

**President's Cabinet Meeting Notes**  
**Wednesday, January 30, 2019**  
**Board Room**

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

**Absent:** Mark Klever

The meeting began at 9:09 a.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. All College Meeting (All)**

- Birthdays and Work Anniversaries
- New Hires
- Enrollment Update
- Budget Development
- China
- Affordability, Food, and Housing Access Task Force – Schoonmaker
- Student Success Story

**3. Summer Hours (All)**

Decision: Office business hours for this summer will be Monday-Thursday from 8:00 a.m. – 5:00 p.m.

**4. Institutional Master Plan Follow-up (Schoonmaker)**

Decision: A two-hour meeting will be scheduled to lay out a plan for the Institutional Master Plan. Then each facilitator will have two weeks to come up with their draft for their contribution to the IMP. This will then go to IPB in March.

**5. Legislative Conference Report (Schoonmaker)**

Dr. Schoonmaker reported on the Legislative Conference that he attended.

**6. Global Education – China, Mexico, and ? (Schoonmaker & Zweigle)**

Dr. Schoonmaker and Zack updated Cabinet on our collaboration with China and Mexico. They hope to also collaborate with other countries such as England.

**7. Interpreters/Accommodations for Public Events (Richmond)**

Decision: This will be placed on a future agenda to decide where this should be placed.

**8. Open Positions (Richmond)**

List distributed.

**9. Vacation Accrual (Richmond)**

List distributed.

**10. POST Space (Richmond)**

Decision: Follow-up will be that Theresa will put in a request with Darlene and Dr. Schoonmaker.

**11. Email Policy (Zweigle)**

Decision: A task force will be formed to address the email policy and single sign on. Darlene will be the point person on this task force. Zack, Wayne, Meghan, Val, Dawnie, and Anne Marie or Michael from Weblinks will possibly be on this task force.

**12. Good of the Order**

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

See the follow-up and parking lot items.

There being no further business, the meeting ended at 11:08 a.m.