

**CABINET MEETING
MEETING MINUTES
October 16, 2023, 8:30 a.m.
Google Meet**

MEMBERS PRESENT:

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

GUESTS: Jennifer Baine, Shannon Schoenky, Lisa Vinyard

AGENDA ITEM	DISCUSSIONS/OUTCOMES
Call to Order	Time: 8:33 a.m.
Approval of Minutes	The October 2, 2023 Cabinet meeting minutes were presented for approval. ACTION: 1. Motion: Chris motioned to approve the October 2, 2023 minutes. Second: John Approved by All
Future Trends: The Shrinking Focus on Liberal Arts	<ul style="list-style-type: none"> ● Chris reviewed the HLC Future Trends with regard to the shrinking focus on Liberal Arts. ● Kenny recently met with Leslie Buck to discuss what is happening at the State level with MOTR. <ul style="list-style-type: none"> ○ More performing arts courses are being accepted as MOTR courses ○ We will need to be sure and imbed workforce skills in the performing arts courses to align with CORE42. ● Cabinet may discuss bringing back some Continuing Education courses in the future. ● It will be important to review our academic maps in moving forward in this process, which is already expected to be done as part of the Spring 2024 audit.
Future Trends: Teaching and Learning	<ul style="list-style-type: none"> ● Chris reviewed the HLC Future Trends with regard to teaching and learning. ● Kenny and Connie Nash met last week about the increase in Testing Center usage. ● Chris will be speaking with the Technology Task Force today about finding a new online proctoring platform. Zoom proctoring was created for COVID. It is not cost-effective and is difficult to run. ● The College should be sure to provide appropriate professional development. ● Supporting the quality and integrity of dual credit courses is important. ● Hybrid courses have varied definitions for testing and where/how it should be done. This needs to be simplified.
Announcements Email	<ul style="list-style-type: none"> ● Communication Task Force - Announcements Email Options ● The original plan was when the new website is implemented, the Announcements page will be the landing page. ● Tracy's team will work to get the Announcements page as the landing page for MyJeffco.

	<ul style="list-style-type: none"> ● Blake’s team will send out an email today, and will continue to do so through January (weekly/biweekly), to remind everyone to check the Announcements portal.
Campus Closure Remote Work Discussion	<ul style="list-style-type: none"> ● Tasha reviewed inclement weather remote work policies from other colleges, many of which state that remote work-eligible employees are expected to work on campus closure days, or to submit for paid time off. ● Essential employees, including Maintenance and JCPD, must report to campus in instances of inclement weather. ● Ad hoc or hybrid employees may not have the College technology at home for remote work if inclement weather is unexpected. If inclement weather occurs or is anticipated, employees who work remotely should take their work laptops home. ● If employees are able to work remotely, they are encouraged to do so. If employees are unable to work remotely, they should work it out with their supervisor to report their time for that day as campus closure.
FY25 Capital Project Requests	<ul style="list-style-type: none"> ● Cabinet reviewed the list of requested capital projects. <ul style="list-style-type: none"> ○ Nine projects were submitted at an approximate total of \$475,000. ○ No construction projects were accepted. ○ Daryl indicated that the landscaping project at the entrance monument should be moved under Maintenance and Repair in the FY25 general budget. ○ The total for all proposals was reduced to \$378,838 with the landscaping project removed. ● John noted that action plans will be open throughout the academic year, which will create some flexibility and increase the report out to the Cabinet throughout the year.
Grievance Policy & Procedure	<ul style="list-style-type: none"> ● This item was deferred until the October 23 Cabinet meeting. ● Tasha asked Cabinet members to review the policy and procedure.
Pedestrian Bridge Project Follow-up	<ul style="list-style-type: none"> ● There has not been an award at this time, as no qualifying bids were received. The project will go back out to bid soon, with the hope of presenting it at the December 7 Board meeting for approval.
MCCA Carpool	<ul style="list-style-type: none"> ● Employees have asked about carpooling (per the new Procurement policy). ● Chris reserved an eight-passenger SUV for conference travel, but there are more employees attending. ● Lisa will reach out to Cliff Judy to get the most recent list of Jefferson College MCCA Conference attendees. ● Jennifer will work to reserve an additional rental vehicle.
Diversity Plan Update	<ul style="list-style-type: none"> ● Deferred to the October 23 Cabinet meeting.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> ● Monday Meeting Action Items were reviewed and updated.
Strategic Workforce Planning Permissions to Fill	<ul style="list-style-type: none"> ● The following Permission to Fill was reviewed: <ul style="list-style-type: none"> ○ Part-time Teacher’s Assistant (Early Childhood Center) - Replacement for Kayla Rendleman who submitted her resignation. - Approved ● At this time, four people have submitted their early notifications of retirement. A reminder will be sent out.

Grants	<ul style="list-style-type: none"> ● A checklist has been added as an in-progress work on the “Action Items List” link.
Purchasing	<ul style="list-style-type: none"> ● No update.
Enrollment	<ul style="list-style-type: none"> ● Spring 2024 enrollment began today.
Budget	<ul style="list-style-type: none"> ● Dena and Daryl will be meeting to discuss next year’s budget and when Directors should be starting their parts.
Planning	<ul style="list-style-type: none"> ● No update.
Employee Anonymous Questions	<ul style="list-style-type: none"> ● No questions received.
Reports	<p>Dena</p> <ul style="list-style-type: none"> ● A Board Work Session is scheduled for October 26. <ul style="list-style-type: none"> ○ Chris and Kim will present on tiered tuition. ○ John will provide an emergency preparedness update. ○ Margie will provide information from the ACCT Conference. ● Extended Cabinet Agenda: <ul style="list-style-type: none"> ○ Trends in Higher Education Update and Next Steps <ul style="list-style-type: none"> ■ Student Mental Health (Kim) ■ Transfer Roadblocks (Kim) ○ Tiered Tuition Presentation (Chris/Kim) ○ Campus Closure (Tasha) ● ACCT follow-up. There are two ways to qualify for employee retention credits. Dena is setting up a phone conference to get more information. <p>Chris</p> <ul style="list-style-type: none"> ● Chris will be at the Workforce 2030 Conference for the next two days and has one extra registration if anyone would like to join him. ● The Jeffersonian Awards are Thursday night. The Foundation will receive an award. There are seats available. <p>Daryl - No updates.</p> <p>Kim - No updates.</p> <p>Josephine</p> <ul style="list-style-type: none"> ● The Strengthening Community Colleges Grant will not be pursued. ● Christy Stanley has accepted the Administrative Specialist position. <p>Kenny - No updates.</p> <p>John</p> <ul style="list-style-type: none"> ● Chief Parchim is at a week-long Clery Conference. <p>Tasha - No updates.</p> <p>Tracy - No updates.</p> <p>Blake - No updates.</p>
Executive Session	<ul style="list-style-type: none"> ● Not needed.
Adjournment	Time: 10:59 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 Academic Affairs
and

Lisa Vinyard

Executive Assistant to the President & Board of Trustees