

**Expanded President's Cabinet
Meeting Notes
Wednesday, October 10, 2018
Board Room**

Present: Cora Brownell, Vickie Donaldson, Ryan Galbraith, Janice Gonzalez, Melissa Green, Sheila Grimes, Kent Gross, Jan Harris, Desiree Kaae, Wayne Keller, Darlene Melby, Beverly Muelrath, Nathan Rexford, Theresa Richmond, Dennis Roberts, Eric Rulofson, Dr. Stephen Schoonmaker, Carie Shaffer, Dawnie Slabaugh, Karen Tedsen, Christina Van Alfen, Meghan Witherell, Dr. Zack Zweigle

Absent: Angel Fisher, Kim Freeze, Kelly Groppi, Mark Klever, Cindy Martel, Nancy Miller, and Valerie Roberts

The meeting began at 9:04 a.m.

1. Updates:

- Interstate Passports:

Zack shared that the interstate passport is broken up into nine different areas:

- Oral Communication
- Written Communication
- Quantity of Literacy
- Natural Sciences
- Human Culture
- Creative Expression
- Human Society
- Critical Thinking
- Teamwork Skills

Meghan shared that Interstate Passport works with the National Student Clearing House and there are only three California Community Colleges that are currently participating in with the Interstate Passport.

- Guided Pathways:

Zack shared his vision for Guided Pathways and made staff aware of some additional responsibilities.

- 1.) Curriculum Pillar – Jayne Turk and Mike Graves
- 2.) Onboarding Pillar – Valerie Roberts and Meghan Witherell
- 3.) Ongoing Pillar – Doug Haugen and Regina Weston
- 4.) Results Pillar – Nathan Rexford and Wayne Keller

- ASC:

Zack shared that he has taken on the responsibility of the administrator over the ASC. He said that Carly has been an immense help in making sure that the ASC is running well. One of his goals is to fill the Tutor Coordinator position as soon as possible.

Zack also shared that Lorinda received the BSSOT Grant. He became aware that there is around \$500,000 that needs to be spent by December per the Chancellor's Office. Zack believes that we will make a lot of great changes with this grant.

- Banner 9 – Go Live Dates and Process:

- Friday, November 9 – Tuesday, November 13
 - Friday everyone will be locked out of Banner
 - Upgrade will take all of Friday night and all of Saturday

- Ready for testing on Sunday
- Monday key staff will come in to test for 4 hours
- Tuesday all Banner users will test

If all goes well, Banner 9 will be up and running by Tuesday.

- Soccer Field:
 - Refining latest design based on programs and budget
 - Draft of final design in the next four weeks
 - Open forum hopefully within the next three to four weeks
 - On schedule for a construction start date of April 2019

- Leading for Equity Event:
 - The National Equity Project will be here Thursday, October 11 and Friday, October 12
 - The event will be in LS1 on Thursday and the ASC Loft on Friday
 - 25 people are expected to attend which include students, staff, administrators, and faculty

- Voter Registration:

Melissa shared that voter registration is allowed till October 21. We have had some voter registration drives already take place such as the Lodges on September 26, a mixture of student ambassadors, and community members from the Democratic Party.

Melissa is looking into additional tabling October 10, 16, and 17 from 11:00 a.m. – 1:00 p.m. that is open to students, faculty, and staff.

- Program Review:

Melissa shared that we will be using the same documents for Program Review as last year.

 - If you need the documents email Melissa and she will forward them to you
 - They are in the process of revising the guidelines and hopefully will be able to send it out by the end of the week

Darlene stated that once the document is in final draft form it will go through Student Services Council, Administrative Council, IPB, and College Council.

- Planning Day:

Darlene shared that Planning Day will be Friday, December 14 and IPB is planning the day.

 - The focus will be on the Institutional Master Plan
 - Jayne, Darlene, and Desiree are looking at what this might look like so they can take it back to IPB
 - Darlene's vision is to breakdown the Institutional Master Plan into eight components and have focus groups for each one of those sections and to ensure that at least one person is experienced in one of the areas of each component for each group
 - Breakfast and lunch will be served

- Complete College America/Credit Where It's Due:

Dr. Schoonmaker shared that we have been in conversation with colleagues of ours at Shasta College about Complete College America.

 - Complete College America have game changer strategies in place with five momentum pathways:
 - 15 to Finish – Boost the number of students who are on track for on-time graduation by enrolling in 15 credits each semester

- Math Pathways – Ensure that students are completing their first year of math
- Corequisite Support – Increasing gateway course completion by have corequisites that support their learning in gateway courses
- Momentum Year – Finish 30 credits within a year
- Academic Maps with Proactive Advising – Helps students reach out for advising and getting on their pathways that are mapped out for them.
- A Better Deal for Returning Adults – Invite adult learners back to complete or start their education into getting or finishing their degree

A team will be going to Chicago in December for Complete College America's Annual Convening.

- Credit Where It's Due is a program to get students to complete their degree:
 - A program that identifies adults that earned a degree and/or certificate but never applied for the credential earned.
- North State Together/SEBA/SOAR:
North State Together is a Five County effort to engage in a collective impact. A collective impact is that we have a greater impact when we work together collaboratively and as a collective rather than in fits and starts. The first step was to organize and if you organized you received \$25, 000 for the effort from the McConnell foundation. The name we decided on is Siskiyou Education and Business Alliance (SEBA). The following counties are included in the effort.
 - Siskiyou County
 - Shasta County
 - Trinity County
 - Tehama County
 - Modoc County

Siskiyou Occupational Advancement Roadmap (SOAR) is an effort that is funded by the Ford Family Foundation. This is an enhanced strategic plan how we can revitalize and strengthen our community.

- TedX:
Dr. Schoonmaker shared that we have been talking about sponsoring a TedX event in Siskiyou County. David Blink has gone to training to get a license to sponsor a TedX event. We submitted an application but it was declined with feedback on why they didn't accept our event.

Dr. Schoonmaker will be attending a meeting of the league of local agencies. Our group wants to solicit input from our local agencies to generate a topic for TedX that will be valuing and representing the work that was done in Mexico.

- Chinese Visit:
 - China has identified twenty educators to visit the College
 - China has requested a hard copy of our invitation letter
 - The twenty educators are getting ready for Visa interviews

2. **Step-back Consulting Topic: FTES History**

We broke out into four groups and then Dr. Schoonmaker gave a brief history that we are predominantly funded by how many students we enroll, how many classes they take and we receive apportionment if they are a full time equivalent student. Dr. Shoonmaker shared that our base FTES is about 1600 for the last five years. Discussion followed. He asked that the four groups come up with some ideas on how they might increase FTES.

- **Group 1:**
 - 1) Maintain connections with the Elementary and High Schools

- 2) Expand CTE
 - 3) Focus on the Funding Formula Goals
 - 4) Recognize our base
- **Group 2:**
 - 1) Recruit from impact to Districts
 - 2) Recruit out of state and international students
 - 3) Advertise our small rural area
 - 4) Strengthen our local programs such as Computer Science and Administrative Assistant
 - 5) Create employee skill sets
 - 6) Increase online classes
 - **Group 3:**
 - 1) Consider K-12 special administrative co-curricular professional who would work on Fridays and Saturdays to accommodate returning adults
 - 2) Non-credit
 - 3) Music Programs
 - 4) Online courses
 - 5) Contract Ed
 - **Group 4:**
 - 1) Recruit for Spring Semester
 - 2) Checking with students throughout the school year
 - 3) Partner with other colleges to capture classes that they do not offer
 - 4) Online Education Initiative
 - 5) Communication with Instructors online
 - 6) Recruit out of state students
 - 7) Benchmark the number of units completed

3. Good of the Order

- Zack shared that he visited Neil Carpentier-Alting's 1301 class and he said that we will be impressed with the production "Little Shop of Horrors"
- Dawnie shared that "Little Shop of Horrors" tickets are on sale now

There being no further business, the meeting ended at 11:00 a.m.