

**CABINET MEETING
MEETING MINUTES
January 9, 2023, 8:15 a.m.
Administration Building Board Room**

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

GUESTS: Shannon Schoenky, Jennifer Baine, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:23 a.m.
IR Updates	Due to Jude's departure, Josephine and Matt Husky will start providing the monthly IR updates.
Approval of Minutes	The minutes from the December 19, 2022 , meeting will be presented for approval at the January 23 Cabinet meeting.
COVID Planning Review Alert Levels	<ul style="list-style-type: none"> • Alert Levels, Triggers, and Activities
Google Shared Cabinet Folder	<ul style="list-style-type: none"> • Cabinet discussed the shared drive access.
Credit Cards/Tips	<ul style="list-style-type: none"> • Cabinet discussed guidance for appropriate tips. • There are federal per diem guidelines in place. • Daryl will speak with Sheree about adding guidance to the Procurement Policy information.
Legislative Visits to Jefferson City	<ul style="list-style-type: none"> • Dena would like to determine attendees for legislative sessions beginning in early February, perhaps two administrators with a student (i.e., Project SUCCESS, Health Occs, Vet Tech, A+ students). Another group will go to Jeff City in March. <ul style="list-style-type: none"> ○ February 14 was selected for Chris, Josephine, and other CTE representatives to attend. ○ March 21 was selected for the second visit.
Standing Agenda Items	
Action Items List	Monday Meeting Action Items were reviewed. <ul style="list-style-type: none"> • The topic of the professional development form will be further addressed at a future meeting.
Strategic Workforce Planning Permissions to Fill	There were no Permissions to Fill to review.
Purchasing	<ul style="list-style-type: none"> • CARES ACT FUNDING SPREADSHEET 1 5 23
Enrollment	<ul style="list-style-type: none"> • New student enrollment is up.
Budget	<ul style="list-style-type: none"> • Three bids were received for Bookstore services.
Planning	<ul style="list-style-type: none"> • Restroom renovations will go to the Board for approval in March, as well as JCA renovations.
Employee Anonymous Questions	No new questions have been submitted.
Reports	Dena <ul style="list-style-type: none"> • Dena shared 21 Tips for a Positive New Year, from a leadership podcast (Jon Gordon), for building a positive environment.

	<ul style="list-style-type: none"> • Dena gave kudos to Advising staff, who all volunteered to assist students with getting enrolled during Winter Break, as well as Student Services directors who were available to assist by cell phone. <p>Chris</p> <ul style="list-style-type: none"> • Preparations are underway for Faculty In-Service Day. • Work continues on the Assurance Argument. <p>Daryl - No Report.</p> <p>Kim</p> <ul style="list-style-type: none"> • Positive feedback was received from staff about the College reopening on Thursday, which gave everyone a chance to ease back into the beginning of the new semester. • Kim, Chris, and Kenny worked on HLC Criterion 5 over the winter break. <p>Josephine</p> <ul style="list-style-type: none"> • Josephine and Matt are meeting regularly to share data. • Applicants are being reviewed for the Associate Dean position. <p>Tasha</p> <ul style="list-style-type: none"> • Faculty/Staff Handbook revisions have been given to Lauren Murphy. • Banner access - HR is reviewing who has access to PPAIDEN in Banner. Currently, if someone updates an address for an employee in SPAIDEN, it affects PPAIDEN and HR isn't notified. • The Remote Work Task Force met last week and approved approximately a dozen requests. The process seems to be going smoothly. • Tasha asked if the Victor chatbot could be used to check in on employees.
Executive Session	
Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 12 was postponed until January 23.
Adjournment	Time: 9:37 a.m.

Respectfully Submitted,

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