

President's Cabinet Meeting Notes
Wednesday, September 26, 2018
Administrative Conference Room

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

Guests: Kelly Groppi and Dr. Zack Zweigle

Absent: Nathan Rexford, Theresa Richmond, and Bart Scott

The meeting began at 9:01 a.m.

1. Review of Notes from Previous Meeting

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

- Under Good of the Order, Dr. Schoonmaker and Mrs. Schoonmaker's Annual Christmas Party will be tentatively scheduled on Friday, December 14.
- Dr. Schoonmaker sent out the email to those who will attend the Extended Cabinet meetings.
- Under Item 2, the list of staff that will test Banner 9 is coming together.

2. Board Goals: 2018-2019 Next Steps

Cabinet reviewed the Board goals for 2018-2019. Suggestions were made how our work would align, enhance, and help achieve these goals.

3. Voter Registration

Dr. Schoonmaker shared that Monday, October 22 is the deadline to register to vote in advance of the November 2018 elections. Cabinet will encourage everyone to register to vote.

4. Complete College America/North State Talent Hub

Melissa, Zack, Maria, and Dr. Schoonmaker attended a meeting at Shasta College to discuss Complete College America and the North State Talent Hub. Dr. Schoonmaker gave a brief update of their meeting.

We have been invited to participate in the IHEP Degree Reclamation Project. We can send five to seven people to Chicago in December for this event. Cabinet identified some key members to participate such as a math instructor, a counselor or advisor, a member of the curriculum committee, and a few key faculty members.

5. IHEP – Degrees When Due Recruitment & Participation Materials

IHEP started a "Credit Where Its Due" pilot project. This is a project to target adults near completion and reengage them to complete their degree.

6. Division Updates

Dr. Schoonmaker stated that he would like for everyone to come to Cabinet's next meeting prepared to give a five to ten minute update on their division.

7. Good of the Order

- Kelly shared all of the open positions that Human Resources are currently in the process of recruiting.
- 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 11:01 a.m.