

President's Cabinet Meeting Notes
Thursday, April 4, 2019
Board Room

Present: Dr. Carole Bogue, Cora Brownell, Melissa Green, Sheila Grimes, Darlene Melby, Dennis Roberts, Valerie Roberts, Dr. Stephen Schoonmaker, Dawnie Slabaugh, and Dr. Zack Zweigle

Absent: Mark Klever, Beverly Muelrath, Nathan Rexford, and Theresa Richmond

Guests: Nancy Miller

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 4, Dawnie shared that Van Guard usually goes to SOU as well as our campus but they will not be going to SOU this year. This creates an even bigger opportunity for us.
- Under Item 5, Nathan sent Dr. Schoonmaker the ACCJC Annual Report and he is waiting on the ACCJC Fiscal Report from Kent.
- Under Item 7, Pam Walker did not visit April 1 and April 2 as planned. It was decided that it would be best for her to visit later.
- Under Item 12, Dawnie shared that they canceled the Website Management and Oversight meeting on Monday, March 18. It has been rescheduled to today at 2:00 p.m. in the ASC Loft. There is another meeting scheduled on Wednesday, April 10, at 1:30 p.m. in the Board Room.
- Under Item 13, Dr. Schoonmaker shared that Pie Day was a success. Monday, April 15, we will celebrate Tax Day, where we will handout chocolate coins. Wednesday, April 24 we will wear blue denim in support of survivors of sexual violence and educating others about all forms of sexual violence and this is also Administrative Support Day and Administrative Assistant Day.

2. Pinwheel Donations (All)

Desiree updated Cabinet on who have donated towards a pinwheel garden. Val and Dennis have donated for a pinwheel garden to represent Counseling and Athletics. Discussion followed. The following people said that they will donate:

- Dr. Schoonmaker will donate \$75 for a pinwheel garden to be placed in Yreka and one for the Foundation.
- Darlene will donate to represent Administrative Services
- Melissa will donate on behalf of Student Services
- Cora will donate for the Nursing Program to have a garden
- Dr. Zweigle and Dr. Bogue will donate on behalf of Instruction

Desiree will contact CSC today in regards to the pinwheels.

3. All College Meeting – April 5 (All)

The All College Meeting agenda will be as follows:

- Soccer Field
- IPB
- Student Success
- Summer Hours
- Graduation Commencement
- Birthdays and Work Anniversaries

- New Hires

Dr. Schoonmaker would like the agenda put on the podium so everyone knows when they are speaking.

4. Campus Climate

Dr. Schoonmaker shared that the Board has received the unfiltered Climate Survey. Theresa will send out the unfiltered Climate Survey to everyone upon her return.

The Diversity Committee has asked to assess the data from the survey to decide how we should move forward. The Diversity Committee is working with the National Equity Project to create a climate that is more inclusive.

5. Institutional Master Plan (All)

Decision:

- Sheila will email the presentations after the email
- Dawnie will send out the link in the Campus Connection
- IPB will see the draft tomorrow
- It will go the Senates and ASB to request it to be put on their agendas
- Everyone needs access to the data that was available on Planning Day
- Wednesday, April 10, it will go to College Council
- Dawnie will create a web form for comments and suggestions
- Nathan will receive the comments and suggestions the May 1 or 2
- Final draft will go to IPB on Friday, May 3
- Wednesday, May 15 from 4:00 p.m. – 6:00 p.m. there will be a joint meeting of IPB and College Council to have the final review of the IMP. Dinner will be served.

6. Fourth Quarter Report Out (All)

Dr. Schoonmaker shared that there are two major semesters in an academic year. Ultimately we have four quarters in a year. We are in the fourth quarter. The goal is to report out on what they wanted to do this year but were unable and what their fears might be. This will be similar to a standing meeting.

7. Giving Charge (Schoonmaker)

Giving Charge is a concept that a colleague of Dr. Schoonmaker's shared with him. He shared the email he received. The concept is for leaders to take charge and give charge.

8. Reg 365 (Val Roberts)

Decision: Instruction Council and Student Services will put together a CQIP. This will be put on the College Council agenda as an action item on Wednesday, April 10. Val will be the point person on this item. Dawnie and Nathan all should attend College Council on Wednesday.

9. Return to Work Process Following an Illness or Injury (Miller)

Human Resources is working formalizing our return to work process following an injury or illness. It would cover work injuries to hopefully save money on the workman's compensation side and litigation. It would also cover non-work injuries.

One piece that this would cover would be when employees return to work but cannot perform their regular duties so we need to build some transitional positions. Nancy asked that Cabinet ask their departments to find out whether they could come up with some positions that would be light duty. Cabinet will come up with a list of positions then bring it back to Human Resources.

This will eventually become a procedure.

10. Open Positions (Miller)

List distributed.

11. Service Organizations (Slabaugh)

Dawnie distributed the updated Civic Organizations list. She shared that we still have some organizations that need someone to attend. The hope is that every member of Cabinet will join one of the groups on the list and let Dawnie know. Once this list is completed we will move on community groups. This list is much longer than the civic organizations.

12. Good of the Order

- Pam Walker from the Wheelhouse Institute will hopefully be able to attend the Board meeting Tuesday, June 4 and also visit Wednesday, June 5. There are many topics that we would like to discuss with her and get her feedback.
- Dr. Zweigle shared that we have \$50,000 technology funding allocated from Guided Pathways. We can use these funds towards single sign-on or on the website. Val shared that Gear-up is allocating us \$100,000. \$50,000 could be used for single sign-on, \$50,000 towards lending laptops, and \$25,000 towards Degree Works. Wayne is going to write a CQIP for the platinum portion that will phase into the general fund.
- Melissa gave an update on commencement. We have a record number of petitioners to graduate. Maximum capacity is 700 – 800 guests so this would mean two guests per graduator. According to the Fire Marshall the safety code capacity is 566. Val estimates that we will have 300 walkers for graduation. We may need to find a new location for graduation. The Commencement Committee will keep working on a solution for another possible location.
- Dr. Schoonmaker let Cabinet know about Cradle to Career. North State Together funds five counties. Siskiyou County is the last to form and we made attempt to form in September under the name Siskiyou Education and Business Alliance (SEBA). We lost the startup money so now we are looking into a Cradle to Career. Dr. Schoonmaker is working on this project with Karen Pautz and Kevin ORourke. We would combine this with our Complete College America effort with a Kindergarten readiness effort that Siskiyou First Five has. A meeting is set on Thursday, April 18, at 5:30 p.m. in the Board room. We will pick another name at this meeting with the key people invited. After we have named ourselves and had this meeting we will receive \$25,000. We will also have the ability to match \$50,000 for this year by June 30. They would like the fiscal agent to be the Foundation. April 24 and April 25 there will be a North State Together meeting with all of the teams. \$100, 000 could be added to Foundation funds each year.
- **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 12:23 p.m.