

President's Cabinet Meeting Notes
Thursday, April 17, 2019
Board Room

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

Absent: Beverly Muelrath and Theresa Richmond

Guest: Nancy Miller

The meeting began at 10:03 a.m.

1. Review of Notes from Previous Meeting (All)

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

- Under Item 5, Nathan reported that he began receiving comments within an hour of Dawnie emailing the campus community that a draft of the Institutional Master Plan was available for review and comments. "Review of the Institutional Master Plan Comments" will be a standing agenda item for Cabinet.
- Under Item 12, Melissa noted that we have 495 petitions to graduate. However, several of these petitioners are receiving more than one degree. Therefore, the number of students who will be participating in commencement is about 200. Consequently, there is no longer a concern to find a new location for graduation.

2. Campus Climate (All)

The gold coins which were distributed on April 15 (Tax Day) were generally very well received by the campus community.

This coming Wednesday, April 24, is Denim Day. An email will be sent out to the campus community on how the campus plans to acknowledge and celebrate this special day. It was also noted that Wednesday, April 24, is Administrative Professionals Day.

3. Fourth Quarter Report (All)

Cabinet identified the following goals to be complete during the fourth quarter:

- CTE Rebranding Campaign
 - CTE Landing Webpage for Programs
 - CTE Program Videos
- Webpage Redesign (Contact Management System)
- Guided Pathways
 - Student Involvement
- Program Mapping
- Summer Projects
 - Catalog
- Hire Vice President – Academic Affairs
- Hire EMS Instructor
- Hand Off
 - Information on 1300 (Part-Time Salaries)
 - Summer Bridge 2020
- Mandatory Flex Day
 - Assessment of Learning

3. Fourth Quarter Report (All) (Cont'd)

- Residency
 - AP Revision
 - Brochure/Postcard
- Commencement
- Student Equity and Achievement Plan
- New Student Communication
- Base Camp
- FY 2019-2020 Budget
- BP/AP Revisions
- Dashboard
 - Projects
- Institutional Master Plan
 - Visions for Success
- Executive Assistant II
- Soccer Project
- Regulatory Report Efficiency
- Advanced Manufacturing Set-Up
 - Makerspace
- BP/AP Revisions
- Moving from Reactive to Proactive
- Program Review – Finalization
- BP/AP Revisions
- AB 705 Full Implementation
- VRC Determination
- Athletic Booster Club

4. Initiatives Verses Strategies (All)

The Cabinet discussed initiatives verses strategies.

5. Giving Charge (Schoonmaker)

The Cabinet discussed the concept of “giving charge.”

6. Recommend Review of Revised Board Policies (Schoonmaker)

Board Policy 2100 was reviewed.

The revisions listed below were suggested for BP 2100:

- Remove all the underlines from the Trustee areas.
- Research and update the Trustee areas.
- In the listing of Areas, add “and” before the last Trustee areas if more than one is listed.

A motion was made and seconded (Rexford/Melby) to recommend acceptance of Board Policy 2100. The motion carried unanimously.

Board Policies 2315 2330 and 2720 reviewed.

The revision listed below was suggested for BP 2330:

- Under the last bullet, correct the spelling of California.

A motion was made and seconded (Zweigle/Green) to recommend acceptance of Board Policies 2315, 2330, and 2720. The motion carried unanimously.

7. Recommend Review of Revised Administrative Procedure (Schoonmaker)

Administrative Procedure 2015 was reviewed.

A motion was made and seconded (Zweigle/Roberts, V) to recommend acceptance of Administrative Procedure 2015. The motion carried unanimously.

8. Open Positions (Miller)

Nancy Miller distributed the current list of open positions.

9. Good of the Order (All)

- Dawnie noted that April is known as National Community College month.
- Melissa requested that an item entitled "Student Ambassador Update" be added to our next agenda.
- Darlene provided an update on the 320 report. She noted that in comparison to the P1 report to the P2 report there is a shortfall of 229 FTE. Darlene noted that the FTE shortfall breaks down as follows: Base Credit - 125 FTE, FIELD - 43 FTE, FIELD Enhanced Non-Credit – 61 FTE. This equates to a \$300,000 revenue shortfall for the current year.
- Nancy noted that Teacher Appreciation Day is on Tuesday, May 7.
- Dr. Schoonmaker requested that everyone share that the IMP is available for review and that everyone's ideas, comments, and concerns will be considered.
- **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 12:01 p.m.