

**CABINET MEETING
MEETING MINUTES
May 22, 2023, 8:30 a.m.
Administration Building Board Room/Google Meet**

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

GUESTS: Tracy James, Mark Smreker, Shannon Schoenky, Lisa Vinyard

| AGENDA ITEM | DISCUSSIONS/OUTCOMES |
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| Call to Order | Time: 8:30 a.m. |
| Technology Updates | <p>Tracy James provided the following Technology updates:</p> <ul style="list-style-type: none"> ● Cyber Controls for GLBA and MUSIC - They are making good progress meeting these requirements. MoreNet performed an IT Risk Assessment last week which is a requirement of GLBA. ● IT Disaster Recovery (DR) Test - This spring, IT performed their first DR test by spinning up their production environment in the secondary cloud location. Multiple individuals on campus tested this DR environment to validate the test. It was very successful. They plan to perform a DR test annually. ● In response to Dena’s suggestion, an “Announcements” landing page has been created to house campus announcements in MyJeffco. The idea is to streamline how announcements are requested, created, and managed. <ul style="list-style-type: none"> ○ Mark Smreker has also created a process for employees to request messages to be shared. An approval tree is included. ○ Announcements, events, and news will be included. ○ Mark shared what the MyJeffco Announcement landing page may look like from the test environment, and Cabinet provided feedback. ○ A task force will be developed. The group will include Marina Sarkissian, Brandi Gallaway, and Jennifer Baine, with Erin Bova and Dustin Lemp serving as co-owners of the app. The group will be asked to train those who currently send out their own announcements. |
| Approval of Minutes | <p>The May 15, 2023 Cabinet meeting minutes were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Kim motioned to approve the May 15, 2023 Cabinet meeting minutes. <p>Second: Dena Vote: All approved</p> |
| FY2025 MOExcels Applications due July 3 | <ul style="list-style-type: none"> ● Cabinet discussed if any project(s) may be applicable and who would take the lead. ● This is a 50% match from the State, and there is no dollar limit. The College’s 50% would be charged to the Plant Fund. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Lora Warner will be asked to determine if a modest renovation of the Workforce Development space would meet eligibility requirements for |

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| | the FY2025 MOExcels grant. |
| MCCA Awards | <ul style="list-style-type: none"> ● Distinguished Business & Industry Award <ul style="list-style-type: none"> ○ Dobbs has been selected for the award. ● Kim noted that Viking Connect was selected for the MCCA Innovation Award instead of the Viking Retention BOT. |
| Grant Checklist | <ul style="list-style-type: none"> ● Rural Postsecondary & Economic Development Grant - due June 20. <ul style="list-style-type: none"> ○ This grant would provide high school navigation for health care pathways, including the upstart of medical stenography. ○ The grant would fund personnel. ○ Kenny Wilson suggested possibly developing a partnership with Mineral Area College and East Central College. ● CT Metallica Scholarship - Maryanne - due June 2. <ul style="list-style-type: none"> ○ \$100,000 in student scholarships sponsored by the band Metallica. |
| PTK Leadership | <ul style="list-style-type: none"> ● The PTK Faculty Advisor is transitioning from Bruce Korbesmeyer to Brandon Whittington. |
| Capital Projects | <ul style="list-style-type: none"> ● Item was moved to Executive Session. |
| Standing Agenda Items | |
| Action Items List | <ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed. |
| Strategic Workforce Planning Permissions to Fill | The following Permission to Fill was reviewed: <ul style="list-style-type: none"> ● Custodian - replacement for Rebecca Meredith, who submitted her resignation on May 19 - Approved. |
| Purchasing | <ul style="list-style-type: none"> ● CARES ACT FUNDING SPREADSHEET 5/18/2023 |
| Enrollment | <ul style="list-style-type: none"> ● No discussion. |
| Budget | <ul style="list-style-type: none"> ● No discussion. |
| Planning | <ul style="list-style-type: none"> ● No discussion. |
| Employee Anonymous Questions | <ul style="list-style-type: none"> ● N/A |
| Reports | No reports due to time constraints. |
| Executive Session | Cabinet moved to Executive Session. |
| Diversity Discussion | <i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 14 - deferred to June 5. |
| Adjournment | Time: 9:45 a.m. |

Respectfully Submitted,

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