

**President's Cabinet Meeting Notes**  
**Monday, December 3, 2018**  
**Board Room**

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

**Absent:** Sheila Grimes

The meeting began at 9:07 a.m.

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

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

- Under Item 4, Dr. Schoonmaker requested that anyone who is presenting at the Trustee Orientation to please have their presentations completed before the holiday break.

**2. All College Meeting Agenda**

The All College Meeting agenda will be as follows:

- Birthdays and Anniversaries
- Introduce New Board Members – Dr. Schoonmaker
- Update on the ASC - Carly
- Clinical Site Update – Cora possibly Dr. Schoonmaker
- Planning Day – Darlene
- Wellness Program – Theresa
- Severe Weather – Dawnie
- Holiday Party – Dr. Schoonmaker
- Student Success Story – Melissa
- Choir – Ron

**3. Staff Success Recognition**

President's Cabinet would like to start a staff success recognition program. It was discussed that it is important to recognize when a staff member goes above and beyond. Many suggestions were put forth. Theresa will bring back a proposal to Cabinet when she develops a process.

**4. Online Student Services Webpage Presentation**

Melissa presented the online student services webpage. She demonstrated how to navigate the pages. Dr. Schoonmaker believes that this is a good start but he would like to see this progress and be easier for online students to be aware of all of the online student services that we offer.

**5. Enrollment Management**

Melissa distributed a document that the Enrollment Management Task Force are working on for our projected 2018-2019 goals. She shared their goals for FTES – 2594.84, Degrees and Certificates - 353, Pell Grant Recipients – 850, and their goal for Fall to Spring persistence – 51%. Discussion followed. There were some suggestions to edit the document. Melissa requested that Nathan send her language to revise her document.

Dr. Schoonmaker would like to see a base of the unduplicated head count of students on a report. Nathan shared that there is more information needed. Nathan stated that he will work on it.

**6. Grants Development Matrix**

Dawnie distributed a grants development decision matrix document. She asked for Cabinet's input on the form. Discussion followed. It was suggested that Research and Vice President of Administrative Services be added to the signature list. Some more revisions were recommended that Dawnie will take into consideration. She asked if Cabinet had anymore suggestions to email them to her.

**7. Good of the Order**

- Dennis recommended that a reminder be put out to drive safely since the roads are icy.
- **Review of the Follow-Up and Parking Lot Items**  
There were no additions and/or changes to the follow-up and parking lot items.

There being no further business, the meeting ended at 10:30 a.m.