

**Expanded President's Cabinet
Meeting Notes
Wednesday, November 7, 2018
Board Room**

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

Absent: Janice Gonzalez, Mark Klever, Cindy Martel, Karen Tedsen, and Meghan Witherell

The meeting began at 10:09 a.m.

1. Updates:

- **Copiers:**

Wayne shared that we will be getting 10 new copiers. Date is to be determined when they will get here. Darlene stated that the new copiers will be on a 5 year lease that covers maintenance and some supplies.

- **Supervisor Training:**

Nancy shared that we will have a training Friday, November 9, for supervisors and managers. The training is on "Creating a Culture of Respect" in ESTC 107 from 9:00 a.m. – 12:00 p.m. She shared that there will be two more trainings in the spring.

There will be an Administrative Services and Hiring Process training scheduled in the future.

- **Open Positions:**

Theresa shared the current positions that are open as of now. She distributed a document that listed 22 open positions.

- **Higher Ed Committee:**

Dr. Schoonmaker shared that North State Together is forming a Higher Ed Committee. Dr. Schoonmaker inquired if anyone is interested in being on this committee to please let him know.

- **Nursing:**

Cora shared that there is a lot of collaborative effort going on with nursing on a statewide level to help with workforce advancement. She attended a conference that included all of nursing education in the state for RN programs. She shared that they spoke of integrating studies so nurses can simultaneously work on getting their associate degree as well as their bachelor degree.

- **Strong Workforce:**

Christina shared that she attended a Strong Workforce meeting where she learned that funding was available through the Chancellor's Office specifically for grades K-12. She shared that this funding aligns with our Strong Workforce funds that supports our Career Tech Ed programs.

- **Tiny House:**

Kim shared that the Basic Construction classes have built a tiny house. The plumbing is already in and their next steps will be to add solar power. Kim let us know that non-credit courses are being scheduled now.

- **ASC:**

Zack shared that when he took over the ASC they had a BSSOT Grant that would go through June 2019 however the state decided to cancel the grant in December. Zack needed to spend about \$500,000 within three months.

- Computers will be added to DLC 8 so that classroom will have 28 computer work stations so this will become a computer lab.
- McCloud 102 will be turned into a computer lab. It will have 25 computer work stations. This room will also be a video conference room.

Dr. Zweigle shared that great things are happening with the ASC.

- **Native American Tribal Community:**

Zack shared that there was a meeting last week pertaining to Native American Tribal Relations. They wanted to come up with ways to better serve our Native American communities. Some classes that they believed that they might be interested in are alcohol and drug human services, awareness programs, business, computer software, and agriculture.

2. **Step-back Consulting Topic: "Space: The Final Frontier"**

Dr. Schoonmaker informed us that space has become an issue on campus. He shared that we have a building that we took offline but we are using it more. We have multiple requests for the same space. Dr. Schoonmaker distributed a document that showed all of the space requests. He shared that he is concerned how we make decisions on space requests. He asked five groups to come up with ideas of what they might do to allocate space.

- **Group 1:**

Group 1's suggestions for action were:

- Safety
- Number of students, staff, and faculty would be affected
- Opportunities (funding)
- They believe that it should be a multiple process to suit individual needs or departmental
- Is it a need for a program or person

Their final thoughts were to start a committee.

- **Group 2:**

Group 2 identified that there are three different space needs:

1. Instruction/Classroom
2. Office Space
3. Auxiliary

Their options for actions were:

- Create an application process that uses a rubric and point system
- Rubric should include points assigned to:
 1. Need for confidentiality
 2. Storage needed
 3. Frequency of use of space
 4. Funding
 5. Actual size of space needed
- Applications should be reviewed by a committee composed of representatives from different constituencies to ensure fairness
- Identify one person to coordinate conferences/auxiliary space
- Identify available spaces and share quarterly update with campus

- **Group 3:**

Group 3 prioritized their options for actions:

1. Instruction
2. Student perspective
3. Services should be grouped together

Then they suggested a process that space requests should follow:

- Request goes to the supervisor
- Supervisor to Area Vice President
- IPB Monthly – needs to be incorporated into the Institutional Master Plan and the Facility Master Plan
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- **Group 4:**

Group 4 identified that space is not being used wisely and some areas have more space than they need. Their options for action were:

- Develop a process to utilize/delegate space for best practices/uses
- Multi-purpose areas
- In house/student programs
- Students needs come first and get priority/programs
- Align space to adequately serve students
- Yreka/Weed campus best locations/housing areas for students

- **Group 5:**

Group 5 stated that we do not have a clear process, decisions are being made in a vacuum, and we do not ask who would be impacted by this. Their options for action were:

1. Review and revise the form for space requests
2. Form a facility committee

Core group should be:

- Director of Facilities
- Custodial Supervisor
- Tech Services Representative
- ADA Expert
- 2-3 staff and faculty

Then it should go to immediate supervisor and area administrator.

3. Prioritization criteria
 - Impact to students
 - Cost
 - How many people will be positively/negatively impacted more
4. Communicate updated process

3. Good of the Order

- There were no comments made during good of the order.

There being no further business, the meeting ended at 12:02 p.m.