

**CABINET MEETING
MEETING MINUTES
March 13, 2023, 9:00 a.m.
Administration Building Board Room**

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

ABSENT: Daryl Gehbauer

GUESTS: Paul Ferber, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 9:05 a.m.
Emergency Operations Plan Update	<p>Paul Ferber attended to discuss the Emergency Operations Plan (EOP) with Cabinet.</p> <ul style="list-style-type: none"> ● A series of responses will be developed to handle various emergency situations that could arise. ● Paul would like to form a small group of employees to develop emergency response plans for campus. <ul style="list-style-type: none"> ○ Suggestions for this team included members of the Environment & Safety Committee, Roger Barrentine, John Linhorst, John Willett, Kristine Bogue, Amy McDaniel, and Joe Haack. ○ Paul will reach out to these employees to begin discussions and planning.
Approval of Minutes	The minutes of the March 6, 2023 Cabinet meeting will be presented for approval at the March 20 meeting.
Employee Sick Bank	This item was deferred to the March 20 Cabinet meeting.
Institutional Committee Budgets	<ul style="list-style-type: none"> ● Kim has been assisting committee chairs with funding questions. ● Committees are unsure of their budgets; this information should be shared with them at the initial Committee meeting each year. ● Cabinet would like to see the requests submitted to the Business Office. ● Dena will let Daryl know why this item is included on next week's agenda.
Institutional Compliance with Section 188 of WIOA	<ul style="list-style-type: none"> ● The College will be required to collect quite a bit of data for both students and employees and report it to the State to keep WIOA funding. ● The College will need to provide the State with the name of our contact for WIOA compliance by March 24. The contact will be responsible for coordinating and reporting data for both employees and students: <ul style="list-style-type: none"> ○ Monitoring reviews will start on April 3. ○ A questionnaire response will be due by June 30. ○ Employment analysis reports will be due by October 30. ○ Program analysis reports will be due by January 30. ○ Complaint logs will be due on the fifth day of each quarter (April 5, July 5, October 5, and January 5). Logs will be submitted even if there have been no complaints. ● Kim, Chris, Josephine, Tasha, Alicia Smith, Kristen Sides, Lora Warner, and Stacey Wilson are meeting about this next Monday, March 20. Saranda Lund will also be included in Monday's meeting to discuss this matter.

Standing Agenda Items	
Action Items List	Monday Meeting Action Items were reviewed. <ul style="list-style-type: none"> • The IR Data Analyst position search has six candidates. • Associate Dean to replace Terry Kite - four candidates were selected but only two completed the SparkHire interview. • The History position has been posted. • The ATS Applied Math Instructor has been approved for hire.
Strategic Workforce Planning Permissions to Fill	The following Permissions to Fill were reviewed: <ul style="list-style-type: none"> • Sr. Maintenance Technician - replacement for Dave Brading, who is retiring July 1, 2023 - <i>Approved</i> • Administrative Assistant - replacement for Debbie Bonham, who is retiring July 1, 2023 - <i>Approved</i>
Purchasing	<ul style="list-style-type: none"> • CARES ACT FUNDING SPREADSHEET 3 9 23
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 new questions were submitted.
Reports	Dena <ul style="list-style-type: none"> • New State Representative Gary Bonacker contacted Dena about requesting funding for one of the College's projects. She plans to follow up with him regarding potential funding for the outdoor trail and outdoor classroom. Chris <ul style="list-style-type: none"> • The Opening Week Task Force will meet soon to begin planning. Suggestions for a speaker are welcome. <ul style="list-style-type: none"> ○ Dena would like the date for the New Employee Reception held on calendars for those involved. • Chris has a meeting scheduled with legal regarding two issues. Daryl - Not present to report. Kim <ul style="list-style-type: none"> • The high school quarterfinals basketball tournament held Friday and Saturday, March 9-10, included 2,500 guests in the Field House on Friday evening. Thanks to Bob Deutschman and Marie Self for their work. <ul style="list-style-type: none"> ○ Paul Ferber would like to have a debriefing to discuss the event and make plans for next year. Josephine <ul style="list-style-type: none"> • There may be a second round of CTE funding available. Tasha <ul style="list-style-type: none"> • HR staff is working to move current searches along, especially since Alicia Smith will be out on maternity leave in the near future.
Executive Session	<ul style="list-style-type: none"> • Cabinet moved into Executive Session.

Diversity Discussion	<i>What If: 10th Anniversary Edition: Short Stories to Spark Inclusion & Diversity Dialogue?</i> Chapter 12
Adjournment	Time: 10:27 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