



## EXPANDED PRESIDENT'S CABINET MEETING NOTES

**Monday, November 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
Ryan Galbraith	✓ Dr. Burt Peretti
✓ Debbie Goltz	✓ Dr. Char Perlas
✓ Janice Gonzalez	✓ Dr. Nathan Rexford
Melissa Green	Theresa Richmond
Kelly Groppi	✓ Veronica Rivera
✓ Kent Gross	✓ Dennis Roberts
Jan Harris	✓ Valerie Roberts
Dr. Doug Haugen	✓ Carie Shaffer
✓ Desiree Kaae	✓ Dawnie Slabaugh
Angel Keen	✓ Christina Van Alfen
Wayne Keller	✓ Meghan Witherell

The meeting was called to order at 10:05 a.m.

- Item 1. All-College meeting agenda 12/6/2019
- i. Birthdays and Work Anniversaries
  - ii. Helping Hands
  - iii. All-College Holiday Party
  - iv. Employee Recognition (?)
  - v. Facility Master Plan open forum
  - vi. AB 1313??
  - vii. Scholarships open up in January
  - viii. Midterm report update
  - ix. Early retirement reminder
  - x. Student Success – Steph Wroten
  - xi. Other Items?

Item 2. Servitas Housing Needs Assessment Results Update

Doug Haugen is out with the flu. Janice will follow up with him when he is feeling better and he will report out the survey results.

Item 3. Review of 2019-2020 Goals

Dr. Schoonmaker distributed a copy of the 2019-20 goals to review. Cabinet members from various departments provided updates on where we are in achieving these goals, including FTE recruitment, budget status update, update on the process of AP 2510.

Item 4. Review of 2019-2020 Budget Issues

Item 3's conversation rolled into a conversation about the budget and the fiscal stability of the District. Dr. Schoonmaker stressed the urgency of maximizing our FTES and the importance of every employee being aware of the District's financial situation. The Board has approved a budget that allows us to remain where we are with the expectation we will increase our FTEs so we can move forward. The College will be doing a deep dive on our budget for a midyear review. We are looking for opportunities in addition to our categoricals so we can preserve our general fund.

Item 5. Short-term Goals for Remainder of Fall Semester

The Cabinet will review their project status/short term goals at the next Expanded Cabinet meeting on December 18<sup>th</sup>. Personnel recognition – discussing how employees as individuals best feel appreciated and recognized – was suggested as another meeting topic.

**Step-Back Consulting: 11:00 a.m. – Noon**

11:15

Item 6. Step-back Consulting Topic: “Campus Climate & Culture”

Dr. Schoonmaker introduced the Step-back topic of “Campus Climate & Culture” with a brief review of past efforts and current frustrations within the College. The Cabinet broke into three groups and were given the following discussion topics:

- What steps do you envision us taking to move us forward in a way that lightens the climate?
- Identify things about our culture we need to support and strengthen. How do we counter those and nurture a culture that maximizes the best of ourselves and resolves conflicts and lingering issues so we can minimize those aspects of our culture? There are elements of our culture, if we are honest and courageous, where we can do some changing.

Best ideas from each group:

Group 1: Believe that a taskforce needs to be formed with representatives from constituency groups without administration present to discuss culture and climate and come up with a report out.

Group 2: Provide a venue where people can air their grievances and thoughts in a manner where they could be addressed.

Group 3: Recognizing the wins and creating an environment where we celebrate and have fun together, that don't necessarily cost money.

Item 7. Good of the Order

Meeting was adjourned at 12:30 p.m.