

**President's Cabinet Meeting Notes**  
**Wednesday, March 6, 2019**  
**Board Room**

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

**Absent:** Melissa Green, Sheila Grimes, and Theresa Richmond

**Guests:** Kelly Groppi and Dr. Doug Haugen

The meeting began at 10:06 a.m.

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

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

- Under Item 2, Doug is working with Meghan and Regina on fact checking how many students sought help for housing. He is looking into buying more furniture for the lodges to accommodate more students for a short-term option. He shared that a long term financial housing option could be renting the apartments above the Eagle's Nest. He also said that he has a few vendors that would like to build permanent resident halls on campus but this would be in two to three years away.

**2. Campus Climate (All)**

The campus climate still remains an issue.

**3. Mandatory Flex Day Planning – May 24, 2019 (All)**

Decision: Assess the campus on student learning and student success. Dr. Schoonmaker will speak to Vickie about scheduling a meeting with the Flex Committee to plan this day.

**4. Soccer Field/Summer Programming (Melby & Haugen)**

Decision: The soccer field will be put in over the summer and ready for use by August 1 so this area will be offline during the summer. This means that we need to identify a space for Van Guard. Some suggestions were the outfield of the baseball field and zone x.

**5. ACCJC Annual Fiscal Report 2019 & Annual Report 2019 (Schoonmaker)**

Decision: Instruction will help Dr. Schoonmaker with preparing the Annual Report and Darlene will help with the Fiscal Report.

**6. Sponsorship of Child Abuse & Neglect Prevention - April (Schoonmaker)**

Decision: A handout for pinwheel gardens was distributed to see who may be interested in donating. Desiree will be the point person on this.

**7. Pam Walker Visit (Schoonmaker)**

Decision: Pam Walker will be visiting our campus April 1 and April 2 which will be funded by The Wheelhouse Institute. We will need to decide how to utilize her when she comes to the campus.

**8. Office Moves and Requests for Facility Modifications (Melby)**

Decision: If you are making office moves or requesting a facility modification you need to complete all of the necessary paperwork and have your supervisor sign off on it. Darlene will send out an email pertaining to this issue.

Darlene shared that there will be another surplus sell between spring and summer.

**9. Email Policy Follow-up (Melby)**

Follow-up: Darlene shared that there was a meeting held with all of the key players to go over the email policy that we have in place. It was shared that a student can be assigned a student email as soon as their first day. Dr. Zweigle suggested that we should only reply using their College of the Siskiyous student email.

We will speak about this at our Flex Day Meeting.

**10. Open Positions (Groppi)**

Decision: List was distributed and followed-up by Dr. Schoonmaker informing Cabinet that he spoke with the Board and there will be a hiring and travel freeze.

**11. Improving Online CTE Pathways Grant (Bogue, Klever, and Slabaugh)**

Decision: Dawnie shared that they plan on writing a letter of intent for Improving Online CTE Pathways Grant by March 15. If you are invited to apply for the grant you receive \$15,000 for planning that does not have to be paid back.

**12. Website Management & Oversight: COS Webpage Content/Design (Slabaugh)**

Decision: Dawnie shared that she will be holding a meeting Monday, March 18 from 12:00 p.m. - 1:30 p.m. in the Board Room and she will hold another meeting in April to cover the functionality of our website. She will send out an evite to attend.

Dr. Zweigle shared that there is \$35,000 - \$40,000 Guided Pathways money that can be utilized for technology.

**13. Π Day – March 14: Campus Appreciation Opportunity (Slabaugh & Schoonmaker)**

Decision: Dawnie suggested that we celebrate Pi day by donating funds or bringing a pie for Campus Appreciation. Dawnie asked that everyone please donate by Tuesday.

**14. Good of the Order**

- There will be an announcement from Human Resources concerning summer hours.
- Dr. Schoonmaker, David Blink, and Janice Gonzalez will be going to Mexico tomorrow. This trip is privately funded and also supported by the Board.
- **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 12:11 p.m.