

**Expanded President's Cabinet
Meeting Notes
Wednesday, March 20, 2019
Board Room**

Present: Emily Anderson Moser, Dr. Carole Bogue, Cora Brownell, Angel Fisher, Kim Freeze, Ryan Galbraith, Janice Gonzalez, Melissa Green, Sheila Grimes, Kelly Groppi, Kent Gross, Jan Harris, Dr. Doug Haugen, Desiree Kaae, Wayne Keller, Mark Klever, Darlene Melby, Nancy Miller, Beverly Muelrath, Dr. Nathan Rexford, Theresa Richmond, Veronica Rivera, Dennis Roberts, Val Roberts, Dr. Stephen Schoonmaker, Carie Shaffer, Dawnie Slabaugh, Christina Van Alfen, Meghan Witherell, and Dr. Zack Zweigle

Absent: Vickie Donaldson and Cindy Martel

Guests: Josh Collins and Syshana Hocker

The meeting began at 10:02 a.m.

1. Updates:

- **Coherence in Goal Setting and Planning/IMP Draft Update**
We need to ensure that we are embedding the Chancellor's and the state's vision for success into our own work. Expanded reviewed the first draft of the Institutional Master Plan. Dr. Schoonmaker shared that Beverly will send out the IMP for Expanded to make edits, save under their name, and send it back to him by Monday, April 1. Then he will revise the original document with Expanded's input. The IMP will then go through the participatory governance.
- **All College Meeting Agenda – April 5**
The All College Meeting agenda will be as follows:
 - 1) Birthdays and work anniversaries
 - 2) New hires
 - 3) Soccer Field
 - 4) Registration
 - 5) Graduation Update
 - 6) Budget Update – Open Hearings
 - 7) IMP Update
 - 8) Student Success Story
- **Proposed New Meeting Time for President's Cabinet**
President's Cabinet will meet Thursday, March 28 from 3:00 p.m. – 5:00 p.m.
- **Early Alert**
Tutor Track has the capability to help with early alert by putting in a referral for Regina. Then she can refer the student to the right area where they need help. A place holder needs to be put on the calendar in August when Faculty returns to give a demo.
- **Enrollment Management Taskforce**
Melissa shared that the Enrollment Taskforce is creating a template so they can receive information on the work that the different departments and faculty are working on in regards to enrollment management, retention, outreach, guided pathways, student success metrics, student achievement metrics, and vision for success. This template will be sent out to the campus as soon as it is completed.

- **TV/Media Room**
Melissa would like to move Regina to the TV/Media room due to there is not enough room for the food pantry. Discussion followed. Dr. Schoonmaker suggested that a group be formed to go over this in further detail. This group should include Melissa, Regina, Darlene, Veronica, Wayne, Dr. Greene or Dr. Zweigle, Doug, Meghan, Brian, and possibly Nathan.
 - **Return to Work Process – Following an Illness or Injury**
This agenda item was tabled to the next President's Cabinet meeting.
 - **Open Positions**
List distributed.
2. **Step-back Consulting Topic: "The Hiring Process"**
Expanded Cabinet discussed "The Hiring Process" under the Step-back Consulting Topic.
3. **Good of the Order**
- Dr. Zweigle shared that we need to get the word out that we have a night administrator on duty Monday – Thursday.
 - Christina asked about the travel freeze in which Darlene responded that an email would be sent out later today to go over it.
 - Nancy shared that there will be a supervisor training on Wednesday, April 3, from 9:00 a.m. – 12:00 p.m.

There being no further business, the meeting ended at 12:00 p.m.