



EXPANDED PRESIDENT'S CABINET MEETING NOTES

Wednesday, January 15, 2020

10:00 a.m. - 12:00 p.m.

Board Room

Members:

- ✓ Dr. Stephen Schoonmaker
- ✓ Emily Anderson Moser-out
- ✓ Cora Brownell (Zoom)
- ✓ Vickie Donaldson
- ✓ Matt Donaldson
- ✓ Ryan Galbraith
- ✓ Debbie Goltz
- ✓ Janice Gonzalez
- ✓ Melissa Green
- ✓ Kelly Groppi
- ✓ Kent Gross
- ✓ Doug Haugen - ill
- ✓ Desiree Kaae
- ✓ Angel Keen-out
- ✓ Suzy Clark (Zoom)
- ✓ Mark Klever (Zoom)
- ✓ Cindy Martel
- ✓ Darlene Melby-exc
- ✓ Nancy Miller
- ✓ Dr. Burt Peretti
- ✓ Dr. Char Perlas
- ✓ Dr. Nathan Rexford
- ✓ Theresa Richmond
- ✓ Veronica Rivera
- ✓ Dennis Roberts - exc
- ✓ Valerie Roberts
- ✓ Carie Shaffer
- ✓ Dawnie Slabaugh
- ✓ Christina Van Alfen
- ✓ Meghan Witherell

MEETING NOTES

Dr. Schoonmaker opened the meeting at 10:12 a.m. Schoonmaker welcomed Matt Donaldson and Suzy Clark and Cabinet members took turns introducing themselves.

Campus Updates: 10:00 – 11:00 a.m.

Item 1. Department/Area updates

Student Services: Melissa Green reported on a meeting regarding “U Can Do It” with Nathan. They will be working with other stakeholders (i.e., ASC, Equity, faculty) on exploring an early alert system, how it could be implemented, what components it would require. She is doing some research on the students who ran out of meal points to see how they did academically, as well as if they used the pantry and HQ services.

Human Resources: Theresa Richmond sent out the retirement commitment letter. She reviewed the proposed changes in the salary schedules going to the Board. The Rewards and Recognition committee will begin the “Siskiyous Props” campaign soon, ending on February 14th with envelopes of “props” for each employee on both the Weed and Yreka campuses. Nancy Miller shared that there is a new law regarding independent contractors. HR is working on getting out information on that and transitioning people over.

Facilities: Ronnie Rivera reminded the Expanded Cabinet about the second Facilities Master Plan meeting on February 11th at 2:00 p.m. at Yreka Campus and ESTC 1-11. They will be having their first meeting about the fire tower and starting the information-gathering process. Dr. Schoonmaker will be in conference with Ronnie regarding the weather and any potential school closures.

President's Office: Dr. Schoonmaker reported that the Governor's budget has been released. The theater project is funded in the proposed budget. However, what is not clear is that all they have proposed is 80% of the project with a 20% match. We have communicated a request for hardship in meeting the match. There are some challenges because of the unspent bond dollars. He and Darlene will keep everyone informed on what's going on.

Kent Gross and Meghan Witherell reported on the 320 Report, which is run three times a year. Kent reviewed the handouts distributed. Discussion was held regarding the current and projected numbers and some of the plans in place to move forward, keeping in mind realistic views of where the college is now and where it's been and where it will go.

Kent Gross reported on the Non-Resident Tuition Fees increase recommendation, which will be taken to the Board in February.

Item 2. Short-term Goals – Preparing for Spring Semester All

At the November 18, 2019 meeting, the Cabinet was asked to review their project status/short term goals at a later meeting.

Due to time constraints, the Cabinet spent several minutes looking at their goals for the spring semester, then sharing their goals with table partners.

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

Item 3. Step-back Consulting Topic: 50 minutes Schoonmaker
“How to Write A Board Report”

Dr. Schoonmaker shared the purpose and goal of Board Reports as well as some guidelines for writing an informative and clear report that provides adequate information to the Board of Trustees for making informed decisions.

Item 4. Good of the Order

- a. Future agenda items
 - i. Personnel recognition was suggested as another meeting topic at the November 18, 2019 meeting. Theresa reported that the Rewards and Recognition committee will be doing some long-term planning. They will give a presentation to Expanded Cabinet once that is completed.
 - ii. Siskiyou Promise cohorts/Student success will be the next Step-Back topic in February with Melissa Green.
 - iii. Future Step-Back topic idea: onboarding new students/U Can do it
- b. Melissa Green reminded the group about the “Week Of Welcome” (WOW) that will include some activities in the student center, Basecamp HQ, and the Yreka campus. She reminded everyone to wear their “Ask Me” buttons the first week of the semester to facilitate forming relationships with students. We have many cultural observances coming up as well as Adventure Outings with Stephanie Wroten and Regina Weston.
- c. Theresa Richmond announced her retirement effective July 3, 2020.

Item 5. Adjournment