

President's Cabinet Meeting Notes
Wednesday, November 28, 2018
McCloud Hall 4-102

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

Guests: Carie Shaffer

Absent: Nathan Rexford, Valerie Roberts, and Dawnie Slabaugh

The meeting began at 9:40 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, Melissa, Dawnie, Nancy, and Wayne met on Monday, November 26 regarding the Vision Resource Center. They will be looking at Palomar's Vision Resource Center and comparing it to what we have in place.
- Under Item 9, Melissa has forwarded the blue prints of the ASC to Regina.

2. All College Meeting Agenda

The All College Meeting agenda will be as follows:

- Carly – Update on the ASC
- Darlene – Planning Day
- Schoonmaker – Holiday Party
- Melissa – Student Success Story
- Ron – Choir
- Possibly a Clinical Site Update
- Dawnie – Severe Weather
- Theresa – Wellness Program
- Schoonmaker – Introduce New Board Members

3. President's Cabinet Meetings

President's Cabinet meeting on Wednesday, December 19, has been canceled and we will reschedule the Wednesday, January 2, for later in the week.

4. Trustee Orientation

The Trustee Orientation will be held Tuesday, January 8, before the regularly scheduled Board Meeting.

5. Think Like an Entrepreneur

Dr. Schoonmaker distributed an article clipping "Think Like An Entrepreneur" that he would like President's Cabinet members to review.

6. Christmas Card Photo

We will take a Christmas card photo of President's Cabinet members Monday, December 3, by the fireplace in the Student Center to put on the College of the Siskiyous Christmas cards to be sent out via email.

7. Emergency Loan

Melissa shared that the Emergency Loan is ready to be available to all students who are eligible. President's Cabinet approved the Emergency Loan to go forward.

8. Open Positions

Theresa shared the current open positions. It was discussed that we need to hire more efficiently. "Hiring" will be the step-back consulting topic for Expanded Cabinet on Wednesday, January 9.

9. Hiring Interviews

Theresa shared the process of the hiring interviews. It was discussed should the hiring manager sit in on the final interviews. Discussion followed. Theresa stated that she will take an in depth look at the hiring and the recruitment process. She will update Cabinet when she has made some changes to these processes.

10. Good of the Order

• **Review of the Follow-Up and Parking Lot Items**

- Under Item 5, Melissa shared that she has a meeting scheduled with Doug and Eric on Thursday, November 29, to go over the critical incidents protocol.
- Under Item 11, Melissa shared that online student services is up and running. This item will be moved to the completed items list and will be put on a future agenda.

There being no further business, the meeting ended at 11:30 a.m.