

President's Cabinet Meeting Notes
Thursday, August 8, 2018
Administrative Conference Room

Present: Melissa Green, Sheila Grimes, Darlene Melby, Beverly Muelrath, Theresa Richmond, Dr. Stephen Schoonmaker, Dr. Todd Scott, and Dawnie Slabaugh

Guests: Nathan Rexford and Valerie Roberts

Absent: Bart Scott

The meeting began at 10:03 a.m.

1. Review of Notes from Previous Meeting

Notes from the previous meeting were reviewed and the following notations were made:

- Under Item 3, Sheila inquired what order would the meetings be scheduled. It was suggested that IPB would meet the first and third week of the month and College Council would meet the second and fourth week of the month.

2. Night Administrator Schedule – Fall 2018

Desiree will schedule a meeting with Administrators to sign up for Night Administrator on Duty. The Night Administrator on Duty will resume Monday, August 27.

3. Cabinet Retreat Reschedule

The Cabinet Retreat was scheduled for Monday, August 20 but it will need to be rescheduled when all the Cabinet members are back.

4. Economic Development Conference, January, 2019 Team Selection

It was suggested that the Dean of CTE, Darlene Melby, Christina Van Alfen, the Director of Non Credit, Valerie Roberts or a counselor, Sunny Greene, Nathan Rexford, and someone from Guided Pathways attend the Economic Development Conference on Thursday, January 10 in Redding.

5. Orientation Day Update and Logistic Finalization/Assignments

For Orientation Day we will have a disc golf tournament. There will be 18 teams with eight players per team and they will play nine holes. There will be presenters at each hole to give updates on Ellucian, Facilities, COS Connect, Yreka, Bookstore, Police Academy, Non Credit, Promise, and the Foundation.

6. Scholarship Dinner Cabinet/Leadership Contributions

The Scholarship Dinner will be held at Saint Michael's Hall on Saturday, September 15. Dawnie will bring tickets to the next Cabinet meeting.

7. Master Transfer Agreement Implications

The Chancellor of California Community Colleges signed a master transfer agreement with the Association of Independent California Colleges and Universities.

8. Scheduling Time to Finalize FY19 Budget

A draft of the tentative or final budget will be ready to discuss with IPB and College Council on Thursday, August 23.

9. Good of the Order

- Theresa reminded Cabinet members that if you have non-exempt employees working after scheduled hours you must pay them overtime.
- Dr. Scott shared that the College was allotted \$38,000 for advertising from the Strong Workforce.
- Dr. Schoonmaker received a request for letters of support on AB 3101.
- We have been requested to participate in the Real College 2018 Student Survey.

- Dr. Schoonmaker will represent the College at the Affordability, Food, and Housing Access Taskforce.
- Update on Each Cabinet Members' Summer Projects
 - Everyone is in progress with their Summer projects.
- Review of Follow-up and Parking Lot Items
 - There were no additions and/or changes to these items.

There being no further business, the meeting ended at 11:25 a.m.