



EXPANDED PRESIDENT'S CABINET NOTES

Wednesday, September 18, 2019
10:00 a.m. - 12:00 p.m.
Board Room

Members:

✓ Dr. Stephen Schoonmaker	Mark Klever
Emily Anderson Moser	Cindy Martel
✓ Cora Brownell	✓ Darlene Melby
Vickie Donaldson	✓ Nancy Miller
Dr. Kim Freeze	✓ Dr. Burt Peretti
✓ Ryan Galbraith	✓ Dr. Char Perlas
✓ Debbie Goltz	✓ Dr. Nathan Rexford
✓ Janice Gonzalez	✓ Theresa Richmond
✓ Melissa Green	✓ Veronica Rivera
✓ Kelly Groppi	✓ Dennis Roberts
✓ Kent Gross	Valerie Roberts
Jan Harris	Carie Shaffer
✓ Dr. Doug Haugen	✓ Dawnie Slabaugh
✓ Desiree Kaae	Christina Van Alfen
Angel Keen	Meghan Witherell
Wayne Keller	

AGENDA

Dr. Schoonmaker called the meeting to order at 10:00 a.m.

Item 1. Updates:

a. Student Services – Upcoming events

1. Melissa Green reviewed upcoming events and activities with the Expanded Cabinet:
 - a. Homecoming is this week.
 - b. Hispanic Heritage Month begins September 24th
2. Dawnie Slabaugh updated the Expanded Cabinet on the festivities for the 50th Anniversary of the Ford Theater October 11-13.
3. The Servitas housing survey is getting ready to go out. An all-campus email will be set to encourage students to complete it.

b. Open positions were removed from the Agenda.

Additional updates included:

- Veronica Rivera shared there is a concern with campus safety and encouraged the group to call the police if they see anything suspicious, especially at night.
- Cora Brownell shared she is exploring making the nursing program two semesters instead of three by eliminating some of the prerequisites so students don't lose momentum.
- Char Perlas has been working on strategic scheduling the last few days. The Guided Pathways website is new and they are making good progress.
- Dawnie Slabaugh reported they've cleared \$12000+ from scholarship dinner; North State Giving Tuesday is Dec 3rd; COS Craft Fair is the first weekend in December; mini grants will be due next Monday. Last week, the foundation made a recommendation to the district to form a second foundation, which would be an independent foundation, supporting the college but not directly associated with the college. This is going to be a fairly significant undertaking for the district. We are looking to have a very small board for the independent foundation and are interested in people who are successful entrepreneurs or have an entrepreneurial mindset. They will be looking for enterprise opportunities around the county which could raise money for the college as well as the community.
- Darlene Melby shared that Jami Reynolds, the new IT director, will be here September 30th.
- Nancy Miller reminded the Expanded Cabinet that evaluations are coming due. She also brought up a question regarding school safety and who do we ask for help with a student in crisis? Perhaps a reminder on the process might be sent out campus-wide.
- Doug Haugen reported that Behavior Intervention Team meets weekly on campus and are helping a handful students (email bit@siskiyous.edu if you want to recommend a student for

services); Servitas email is going out today or tomorrow. Hoping for at least 300 responses, preferably 400-500.

Item 2. Step-back Consulting Topic: “Campus Connection” Dawnie Slabaugh

Dawnie shared with the group the history of the Campus Connection, some of the challenges her office faces in producing it, some of the benefits to having it.

Group 1

- Create a survey of the Board, contributors, and all staff to find out:
 - How many people are reading it?
 - How often it should come out?
 - How is the length?
 - What content would they like to see?
- Do we want separate documents for the Board/staff/public?
- If this is directed to the Board, we should state “compiled for the Board of Trustees”

Group 2

- Include a template with guidance on what people want to know
- Have opportunity to fact check prior to release
- Create a set standard so each section is consistent with maximum number of words
- Perhaps a “featured” section, rotate order of things with different areas on the front page
- Develop a “catchier” name
- Survey to determine what people what included

Group 3

- Determine criteria for:
 - Content
 - Length
 - Future vs past events
 - Audience
 - Timing
- Email ins. emails to reach students

Group 4

- Change audience to employees rather than the Board/community
- Make it in-house only and not a public document
- Keep content project-based and timely to avoid repetition
- Consider making it optional so departments are submitting just to submit
- Survey monkey to gauge readership
- Weekly release, alternating areas and what they are reporting, to reduce the size of the publication

Item 3. Good of the Order

Dawnie distributed an example of the disability statement that needs to be on all flyers and event postings. This will be sent out to all departments.

The meeting was adjourned at 11:55 a.m.