

EXTENDED CABINET MEETING
MEETING MINUTES
October 14, 2020, 2:00 p.m.
via Google Meet

MEMBERS PRESENT:

Ken Boning	Bill Kaune	Connie Nash	Allan Wamsley
Joe Candela	John Linhorst	Kristen Sides	Lora Warner
Chris DeGeare	Nolan Luhm	Alicia Smith	Bridget Webb
Daryl Gehbauer	Dena McCaffrey	Lisa Vinyard	Tasha Welsh
Carrie Greer			

MEMBERS ABSENT:

Joe Bradley, Kim Harvey-Manus, Richard Stephenson

GUESTS:

Kari Alford	Joette Klein	Ashley Moll	Keri Schmidt
Deb Bonham	Kathy Kuhlmann	Shelly Mueller	Shannon Schoenky
Tera Brutsman	Dustin Lemp	Erin O'Bryan	Marie Self
Cindy Draper	Holly Lincoln	Christine Platter	Dan Smith
Mark Janiesch	Debbie Maples	Lisa Pritchard	Mark Smreker
Terry Kite	Karla Mason	Dale Richardson	Stacey Wilson

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 2:00 p.m.
Welcome & Extended Cabinet Overview	<ul style="list-style-type: none"> • Dena thanked all for joining this initial meeting. • All Extended Cabinet members introduced themselves.
Celebrations / Recognitions	<ul style="list-style-type: none"> • Congratulations to Connie Nash who recently received her Master of Science in Higher Education Leadership degree. • Kudos to Kristen Sides who was accepted into the College and University Personnel Association Wildfire Leadership Program; she is one of 12 in the nation selected for this program.
<u>Definition of Shared Governance for Jefferson College</u>	<ul style="list-style-type: none"> • Connie Nash shared background regarding updates to Administrative Procedure III-001.01 Internal Institutional Governance including the addition of the definition of shared governance. • A <u>flow chart</u> has been created detailing the process for implementation of and approval of initiatives via institutional committees. This flow chart will be inserted into the Administrative Procedure. • Institutional committees and constituent groups are currently reviewing the document and recommending changes. The Council of Institutional Committee Chairs (CICC) hopes to finalize the Procedure and vote on the changes in November. • Dena thanked all who contributed to the review process.
Integrated Planning	<ul style="list-style-type: none"> • Allan Wamsley ~ The five Task Forces have met and progress has been made on the outlines for each of the five plans: Instruction Plan; Strategic Workforce Plan; Facilities Master Plan; Student Services Plan; and, Technology Plan. The Task Forces are formed but members are still being sought; any employees interested in serving on any of the Task Forces can contact Allan or the Chair of the specific Task Force.

	<ul style="list-style-type: none"> • Reports have been made by the Task Forces to the Strategic Planning Committee. • Although not directly involved in the Task Forces, Dena has attended the Strategic Planning Committee meeting and is excited about the updates for each Plan and the foundations being developed.
<p>Technology Plan</p> <ul style="list-style-type: none"> • Multi-Factor Authentication (MFA) 	<ul style="list-style-type: none"> • Mark Smreker and Dan Smith discussed multi-factor authentication (MFA) and the purpose of this process (to improve security). • As of July 4, anyone with a jeffco.edu account has the option to use MFA. • An MFA pilot involving 27 employees was implemented in September; participants in this test group reported no MFA sign-up/activation issues and only one sign-in issue was reported. • Next steps: (1) determine if an additional pilot(s) are needed; (2) establish a policy requiring all employees to use MFA; and, (3) identify the timeline for campus-wide implementation of MFA. • Employees using the same device will only be required to authenticate approximately every 30 days; however, faculty that teach in more than one classroom will be required to authenticate each time he/she logs into a different computer. Employees using multiple devices will also be required to authenticate with each device. • Options to authenticate include an authenticator app, text messaging, hardware keys, and one-time-use pre-printed codes. • VPN usage will not be affected with MFA. • MFA will not work on shared accounts; it is for single-user logins. • The technology is in place to implement campus-wide. • Regarding the creation of an MFA policy/procedure, Dena stated this was not necessary. • Employees who do not set-up their MFA according to the established timeline will not be able to login to his/her account. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Mark Smreker and Dan Smith to oversee the implementation of MFA with a soft start on November 1 and full implementation by the end of January 2021.
<ul style="list-style-type: none"> • Technology Purchase Planning 	<ul style="list-style-type: none"> • John Linhorst discussed and solicited feedback regarding traditional desktops versus laptops and mobile computing as it relates to working remotely and/or on campus. He shared a rubric he uses in his role as a supervisor in IT and when making decisions while working on projects in his department. John explained how the rubric could be applied with technology planning, considerations, and purchasing. • Approximately 550 total PC's are supported by the IT department on the "administrative network" (staff) that are included on the approximately six-year replacement cycle (this includes Arnold and Imperial). Instructors computers, classrooms, and computer labs are not included in this number. • Some suggestions provided regarding technology requirements for working remotely included: Adobe Acrobat Pro; Banner access and other specific software; docking stations for laptops; dual monitors; and bandwidth considerations. • Technology needs will depend on the length of the remote work arrangement (short-term versus long-term). • Security with working remotely is a big concern and would need to be addressed (e.g., FERPA matters, PII, information being saved on personally-owned devices, etc.). These security issues would be different for each department/office (faculty needs are very different from employees in Student Services).

	<ul style="list-style-type: none"> • Having devices available for users to only access VPN might be an option; however, this would be more taxing on the IT department and would have limitations that would have to be addressed. <p>ACTION:</p> <ol style="list-style-type: none"> 2. John will continue conversations and gather feedback regarding technology needs and how these needs relate to working remotely.
<p>Facilities Plan</p> <ul style="list-style-type: none"> • JCA/JCI 	<ul style="list-style-type: none"> • Daryl Gehbauer provided background into the College’s consideration of consolidating the Imperial programs (Law Enforcement Academy and EMT) into the Arnold facility (3rd floor). This was a suggestion from the Budget Workgroups. • The Imperial facility has many structural and maintenance issues which would be quite expensive to repair; Daryl discussed some of the issues and shared images. • An architect was consulted regarding the proposed concept and design layout for moving the programs to JCA, and Diane Scanga was consulted regarding the current and future needs of the two programs so these could be incorporated into the design. Also to be considered is the reduced square footage (8,800 square feet) between JCA (3rd floor) and JCI. • Dale Richardson reviewed the proposed design layout. • Overall, minimal renovation on the 3rd floor at JCA will be required to relocate the programs, and the renovations could occur this upcoming Summer 2021 to be ready for Fall 2021. • \$425,000 is the proposed budget for the project. The project has been submitted to the MDHE for funding, and the CBHE has recommended the project for approval. The request still requires approval by the Legislature and the Governor. The request was for \$550,000+ to offset other costs associated with the renovation (relocating the Testing Center, AEL, Academic Success Center, and Workforce and Employment Services office). • Considerations: (1) Imperial neighborhood concerns about the lack of police presence; (2) relocation of office space; (3) availability of classroom space; (4) future growth at JCA; and, (5) modifications to the JCA class schedule. • Since the 3rd floor access will be strictly for the LEA and EMT programs, the architect included a first floor wheelchair accessible entrance in his proposed design plan. • It was clarified that the Testing Center would move down to the 1st floor. The space currently serving as the Testing Center on the 3rd floor will serve as a computer lab dedicated to the LEA and EMT programs. <p>ACTION:</p> <ol style="list-style-type: none"> 3. Daryl Gehbauer will obtain feedback regarding the transition of moving JCI to the 3rd floor of JCA and the effects on JCA floors 1 and 2. 4. Chris DeGeare will identify faculty and other Instructional Division staff interested in contributing to the next round of meetings regarding the transition of moving JCI to the 3rd floor of JCA.
<ul style="list-style-type: none"> • Viking Woods 	<ul style="list-style-type: none"> • Daryl has looked at other institutions where student housing is managed by an outside agency. • St. Charles Community College has recently built student housing that is managed by the builder; the SCCC builder was contacted to get his input regarding Viking Woods, and he is interested in Viking Woods. • The College will retain ownership of the land, lease the land to the management company, and sell the buildings. • An expansion of student housing with this arrangement is possible.

	<ul style="list-style-type: none"> ● The owner would not be able to convert this to private housing; the property would continue to be rented strictly to Jefferson College students. ● Appraised value would allow the College to pay off the remaining debt and put monies into the Plant Fund reserve. ● The next step is to list the property for sale. ● Considerations: (1) loss of control (e.g., maintenance services and rent increases); (2) financial aid impact; and, (3) ongoing review of issues. ● <u>Questions to Address:</u> <ol style="list-style-type: none"> (1) The College owns several facilities to each of the buildings to serve video surveillance, network, and WiFi, particularly for JCPD and the Clubhouse. Will the College continue to operate services for these buildings? Would we turn over these services to the new management? (2) How will students be supported? (3) Would JCPD and the Mercy Clinic move their offices out of Viking Woods? (4) What role will the College play in housing accommodations? Emotional support animals, additional accessible apartments, etc? ● Student housing was originally owned by a third party; the College took over ownership when that company went out of business. <p>ACTION:</p> <ol style="list-style-type: none"> 5. Daryl Gehbauer and Kim Harvey-Manus will address all the questions brought forward during the meeting regarding the sale of Viking Woods to a management agency.
● Highway 30	Due to time constraints, this agenda item will be included on the November Extended Cabinet meeting agenda.
Overview of Strategic Workforce Planning	Due to time constraints, this agenda item will be included on the November Extended Cabinet meeting agenda.
Open Discussion	Due to time constraints, this agenda item was postponed until the November Extended Cabinet meeting.
<u>Action Items List</u>	Dena provided a brief explanation of the Action Items List and its purpose.
Adjournment	Time: 3:46 p.m.
Additional Documents	Attached documents reviewed during this meeting: N/A

Respectfully submitted,

Lisa Vinyard
Executive Assistant to the President

Deb Bonham
Administrative Assistant to the Vice President of Finance & Administration