

**President's Cabinet Meeting Notes**  
**Tuesday, October 2, 2018**  
**Administrative Conference Room**

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

**Guests:** Nancy Miller

**Absent:** Theresa Richmond, and Bart Scott

The meeting began at 12:03 p.m.

**1. Review of Notes from Previous Meeting**

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

➤ Under Item 3, Melissa shared that there is a voter registration table setup in the Student Center.

**2. Banner 9**

Darlene shared the list of staff that would test Banner 9. Discussion followed. We hope that this will take two hours but we will plan for four. A Banner email group will be created. Lunch will be provided for staff that works on the Holiday.

**3. CQIP Open Hearings – Tentative Dates and Times**

CQIP open hearings will begin in April. IPB have added an additional meeting and extended the meeting to two hours. The tentative dates are April 5, 12, and 19 and the meetings will be held from 1:30 p.m. - 3:30 p.m. The meetings will be tentatively held as follows:

- April 5 – Administrative Services and President's Office
- April 12 – Instruction with Grants and Categoryals
- April 19 – Student Services with Grants and Categoryals

**4. Facilities Master Plan**

Darlene shared that we will review the Facilities Master Plan to see what is still applicable and how it aligns with the Institutional Master Plan. The Institutional Master Plan will be housed with IPB. Darlene will ensure that IPB is aware of this.

**5. Degrees When Due**

Melissa spoke with Kate Mahar about Degrees When Due. We will need to assemble a team. Meghan Witherell, Zack Zweigle, Sunny Greene, Val Roberts, Kim Freeze, Heather Stafford, and Nathan Rexford will make up this team. Melissa will let Kate know that we will have a team and Dr. Schoonmaker will fill out the MOU.

**6. All College Meeting Agenda**

The All College Meeting for October will be Friday, October 12. The agenda will be as follows:

- Birthdays, Anniversaries, and Retirees
- New Employees
- The Story of the Football Stadium
- Cost Containment
- Banner 9
- Planning Day
- Annual Holiday Gathering
- Guided Pathways
- Interstate Passport

## **7. Open Positions**

Nancy shared all of the open positions that we are currently recruiting for. Discussion followed. A few suggestions were made about the recruitment table and Nancy will take these suggestions back to Brynn to tweak the table.

## **8. Division Updates**

Darlene gave a division update on her area.

- Banner 9 Upgrade
- She has identified \$400,000 of unspent BSOT money that must be spent by December 31, 2018 that will impact Facilities, IT, and Instruction
- IT has three open positions
- Banner Revitalization
- Associate Director, Fiscal Services starts on Monday
- Facilities have finished the fire tower repairs
- Reviewing soccer turf project
- Repairs on the sprinkler system in the Science building is being reviewed
- Rescheduled meeting with Dawnie in regards to endowment funds for the RSI building
- Bookstore is getting a new point of sale cashier system equipment and they are finishing up their inventory system, and online textbook adoption process for Faculty
- Campus Dining Presentation to the Board in November
- Smoke and Tobacco Free Initiative is going through round two

Dawnie will give the next division update at the Monday, October 22 President's Cabinet meeting.

## **9. Prep for 1<sup>st</sup> Expanded President's Cabinet Meeting**

The first hour we will discuss all of the initiatives that we are involved in such as:

- Interstate Passports
- Guided Pathways
- OEI
- Credit Where It's Due
- Complete College America
- Banner 9
- Leading for Equity Event
- Soccer Field
- Voter Registration
- Planning Day
- North State Together
- TedX
- Chinese Visit
- Program Review

The second hour we will discuss a problem that an area is having and then we will get together in a few different groups to discuss the issue to strategize how we can help. Some items suggested were:

- Challenges of out of state and international students registering online
- Bookstore - Open Education Resources
- BOG Grant Decrease
- SchoolDude – Scheduling Rooms
- Full Online Degree
- Cross Services for Early Alert for Student Performance

Dr. Schoonmaker will present FTES history for the first issue that will be discussed at the first meeting.

## **10. Good of the Order**

- 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 2:01 p.m.