


**CABINET MEETING
MEETING MINUTES
August 21, 2023, 9:00 a.m.
Administration Building Board Room/Google Meet**

MEMBERS PRESENT:

- | | | |
|---------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Chris DeGeare | <input checked="" type="checkbox"/> Josephine Kershaw | <input checked="" type="checkbox"/> Kim Harvey-Manus |
| <input type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> John Linhorst | <input checked="" type="checkbox"/> Tasha Welsh |
| <input checked="" type="checkbox"/> Tracy James | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Kenny Wilson |
| | | <input checked="" type="checkbox"/> Blake Tilley |

GUESTS: Jennifer Baine, Shannon Schoenky

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	<p>Time: 9:06 a.m.</p> <ul style="list-style-type: none"> Dena welcomed Blake to the Cabinet.
Approval of Minutes	<p>The July 10, 2023 and August 2, 2023 Cabinet meeting minutes were submitted for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Kim motioned to approve the July 10, 2023 and August 2, 2023 Cabinet meeting minutes. Second: Chris Vote: All approved.
Great Colleges to Work for Survey Results	<ul style="list-style-type: none"> Deferred to August 28 meeting.
Insurance Renewal	<ul style="list-style-type: none"> Cabinet discussed options for life insurance, short-term disability, and long-term disability. There is a meeting of the benefits subcommittee this Wednesday.
Registration Dates	<ul style="list-style-type: none"> Kim reported registration start dates for upcoming semesters: <ul style="list-style-type: none"> Spring 2024 - October 16 Summer 2024 - February 20 Fall 2024 - March 25
Employee Tuition Waivers	<ul style="list-style-type: none"> Cabinet discussed the parameters of Employee Tuition Waivers. For non-credit, workforce development training, the courses must be directly related to the employee's position at the College. If fees for consumables are assessed for non-credit training, employees would be responsible for them, just as they would be for a credit course. Only tuition would be waived.
Updated Payroll Announcements	<ul style="list-style-type: none"> Cabinet addressed some opportunities to make changes to payroll announcements in reference to the new MyJeffco announcement processes. There were 50 timesheets missed this week, whereas there are normally no more than 20. This may be attributed to not having a reminder email at the top of employees' inboxes. Payroll dates will be added to the website, as opposed to simply being an Excel file. Supervisors will also be encouraged to hold their employees accountable for submitting their timesheets on time.

<p>DHEWD Legislative Request: DEI Policies</p>	<ul style="list-style-type: none"> ● Cabinet reviewed and responded to the DHEWD Commissioner’s email. ● Peer institution Presidents are responding to questions about DEI <u>very simply</u>. <ul style="list-style-type: none"> ○ Don’t give out more information than what is being asked for. <p>ACTION:</p> <ol style="list-style-type: none"> 2. Josephine will submit the completed response email to the DHEWD Commissioner.
<p>MOCAN PEN Participation from Diversity Committee</p>	<ul style="list-style-type: none"> ●  PEN Letter of Commitment August 2023 Updated.pdf ● Dena will check with our peer institutions to see if they are choosing to continue to sign this document.
<p>Work on Farm Road - Continued</p>	<ul style="list-style-type: none"> ● Concrete pad discussion <p>ACTION:</p> <ol style="list-style-type: none"> 3. John will work with Dale in regard to who will be paying for the concrete pad on the Farm Road.
<p>Adjunct Tiered Pay Process</p>	<ul style="list-style-type: none"> ● Chris clarified the process for Kenny.
<p>Marketing Update / SOW Marketing Retreat</p>	<ul style="list-style-type: none"> ● The Marketing Director posting should be in People Admin soon. ● We will be moving forward with this retreat in September to get ahead of things as soon as possible. ● Cindy Rossi will be asked to represent the Instruction Division on the Marketing committee, including attending the retreat if she is available.
<p>Opening Meeting Attendance</p>	<ul style="list-style-type: none"> ● Sixty employees did not sign-in for the mandatory Opening Session. ● The list will be shared so that Cabinet can check off anyone who they saw in attendance, but may not have checked in. ● Dale will share Opening Meeting information with custodial staff. If he feels he needs presenters to share with the group personally, he can contact them for session set-ups.
<p>Announcements Landing Page</p>	<ul style="list-style-type: none"> ● If you type in myJeffco.jeffco.edu, you are not directed to the Announcements page as your landing page. It is only a tab at the top. <ul style="list-style-type: none"> ○ This is something that is being worked on. Tracy will try to hasten the process. ● For items that have a due date (such as annual training), it would be nice for the submitter to put the due date in the subject line. ● It was recommended that Payroll complete a 1-2 month assessment of how many people miss submitting their timesheets on time because of missing the announcement on the Announcements page.
<p>Standing Agenda Items</p>	
<p>Action Items List</p>	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed.
<p>Strategic Workforce Planning Permissions to Fill</p>	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> ● Assistant Controller - Replacement for Hope Hernandez, who has submitted her resignation. Requesting permission to fill the position at the Assistant Controller level as structured prior to Hope's promotion to Director of Accounting. - Approved ● Early College Advisor (PT) - Advising support for Jaclyn Birks, as we expect 1,000+ Early College students this year. - Approved ● Sr. Administrative & Grants Specialist - Replacement for Hailey Nguyen, who has submitted her resignation to take a FT school district position. -

	Approved
Purchasing	<ul style="list-style-type: none"> No discussion.
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"> No questions received this week.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Lisa is working on the Extended Cabinet dates. The September BOT item due date is coming up. Please upload all final agenda items to BoardDocs by Friday, September 1. Funeral announcements are sent out through HR. Please submit any announcement to HR for dissemination. <p>Chris - No update.</p> <p>Daryl - Not present.</p> <p>Kim - No update.</p> <p>Josephine - No update.</p> <p>Kenny - No update.</p> <p>John - No update.</p> <p>Tasha - No update.</p> <p>Tracy - No update.</p> <p>Blake - No update.</p>
Executive Session	<ul style="list-style-type: none"> Cabinet moved to Executive Session.
Adjournment	Time: 11:00 a.m.

Respectfully Submitted,

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