


**CABINET MEETING  
MEETING MINUTES  
April 10, 2023, 9:00 a.m.  
Administration Building Board Room/Google Meet**

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**MEMBERS PRESENT:** Daryl Gehbauer, Kim Harvey-Manus, Josephine Kershaw, Dena McCaffrey, Tasha Welsh, Chris DeGeare (virtual)

**GUESTS:** Matt Husky, Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<b>Time:</b> 9:04 a.m.
Institutional Research Updates	Matt provided the following updates: <a href="#">Institutional Research Update</a>
Approval of Minutes	The <a href="#">March 6, 2023</a> , <a href="#">March 13, 2023</a> , and <a href="#">March 20, 2023</a> , and <a href="#">April 3, 2023</a> Cabinet meeting minutes were presented for approval.  <b>ACTION:</b> <ol style="list-style-type: none"> <li><b>Motion:</b> Kim motioned to approve the March 6, 2023, March 13, 2023, and March 20, 2023 Cabinet meeting minutes.  <b>Second:</b> Dena  <b>Vote:</b> All approved</li> </ol> <p>Approval of the April 3, 2023 Cabinet meeting minutes was deferred to the April 17 meeting.</p>
TELC Conference	<ul style="list-style-type: none"> <li>Chris offered to reserve an SUV and carpool with whoever else would want to ride with him. <ul style="list-style-type: none"> <li>Jennifer will reserve an SUV from Enterprise covering the June 20-22 conference period.</li> </ul> </li> </ul>
60th Anniversary Selections	<ul style="list-style-type: none"> <li>Follow-up from last week's discussion.</li> <li>Cabinet will provide their preferences to Roger by the end of day tomorrow based on the email of suggestions that he sent out.</li> </ul>
60th Anniversary Logo	<ul style="list-style-type: none"> <li>Cabinet members were asked to make sure their staff members know that all letterhead should have the 60th anniversary logo at the top through the end of the year. It has been shared and is on the website.</li> </ul>
Interview Questions	<ul style="list-style-type: none"> <li>Cabinet discussed the interview questions for the Dean of Instruction.</li> </ul>
Standing Agenda Items	
<a href="#">Action Items List</a>	<ul style="list-style-type: none"> <li>Monday Meeting Action Items were reviewed.</li> </ul>
Strategic Workforce Planning Permissions to Fill	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> <li>Admissions Assistant - Replacement for Breanna Nipper, who submitted her resignation - Approved</li> <li>Administrative Specialist - Replacement for Angi Bassin, who will be transitioning to full-time in Viking Woods; need to fill position in Athletics - Approved</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li> CARES Act Funding Spreadsheet 04-06-23.xlsx</li> </ul>
Enrollment	<ul style="list-style-type: none"> <li>Fall enrollment is down because more on-site enrollment had already been completed at this time last year.</li> </ul>

Budget	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>● No discussion.</li> </ul>
Employee Anonymous Questions	<ul style="list-style-type: none"> <li>● No questions have been submitted at this time.</li> </ul>
<b>Reports</b>	<p>Dena</p> <ul style="list-style-type: none"> <li>● MCCA Presidents and Chancellors discussed the recent Department of Education guidance regarding third-party servicers. DOE is still collecting comments, but they may have overreached with this guidance. At this time, most schools are taking an inventory of what contracts might be involved in regulations and what contract language may need to be added. Daryl is also doing this for the College. We will continue to watch this but expect changes from its current form. It is not likely that anything will go into effect prior to September.</li> <li>● The Pet Policy has been completed, and Dena is now awaiting feedback from legal counsel. Roger has composed a memo for all employees and students which will be sent out soon.</li> <li>● MCCA Presidents/Chancellors Meeting updates: <ul style="list-style-type: none"> <li>○ CHATGPT - Discussion held on how to use it effectively. <ul style="list-style-type: none"> <li>■ OTC - They have created a faculty AI course in Canvas. How do you use AI positively, and how can you change your teaching to make it more effective?</li> <li>■ Turnitin can now detect essays written by CHATGPT; however, some students have been 'caught' cheating for using CHATGPT when they have not used it.</li> </ul> </li> <li>○ MoAMP grants - unregistered apprentices can be counted in the total number of participants for the grant.</li> <li>○ Emergency drills were discussed. Jefferson College will be conducting fire and tornado drills.</li> </ul> </li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>● The Dean of Instruction interview will be completed later today.</li> </ul> <p>Daryl</p> <ul style="list-style-type: none"> <li>● The Foundation Office will be moved to Tracy James' area. The timeline is unknown at this time due to contractor staffing. (This job will be done internally.)</li> <li>● Rob Rodden would like to have students build, tear down, and rebuild sheds on the farm road as part of their academic program. The College is still looking into costs for this project. <ul style="list-style-type: none"> <li>○ Fire Science is also moving to a new location, which has already received partial funding. In addition, a new pole barn will need to be built before the old one is torn down so that the parade float and other items can be stored safely.</li> </ul> </li> <li>● Daryl shared that Sheree Bell had received the results from the Food Service survey. The results were discussed.</li> </ul> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>2. Daryl and Chris will meet to speak about what to do about the various buildings (HVAC, Fire Science, and the pole barn that currently houses the parade float) that need to be built, torn down, and/or moved and the costs of doing so.</li> </ol>

	<p>Kim</p> <ul style="list-style-type: none"> <li>● The HLC Annual Institutional Data Update (AIDU) has been submitted.</li> <li>● Kim received information regarding the HLC Peer Review Team for the College's Year 4 Assurance Review.</li> <li>● Kim shared that A+ will not cover our bookstore fees.</li> </ul> <p>Josephine - No update.</p> <p>Tasha</p> <ul style="list-style-type: none"> <li>● At the last Diversity Committee meeting, it was noted that the diversity statement had been read before athletic events on campus. Cabinet discussed whether a policy was needed regarding reading the statement before athletic and other events. It was recommended that the statement be recorded so it could be played before each event.</li> <li>● Tasha hopes to have contracts issued on Friday.</li> <li>● Staff will be sharing Alicia Smith's duties while she is out on maternity leave.</li> <li>● There are four particular current job postings that Tasha would appreciate having shared on LinkedIn or other social media: <ul style="list-style-type: none"> <li>○ Police Chief</li> <li>○ Viking Woods Maintenance Position</li> <li>○ Accountant</li> <li>○ Accounts Payable Specialist</li> </ul> </li> <li>● Staff should submit a Request to Teach/Take Classes form if they would like to take or teach classes during their workdays.</li> </ul>
Executive Session	<ul style="list-style-type: none"> <li>● If needed.</li> </ul>
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion &amp; Diversity Dialogue? Chapter 13</i>
<b>Adjournment</b>	<b>Time:</b> 10:54 a.m.

Respectfully Submitted,

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