing	<ul style="list-style-type: none"> Plexiglass for the entrance vestibules should arrive this week. Amplification devices for faculty are expected next week. Hand sanitizer dispensers for classrooms are still on backorder.
Enrollment	No updates.
Budget	Daryl shared the updated CARES Act Funding Spreadsheet with the Cabinet.
Planning	The Strategic Planning Committee meets this afternoon.
Reports	<p>Dena</p> <ul style="list-style-type: none"> State of the College is Monday, October 5. Full agenda for the Board meeting on Thursday, September 10. <p>Chris</p> <ul style="list-style-type: none"> As liaison to the Assessment Committee, he is looking for co-chairs for the committee. Connie Kuchar has indicated interest in the faculty co-chair role. A staff co-chair is still needed. <p>Daryl - No updates</p> <p>Kim</p>

	<ul style="list-style-type: none"> • Kim is working on possible interview times for the Title IX Coordinator position. • With Kim serving as the interim Title IX Coordinator, a person is needed to hear emergency appeals. Dena will serve in this role until a Title IX Coordinator is hired. <p>Allan - No updates</p> <p>Tasha</p> <ul style="list-style-type: none"> • The HR office is back to normal operating hours.
Adjournment	Time: 11:42 a.m.
Additional Documents	Attached documents reviewed during this meeting: <ol style="list-style-type: none"> 1. Action Items List

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