

**CABINET MEETING
MEETING MINUTES
July 10, 2023, 8:30 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 checked="" type="checkbox"/> Daryl Gehbauer | <input checked="" type="checkbox"/> John Linhorst | <input checked="" type="checkbox"/> Tasha Welsh |
| <input checked="" type="checkbox"/> Tracy James (joined at 10:51 a.m.) | <input checked="" type="checkbox"/> Dena McCaffrey | <input checked="" type="checkbox"/> Kenny Wilson |

GUESTS: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:30 a.m.
Approval of Minutes	<p>The June 5, 2023 and June 27, 2023 Cabinet meeting minutes were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Motion: Dena motioned to approve the June 5, 2023 and June 27, 2023 Cabinet meeting minutes. <p>Second: Chris Vote: All approved.</p>
MCCA Leadership Academy	<ul style="list-style-type: none"> ● Discussion was continued from the June 27 Cabinet meeting. ● Cabinet will wait until they are able to speak with those they would like to nominate and confirm dates for the academy. This topic will be placed on the agenda again at that time.
Community Golf Tournaments	<ul style="list-style-type: none"> ● Cabinet discussed guidelines for sponsorship, playing in tournaments, rotating, etc. ● Rotary, Jefferson County Sheriff’s Department, Chamber, Mercy Foundation, COMTREA, and more hold tournaments annually. Not all can be attended each year. ● Chris will be responsible for Hillsboro. ● Dena suggested setting up a schedule of tournaments to determine which ones we take part in each year. <ul style="list-style-type: none"> ○ Play in approximately four tournaments per year - rotating.
Coordination of Student Surveys	<ul style="list-style-type: none"> ● In the past, too many surveys have come out at the same time, causing less participation. ● Institutional Effectiveness will assist with spanning out surveys and/or developing other ways to collect data.
HLC Final Report and New Liaison	<ul style="list-style-type: none"> ● The HLC Final Report received positive feedback. <ul style="list-style-type: none"> ○ Assessment needs to be improved. <ul style="list-style-type: none"> ■ Need to work on both assessment documentation and assessing our own assessment. ■ Jeffco Digest is transitioning platforms from Tableau to PowerBI, which will give users much more functionality and be more user-friendly. ● The Notification of New Liaison letter was received. Dr. Anthea Sweeney will be the new HLC Liaison. <ul style="list-style-type: none"> ○ There was discussion about a new Accreditation Committee co-chair with Amanda Macke.

	<p>ACTION:</p> <p>2. Kim and Josephine will review the Accreditation Committee membership to see if anyone seems to be a logical fit for the co-chair position.</p>
Offboarding - IT Access	<ul style="list-style-type: none"> ● Cabinet reviewed new procedures for disabling IT access after termination of employment (GLBA), email forwarding options, and the impact on retiree insurance payment options. <ul style="list-style-type: none"> ○ HR will formally contact the employee via email regarding access permissions. ○ Retirees who use NelNet to pay need their JeffCo email to pay for insurance; however, they may also pay via cash or check. <ul style="list-style-type: none"> ■ A direct payment from the retiree's bank could be set up, as that would come as a check payment. ■ There was discussion of setting up payment deduction for the retiree's insurance. ○ An employee who has left the College for any reason will have their Google account terminated after one year. ○ If the email address remains open after an employee leaves, an auto-reply needs to be posted with a new contact person listed. ○ Google Drive items owned by former employees may be reassigned to a supervisor through IT. ○ The Help Desk should have a process of knowing which employees should not be reinstated without an approval because they have left the college. ○ Forwarded, delegated, or auto-reply access will be the allowable actions when an employee retires or resigns from the College.
Release from Contract	<ul style="list-style-type: none"> ● Cabinet reviewed and discussed the resignation policy for contractual employees. ● Current policy states there are fines for breaking contractual obligations (with exceptions). <ul style="list-style-type: none"> ○ It was recommended that the employees be reminded of the policy and that Cabinet will be enforcing it henceforth. ○ It was also recommended to move the Board of Trustees Policy from under the "Instructional Personnel" to the "All Personnel" section. This revision will require Board approval.
Minority Scholarships	<ul style="list-style-type: none"> ● The Attorney General's letter came out recently. We will have Blake review all of the Foundation's scholarships. <ul style="list-style-type: none"> ○ All explicit and implicitly bias language must be removed from any scholarships. ● Housing scholarships will go through Financial Aid and will be based on need.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed.
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 7/10/2023 ● All funding has been spent.
Enrollment	<ul style="list-style-type: none"> ● Fall enrollment is down 1% this week.

Budget	<ul style="list-style-type: none"> The MoExcels Grant was submitted on Monday of last week.
Planning	<ul style="list-style-type: none"> The IT area renovations to accommodate the Foundation Office started this morning. The VPAA and Public Relations & Marketing offices will begin after the IT area renovations are complete. The Nursing Suite will also be getting completed in early fall.
Employee Anonymous Questions	<ul style="list-style-type: none"> None received.
Reports	<p>Dena</p> <ul style="list-style-type: none"> Jefferson County recently had a Master Plan prepared for the County; the Master Plan can be found on the County website. Cabinet members were encouraged to review how the College fits in for the future. The College was mentioned in the NCHEMS study. Cabinet members were reminded to update the Cabinet calendar when they will be out of the office. <p>Chris</p> <ul style="list-style-type: none"> A William Woods University articulation agreement was finalized to provide 20% tuition discounts to graduates, as well as 60% discounts to employees who want to attend on their campus. A Columbia Southern University articulation agreement was finalized for the online Bachelor of Paramedic degree. The completion date of the third floor at JCA could be an issue for three classes that are scheduled to be held on that floor. Joe Haack is currently acting as Director of Public Safety, which will be formalized at the next Board Meeting. Kathy Kuhlmann previously provided Banner FAST access. Kenny and the Associate Deans need budget access. <ul style="list-style-type: none"> Hope Hernandez let Kenny know this morning that Kathy trained her on this, and she will be sharing access with him today. <p>Daryl - No updates.</p> <p>Kim</p> <ul style="list-style-type: none"> Meetings with the Clery Consultant have been completed. She is focusing on geography, letters, and the Annual Security and Fire Safety Report. <p>Josephine</p> <ul style="list-style-type: none"> Moving on schedule to transition from Tableau to PowerBI. Jefferson College has been recommended for the NSF grant. Interviews for the new Administrative Assistant in her area will be taking place. Josephine has temporarily moved to allow Kenny to move into her former space. <p>Kenny</p> <ul style="list-style-type: none"> A mentoring calendar has been created for the two new Associate Deans. Kenny took part in a meeting with BOSTL and STEMSTL regarding a large grant. <p>John</p> <ul style="list-style-type: none"> The Barnes & Noble Bookstore is open for business.

	<ul style="list-style-type: none"> • The cafeteria is being painted this week, and the kitchen equipment will be deep-cleaned. • The IT/Foundation suite construction commenced today with an estimated four-six weeks for completion. • John will be meeting with representatives from the contracted architectural firms to establish relationships. • John is scheduling one-on-one meetings with Daryl, Dale, and Sheree. <p>Tasha</p> <ul style="list-style-type: none"> • Human Resources is back to being fully staffed with the return of Alicia. • Searches ongoing for controller, HVAC, maintenance position. <p>Tracy</p> <ul style="list-style-type: none"> • Tracy moved out of his office due to Foundation suite construction. He has temporarily relocated to the Data Center. • Tracy has met with all of his direct reports to go over job duties.
Executive Session	<ul style="list-style-type: none"> • Not needed.
Adjournment	Time: 11:03 a.m.

Respectfully Submitted,

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