

President's Cabinet Meeting Notes
Friday, January 4, 2019
Board Room

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

Absent: Cora Brownell and Beverly Muelrath

The meeting began at 2:13 p.m.

1. Review of Notes from Previous Meeting

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

- Under Item 5, we will discuss when we introduce Item 3 on the agenda.
- Under Item 6, Dawnie will resend her email on the Grants Development Matrix for comments.
- Under Item 4, Melissa shared that there have been changes made to the online student services webpage as well as the different departments webpages that address how to access online services.

2. China Visit

We are preparing for our China visit. We are in need of about ten hosts to house two Chinese visitors for four nights. Food will be provided by the College. There will be a meeting to go over cultural protocol.

3. Declining Enrollment: Overcome Challenges To Achieve Your Revenue Goals

Melissa distributed two documents showing our declining enrollment over the semesters. Cabinet came up with many strategies such as:

- We need to direct our efforts
- 2019 calendar dates where we are going locally for the summer recruiting and where we are going for fall fairs like Montana and Oregon
- More interest in our non-credit classes
- Go door to door and to offices and find faculty and staff who want to go out and sell the College and how do we reward them

They also came up with what we are selling:

- Affordable – Wise Investment
- On campus housing
- Food services
- Natural beauty
- Outdoor recreation
- Small town safety
- Caring and compassionate Faculty
- Personal mentoring (Faculty/Staff “Bios”)
- Post I Police Academy
- Fire Academy
- Welding – Steamfitters/Pipefitters
- Athletics
- Performing Arts
- Free Parking
- Hands on CTE – “Learn by doing”
- EMS

Cabinet would like to talk to our students to ask what brought them here and to have them get involved in recruiting.

4. Updates for Expanded Cabinet Meeting

The following updates will be given at the next Expanded Cabinet Meeting:

- All College Meeting Agenda
- Non-Credit
- FTES Information
- Budget Preparation
- CQIPs Explained
- Open Positions
- China

5. Financial Aid for California Community College Students

This agenda item has been tabled to the next President's Cabinet Meeting.

Cabinet did speak about federal financial aid residency. Melissa shared that to increase FTES and points, out of state students should become CA residents by their second year. Cabinet discussed what we could do to get more out of state students.

6. First 5 and Lactation Room Equipment

Karen Potts, Coordinator of First 5, has offered some resources for lactation equipment at both campuses. We would need to identify a room at both campuses if we were to have a lactation room. Discussion followed. Some rooms identified were possibly the small study room in the Science building, the conference room in Instruction, and possibly one of the offices at the Yreka campus. Once we have a designated location we will get the equipment in.

7. Open Positions

Cabinet went around the room and shared what positions that they knew were open or recently filled.

- The Grants position is posted and it was scheduled to close next week but due to a small hiring pool the close date has been extended two weeks.
- The Transcript Evaluator position is still open.
- The Counselor position has a job offer out that they are waiting to hear back from the applicant.
- Shannon Eller's position will be opening.
- Axel Hernandez has filled the Financial Aid Tech position.
- Haley Pope has filled the Financial Aid Student Services position
- Nathan shared that there will be a position opening in his area.
- Ann Klein has accepted our job offer for the position of Biology Instructor.
- Tutoring Coordinator position has interviews scheduled for Wednesday, January 9, and final interviews are scheduled for Monday, January 14.
- Bill Hirt has retired.
- Mike Read will be retiring this year.
- Part-Time ASL Instructor will start January 28.
- Mark Klever has filled the CTE Dean position.
- Eric Smith has filled the EMS position.
- ADJ Coordinator will hopefully be posted next week.
- Barbara Douglass has filled the position of Applications Manager.
- Food Services has two full-time positions and one part-time position open.
- Joe Weatherton has filled the position of Technician II, Information Systems.
- Dr. Carol Bogue has filled the position of Interim Vice President of Instruction.
- Director of Institutional Research position will be posted soon.
- Vice President of Instruction will be posted soon as well.

8. Good of the Order

- A prior student sent us feedback on her experience at our College. She gave some recommendations on what we could work on and also what we did well.
- Achieving the Dream's annual conference will be held in Long Beach next month.
- Executive counseling is available through the Wheelhouse Leadership Institute.
- **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 4:13 p.m.