

President's Cabinet Meeting Notes
Wednesday, October 31, 2018
Administrative Conference Room

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

Guests: Karen Tedsen

Absent: Bart Scott

The meeting began at 9:08 a.m.

1. Review of Notes from Previous Meeting

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

- Under Item 5, the Karuk Tribe will be here Tuesday, November 27 and the event will take place in the Student Center. Drum playing will take place in PS1. Dr. Schoonmaker has added the movie "The Modoc War" to be shown in addition to the other two movies. "Smoke Signals" will now be shown on Thursday, November 8 and "Dream Keeper" will be shown on Thursday, November 15.
- Under Good of the Order, Dr. Schoonmaker confirmed that Dawnie, Katie, Nathan, Regina, Zack, and himself will be going to Chicago in December.

2. Grants Update

Karen shared that she is currently working on the Certified Nursing Assistant Program Expansion, Laptops for FIELD Classrooms, and Equipment for the Yreka Campus Art Room. Upcoming Grant projects are the Dorothy Rupe Foundation Caregiver Grant, Title III Eligibility Application, Chancellor's Office Nursing Enrollment and Growth, USDA Rural Development Distance Learning, and the U.S. Department of Education Student Support Services.

3. All College Meeting Agenda

The All College Meeting agenda will be as follows:

- Birthdays and Anniversaries – Dr. Schoonmaker
- New Hires – Theresa Richmond
- Annual Holiday Luncheon – Cindy Martel
- Banner 9 – TJ Baugus
- Winter Intersession Reminder – Dawnie Slabaugh
- Severe Weather Procedure – Dawnie Slabaugh
- North State Giving Dates/Employee Payroll Deductions – Dawnie Slabaugh
- Foundation Mini Grants – Dawnie Slabaugh
- Leading for Equity - Theresa Richmond
- Native American History Month – Melissa Green
- CTE Professional Development Funds – Christina Van Alfen
- Dr. Schoonmaker's Annual Holiday Gathering – Dr. Schoonmaker

The following items will be removed from the All College Meeting and will be on the December agenda:

- Vision Resource Center – Nancy Miller
- Planning Day - Darlene Melby

4. Expanded Cabinet Agenda

The following updates will be given during the Expanded Cabinet Meeting:

- Copiers – Darlene Melby
- Open Positions – Theresa Richmond
- Stability in the workplace
- Supervisor Training – Nancy Miller

- Removing Barriers

The Step-back Consulting Topic will be “Space: The Final Frontier”

5. President’s Cabinet Membership

President’s Cabinet will now include Zack Zweigle, Dennis Roberts, Valerie Roberts, Cora Brownell, and Mark Klever starting Tuesday, November 13.

6. Vision Resource Center

Dawnie shared that she found out that there is no fee to integrate. That would like a Tech and Human Resources lead on this. Dr. Schoonmaker encouraged everyone to join the Vision Resource Center.

7. Civic Organization Groups

Dawnie shared that Weed Rotary has offered us a corporate membership. We could have up to four members. They meet Thursdays from 12:00 p.m. – 1:00 p.m. at the Lake Shastina Golf Course. We can have a total of four members.

Dawnie asked that Cabinet take another look at the Civic Group organizations to see which one they would like to join.

8. AP & BP 3560 – Alcoholic Beverages

Dawnie and Darlene shared that they are in the process of updating AP and BP 3560. Discussion followed. This will come back to Cabinet on Tuesday, November 13.

9. AP & BP 3820 – Gifts to Cabinet

Dawnie and Darlene are cleaning up AP & BP 3820. This will come back to Cabinet Tuesday, November 13.

10. Hiring Interviews

This will be tabled till Wednesday, November 28.

11. Open Positions

This will be tabled till the next President’s Cabinet meeting.

12. Vacation for November & December

There will be an Administrator on campus during November and December.

13. Annual Holiday Dinner for Students

The Annual Holiday Dinner for students and staff will be held on Wednesday, November 28 from 11:30 a.m. – 1:00 p.m.

14. Lodges During Thanksgiving Break Update

Melissa shared that two Resident Advisors will be staying in the Lodges over the Holiday break.

15. Division Update

Melissa will give her division update Tuesday, November 13.

16. Good of the Order

- Darlene shared that Food Services will be closed from November 22 – November 25 and December 17 - January 1.

There being no further business, the meeting ended at 11:00 a.m.