

**CABINET MEETING
MEETING MINUTES
December 4, 2023, 9:00 a.m.
Admin. Board Room / Google Meet**

MEMBERS PRESENT:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Chris DeGeare | <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"/> Tracy James | <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: 9:06 a.m.
Approval of Minutes	<p>The minutes of the November 27, 2023 Cabinet meeting were presented for approval.</p> <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Kim motioned to approve the November 27, 2023 Cabinet meeting minutes. Second: Chris Approved by All
January BOT meeting deadlines	<ul style="list-style-type: none"> • The College reopens January 4, just one week before the Board meeting. • Presentations should be posted by the Monday prior to the meeting. • Tentative agenda items are due Tuesday, December 12. • Final agenda items are due Monday, December 18.
Strategic Conversation on Long-Term Goals and Vision for Employee Professional Development	<ul style="list-style-type: none"> • Discussion was held about succession planning and potential training/PD opportunities for employees. • Special leadership professional development requests would need to have additional funds budgeted for them. • At the next Cabinet Retreat on February 15, members should be prepared to discuss their staff training requests to determine budgeting.
IRB Review	<ul style="list-style-type: none"> • Kenny shared the Whittington Memo and Whittington IRB documents related to Brandon Whittington’s research on students who have self-identified as poor test takers and ways to help them. • The request has been approved by the IRB Committee. <p>ACTION:</p> <ol style="list-style-type: none"> Motion: Chris moved to approve Brandon Whittington’s “Critical Exploration of the Bad Test-Taker Identity” IRB request. Second: Kim Vote: All approved
WES - Policy Manual	<ul style="list-style-type: none"> • Cabinet reviewed the CE-WES Policy Manual. <ul style="list-style-type: none"> ○ This is the final policy manual for the SkillUp grant.
WES - Student Supportive Policy	<ul style="list-style-type: none"> • Cabinet reviewed the Supportive Services Policy Draft. <ul style="list-style-type: none"> ○ This policy has been previously discussed by Cabinet. It does not need formal Cabinet approval.

Land Acknowledgment Statement	<ul style="list-style-type: none"> Josephine shared the following statement: “Jefferson College wishes to acknowledge and honor the Indigenous communities of this region, and to recognize that the College is situated on traditional Native American homelands, including those of the Shawnee, Delaware, and Osage people. We offer gratitude for the land itself, for those who have stewarded it for generations, and for the opportunity to study, learn, work, and be in community with this land.” She will work on a recorded version that could be played prior to select events, in addition to the National Anthem and the Diversity Statement.
Tiered Tuition Draft	<ul style="list-style-type: none"> Cabinet reviewed the Board Presentation (Draft Tiers) that Chris and Kim plan to present to the Board on December 7, 2023. Dena and Chris will discuss creating a Board Policy and Procedure to give Cabinet authority to change course tier levels in the future without Board approval; however, Board approval would still be required for tier rate changes.
Standing Agenda Items	
Action Items List	<ul style="list-style-type: none"> Cabinet Meeting Action Items were reviewed.
Strategic Workforce Planning Permissions to Fill	<p>The following Permissions to Fill were reviewed:</p> <ul style="list-style-type: none"> Applied Communication Faculty - Replacement for Sheba Nitsch, who is retiring - Approved Sr. Director of Enrollment Management - Upgraded replacement for Kathy Johnston, who is retiring - Approved Sr. Administrative Assistant - Replacement for Shannon Schoenky, who is retiring - Approved Welding Faculty (ATS) - New position due to program demand - Waiting for budget discussion. Math Faculty - Replacement for Connie Kuchar, who is retiring - Waiting for budget discussion. Biotech Faculty - Position that is part of the Academic Plan Program Development - Waiting for budget discussion. Math Faculty - Replacement for Dianne Marquart, who is retiring - Waiting for budget discussion.
Grants	<ul style="list-style-type: none"> Josephine reviewed her Use-Inspired Research Grants Checklist. She will be applying for the grant, which would provide \$10,000 for work groups to engage in community inspired research. – Approved. Josephine is working on a grants handbook to provide guidance on the process.
Purchasing	<ul style="list-style-type: none"> No discussion.
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"> Not discussed at this meeting.
Reports	<p>Dena</p> <ul style="list-style-type: none"> The social media post regarding Santa’s visit to the Hillsboro campus on December 12 advertised that the community could bring pets. Due to implementation of the pet policy, animals will not be permitted in the

building. The post has been updated.

Chris

- Connie Nash has been appointed to the Pony Bird Board.

Kim

- Twenty students began the All-USA Coca Cola application process, but only two students completed their applications. Heidi and Holly Carbery were selected as the Jefferson College nominees.
- Chestnut Counseling reached out to us regarding supplementing our on-campus counseling. Beginning in January, they will provide two full-time on-campus staff counselors via grant funding, as well as interns.
- The Student Services All-Staff meeting was held on November 30. David Parchim and Beau Besancenez provided Situational Awareness training, and staff collected more than 50 items to donate to a local memory care unit for the holidays.

Josephine

- ABIDE events are transitioning from American Indian/Alaska Native month to holidays from around the world.

Kenny

- Kenny presented at Principals and Counselors Workshop last week. He will be meeting with Suzanne to see how Jefferson College can get set up in RAPIDS (DOL platform).
- A meeting with DRS Marlo, who does Navy subcontracting. The Navy is funding several grants and we are looking at an apprenticeship program.

John

- We are catching up on things that Sheree had in the queue. Furniture is arriving today for areas in the Administration building and ESports lab.
- Several purchases and contracts will be on this month's Board meeting agenda.
- There will be a pop-up bookstore model in place at JCA in time for the end of the fall semester.

Tasha

- Kristen is finishing up open enrollment for insurance.
- Alicia is working on recruitment and developing competencies and testing standards for each level of the administrative support structure in preparation for the upcoming administrative assistant searches.
- Background checks for Human Resources and Viking Woods housing will be conducted by HireRight and integrated in the applicant tracking system of PeopleAdmin.
- Victoria is participating in a Business Process Review with PeopleAdmin and will work on a number of process improvement initiatives.

Tracy

- Most of the equipment purchased on the annual computer bid has been received and will be scheduled for installation.
- The ESports lab equipment will be installed as soon as the furniture is in

	<p>place. The furniture is being delivered today.</p> <p>Blake</p> <ul style="list-style-type: none"> • There are two interviews scheduled for the Director of Marketing position. • The Foundation received funding for a \$5,000 EMS scholarship, and potential funding for a \$5,000 LEA scholarship. • Blake was contacted by the Daughters of the Revolution organization, who would like to present the College with an award at their December 9 meeting at the Russell House. • The Foundation is seeking a capital funding request for new scholarship software in collaboration with Financial Aid.
Executive Session	<ul style="list-style-type: none"> • Cabinet moved into Executive Session.
Adjournment	Time: 10:32 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