

**President's Cabinet Meeting Notes**  
**Tuesday, November 13, 2018**  
**Board Room**

**Present:** Cora Brownell, Melissa Green, Sheila Grimes, Mark Klever, Darlene Melby, Beverly Muelrath, Nathan Rexford, Theresa Richmond, Dennis Roberts, Valerie Roberts, Dr. Stephen Schoonmaker, Dawnie Slabaugh, and Dr. Zack Zweigle

**Guests:** Nancy Miller, Tina Schoffstoll, and Regina Weston

The meeting began at 3:10 p.m.

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

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

➤ There were no comments made during review of the notes.

**2. Standing Meeting – Additional Members**

Dr. Schoonmaker inquired if the new members of President's Cabinet would like to join the Standing Meetings on Monday. Everyone was in agreement that they would be added to this meeting.

**3. Base Camp Proposal**

Melissa and Regina presented their proposal for COS Base Camp. COS Base Camp addresses three of the four California College goals listed in AB 19:

- Increasing the percentage of students who earn associate degrees or CTE certificates.
- Increasing the percentage of student transfers
- Reducing and eliminating regional achievement gaps

Having a Base Camp on both campuses would help with outreach and inreach as well as access to services for our students.

Melissa shared that we would have a universal application. All students who complete this application will receive a follow-up correspondence regarding Base Camp services.

Regina shared that they also received \$21,000 in Hunger Free Campus Funding. She has wrote a proposal to have cold storage for the food pantry and increase the food pantry to supplement Base Camp as well.

One of the proposed expenses would be three Academic/Success Guides. Melissa stated that her next steps would be to get these positions in place. Zack would like to give a presentation with Carly at a President's Cabinet Meeting on their goals for the ASC next year.

**4. Wellness Program**

Tina and Nancy presented their ideas for an Employee Health and Wellness Program. They would like to send out a survey to see who might be interested in the program. Cabinet approved sending out the survey on Thursday.

There were suggestions that we should have non-credit courses that reflect the areas of wellness that staff may be interested in. Darlene shared that she met with Cindy and Kim Freeze about healthy living/eating and Kim is putting together a proposal.

**5. Vision Resource Center**

Nancy presented what she learned about the Vision Resource Center at an ACHRO conference. Dr. Schoonmaker encouraged that everyone sign up to the Vision Resource Center.

Melissa, Dawnie, Wayne, and Nancy will setup a meeting to go over the logistics of the Vision Resource Center.

**6. AB 705 Implementation**

Dr. Schoonmaker shared that the IEPI team is meeting on February 8, 2019 for Area 1 to discuss implementation of AB 705. He inquired who would like to attend this meeting and Zack, Nathan, Josh, and Dr. Schoonmaker will attend.

**7. Student Center Holiday Decorating**

Melissa shared that we will be decorating the Student Center Monday, November 26, 2018 at 2:00 p.m.

**8. Emergency Loan**

This item has been tabled till the next President's Cabinet.

**9. Academic Support Center Space**

Zack and Melissa discussed that there is a lot of underutilized space in the ASC. They have come up with some ideas about moving counseling to the ASC. Discussion followed. Dr. Schoonmaker suggested that they request a blue print and plan out their vision for the ASC then they could make a proposal, and fill out a CQIP.

**10. Open Positions**

Theresa distributed the open positions document for everyone to review. Dr. Schoonmaker would like EMS Instructor/Coordinator removed from the list and Interim Vice President of Instruction should be added to the list.

**11. AP & BP 3560 – Alcoholic Beverages**

Dawnie shared that there were no changes made to BP 3560. She did change language to the AP so she wanted to get Cabinet's input to consider approving the AP. This will be brought back to Cabinet on a future agenda.

**12. AP & BP 3820 – Gifts to Cabinet**

Dawnie shared that there was only an addition of "or the Foundation" to BP 3820. The AP is determining if the gifts are for the District or the Foundation. This will come back to Cabinet on a future agenda.

**13. Division Update**

Melissa shared division updates in Admissions and Records, Counseling/Advising, Financial Aid, Student Life, Student Equity, and the Student Services Office. Documentation was distributed.

**14. Good of the Order**

- Review of the Follow-Up Items:
  - See revisions on the Follow-Up Items

There being no further business, the meeting ended at 5:15 p.m.