



## EXPANDED PRESIDENT'S CABINET MEETING NOTES

**Wednesday, December 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     |

Dr. Schoonmaker called the meeting to order at 11:05 a.m. Dr. Schoonmaker congratulated Ronnie Rivera in her new role as Director of Maintenance and Facilities

### Campus Updates: 10:00 – 11:00 a.m.

Doug Haugen: Staff is cleaning up the lodge residence rooms, getting ready for fire and police academy students to move in on January 2<sup>nd</sup>. Servitas will be coming to the January board meeting for an update. He has also been working with Dr. Perlas, Mark Klever, Dr. Rexford, Melissa Green, and Regina Weston on a homeless and housing pilot pioneer program.

Melissa: Melissa had a meeting recently to talk about how to help the students who have been running out of meal points. When the students return in the spring, Student Services staff will meet with them individually and provide some counseling regarding the number of points, developing a meal plan, and encouraging them to buy a meal card even if they don't live in the lodges. They have talked about holding a larger meeting with the coaches and other interested people to help develop a plan and streamline resources.

The new financial aid specialist started on December 9<sup>th</sup>. The student equity position is posted. Melissa also expressed appreciation to the Foundation for their donation to Basecamp/HQ. They have also partnered with Food Services to get leftovers from the café at a reduced rate.

Darlene Melby:

IT: The new IT director, Matt Donaldson, will be starting January 6<sup>th</sup>. Single sign-on had a few bumps in the road but everything went pretty well. There was nine months of frontloading, so the team was able to address any issues that showed up. Darlene gave kudos to IT for their hard work on a long process with lots of hours put in.

Facilities: They had the first of three open forums for Facilities Master Plan last week. The next one is in Yreka. She and Ronnie had a phone call with CEQA and everyone who needs to be part of the NITMP. She just got a quote on that today. The fire tower project is being worked on. Ronnie reported that the bushes have been removed from the Yreka campus and it looks amazing. The crew also did landscaping around the Welcome Center.

Fiscal services: They will hit the ground running in January with a midyear review of all budgets, getting prepared for the budget cycle for 2020/21. Her goal is to have the tentative budget ready to go at least 10 days before the joint meeting so everyone has adequate time to look at it. Darlene is going to the Governor's budget workshop in January and will have a lot of information to share with IPB about SCFF. Fiscal services will have position reports out by January 20.

Dawnie Slabaugh: The Eagles Nest closes for the year on Saturday. They will reopen in January when campus reopens. Since July, Eagles Nest has brought in over \$14.5K – compared to \$6K

from last year. She is working on reinstating the speaker series, which is a monthly evening event, starting in February.

*Flagpole project:* We are currently looking for a college flag for the third flagpole. The second phase of that project includes a donor recognition area with bricks and other types of facing. She would like to cover the green box and may have it as a backdrop for recognition and reflection. They are looking at installing some benches and plaques where the survivor trees are located. (Survivor trees are seeds from a tree at the Oklahoma City bombing). They are hoping to have the dedication on 4/19/20, the 25<sup>th</sup> anniversary of the bombing. There are some private donors to help with funding, but she is looking for additional funding as well.

Burt Peretti: Instruction had a great semester in terms of enrollment and instruction. So far, there were only four complaints about final grades. There is still some challenges with staffing spring courses. Budgetwise, they are also doing well. Winter enrollments are very solid. *Complete College America:* Burt thought it was a great conference. CCA wants to focus on race and ethnicity and its role in college completion. There was a big emphasis placed on assisting Hispanic and African American students. ([See Burt's notes](#) for more on the workshops he attended.)

Char Perlas: Char thanked Darlene and IT for with help with Canvas and winter session students. Final interviews will be held today for Director of Non-Credit. She is submitting a letter of interest for the homeless/housing pilot pioneer program Doug spoke about earlier. The Deans are looking at the certification needed to teach online courses. Instruction is also currently looking at 2020/21 summer/fall schedules and monitoring enrollments. They have a “featured class” on the website to showcase low-enrollment courses. She is also busy preparing for a presentation on the ACCJC Midterm report at the January 16 board meeting. There will be a career workshop on January 8 for employees interested in applying for new positions and needing a refresher on resume building and interview skills.

Nathan Rexford: The final interviews for the data analyst position were held yesterday. They have had the usual bumps in the road with the MIS report– an extended deadline from CCO helped. His report out on the Complete College America included an increased focus on the student as a whole. They encouraged colleges to partner with outside agencies but to be aware of ways we can assist our students ourselves. There have been some advancements in data-sharing proposals amongst colleges for completion metrics. Shasta College has finished their first piece of work and Nathan is in touch with their staff to see how he can “borrow” from their efforts.

Nancy Miller: Human Resources is dealing with a lot of recruitment (opening and closing positions) to get done by the holidays. Adjunct applications are coming in and they are working to get them done before the spring. Everyone is pitching in while Theresa is gone to keep things flowing.

Kelly Groppi: Minimum wage goes up January 1<sup>st</sup>. She will be working with Theresa to get some salary schedules adjusted. She is also working on the list of retirements for those who are interested in the retirement incentives. They didn't make the MIS deadline due to a software problem. Kelly distributed the open position list.

Dennis Roberts: Athletics are winding back up again with basketball. According to the state-wide gender equity committee, four programs in the state have dropped their women's athletic programs. Five women's soccer programs have been cancelled. They have been looking at the numbers of females competing statewide, which is dropping.

Cora Brownell: The nursing program is on a total remodel. There are two vacant positions coming up so they are planning for what will happen. There is a new clinical site (Shasta Cascades Health Center), which she will be visiting tomorrow. The BRN just sent a link to their website with a new way to look at the data for all the schools. In our area, we tend, in comparison to the state, to have students who are quite a bit older - most are in the 30-40 year old range. We also have students in their 60s. There is less diversity, and fewer men as well. On the other hand, we have high success rates – attrition is low and graduation is high.

Ronnie Rivera: Facilities will start painting tomorrow in the bathrooms in the lodges and the stairwells. The ADA survey will be done in January and the Student Center is first. The garbage initiative, “Pack it in, Pack it out,” will start in DLC, ESTC and McCloud Hall. The kitchen gates have been approved.

Dr. Schoonmaker: The team who went to the IEPI conference in Redding looked at what kind of implementations, best practices, and improvements we are seeing as the result of the SCFF. There was some good conversation about how they see COS and bringing back that information. They also had a chance to talk in functional areas.

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

After a short break to stretch and get refreshments, the Cabinet reassembled into three groups.

Item 1. Step-back Consulting Topic: 50 minutes Schoonmaker/Goltz  
“Dream A Little Dream”

Dr. Schoonmaker introduced the topic of “Dream a Little Dream” and went over the [handouts](#). The cabinet took 15 minutes to complete their DREAM document and then shared in pairs. After a brief reporting-out time, Dr. Schoonmaker shared some thoughts on how we can be more intentional and strategic in our planning with three critical areas for an institution to be effective:

1. Achievement of institutional goals
  - a. Engagement
  - b. Alignment
  - c. Reinforcement
2. Student Success Focus
  - a. Braided/Integrated
  - b. Training/Dialogue
  - c. College-wide Commitment
3. Caring and Learning Organization
  - a. Collaborate & Integrated initiatives
  - b. DREAM a Little Dream
  - c. Recognition

Item 2. Good of the Order

The meeting was adjourned at 11:56 a.m.