

President's Cabinet Meeting Notes
Wednesday, April 24, 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

Guests: Marcy Demetro

The meeting began at 9:04 a.m.

1. Review of Notes from Previous Meeting

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

- Under Item 3, bullet 2, contact needs to be changed to content.

2. Recommend Review of Board Policies (Bogue/Melby/Slabaugh)

Board Policy 3560, 4240, and 4260 were reviewed.

The revision listed below was suggested for BP 4260:

- In the last sentence, add Community between Joint and College so it reads as Siskiyou Joint Community College District's.

A motion was made and seconded (Rexford/Zweigle) to recommend acceptance of Board Policies 3560, 4240, and 4260. The motion carried with the following vote: 10 ayes, 0 noes, 2 absent. (Darlene Melby was not present when the vote was taken.)

3. Recommend Review of Revised Board Policies (Bogue/Green/Melby/Slabaugh)

Board Policy 3520 was reviewed.

The revisions listed below were suggested for BP 3520:

- Under the first paragraph, second sentence, remove the comma between aggravated assault and sexual assaults, also remove the "s" from assaults and add a period.
- Start a new sentence, beginning with "Including" and add "are" between but and not.
- Under the third paragraph, first sentence, replace "to the Vice President of Administrative Services" with "to the Public Information Officer."

A motion was made and seconded (Zweigle/Richmond) to recommend acceptance of Board Policy 3520. The motion carried with the following vote: 10 ayes, 0 noes, and 2 absent. (Darlene Melby was not present when the vote was taken.)

Board Policy 3750 was reviewed.

The revisions listed below were suggested for BP 3750:

- Under the first paragraph, remove Faculty and other and replace with "All" so the beginning of the sentence reads as follows: All employees.

A motion was made and seconded (Zweigle/Rexford) to recommend acceptance of Board Policy 3750. The motion carried with the following vote: 10 ayes, 0 noes, 2 absent. (Darlene Melby was not present when the vote was taken.)

Board Policy 3820 was reviewed.

A motion was made and seconded (Zweigle/Rexford) to recommend acceptance of Board Policy 3820. The motion carried with the following vote: 10 ayes, 0 noes, 2 absent. (Darlene Melby was not present when the vote was taken.)

Board Policy 4020 and 5015 were reviewed.

A motion was made and seconded (Zweigle/Richmond) to recommend acceptance of Board Policy 4020 and 5015. The motion carried with the following vote: 10 ayes, 0 noes, 2 absent. (Darlene Melby was not present when the vote was taken.)

4. Recommend Review of Revised Administrative Procedure (Green/Melby/Slabaugh)

Administrative Procedure 3520 was reviewed.

The revisions listed below were suggested for AP 3520:

- Under the first paragraph, second sentence, remove the comma between aggravated assault and sexual assaults, also remove the "s" from assaults and add a period.
- Start a new sentence, beginning with Including and add "are" between but and not.
- Under the third paragraph, first sentence, replace "to the Vice President of Administrative Services" with "to the Public Information Officer."
- Under the seventh paragraph, third sentence, add a period after webpage and remove the website link.

A motion was made and seconded (Rexford/Roberts, V.) to recommend acceptance of Administrative Procedure 3520. The motion carried with the following vote: 10 ayes, 0 noes, 2 absent. (Darlene Melby was not present when the vote was taken.)

Administrative Procedure 3560 was reviewed.

The revisions listed below were suggested for AP 3560:

- Under the second paragraph, third bullet, remove the underscore between Alcoholic and Beverage and insert forward slash between See and the link.

A motion was made and seconded (Rexford/Zweigle) to recommend acceptance of Administrative Procedure 3560. The motion carried with the following vote: 10 ayes, 0 noes, 2 absent. (Darlene Melby was not present when the vote was taken.)

Administrative Procedure 3820 was reviewed.

The revisions listed below were suggested for AP 3820:

- Under the last paragraph, first sentence, replace "Director of Purchasing" with "Director of Fiscal Services."

A motion was made and seconded (Rexford/Roberts, D.) to recommend acceptance of Administrative Procedure 3820. The motion carried with the following vote: 10 ayes, 0 noes, 2 absent. (Darlene Melby was not present when the vote was taken.)

Administrative Procedure 5015 was reviewed.

President's Cabinet recommended returning Administrative Procedure 5015 to Student Services and suggested the following changes:

- On page five, second bullet, remove the comma after 109-163.
- On page five, first paragraph, underline "all."
- On page five, second paragraph, beginning of the first sentence, underline "all."
- On page six, tenth bullet, add "if not used above."
- On page eight, sixth paragraph, add and underline "all" between meet and the.

It was moved and seconded (Rexford/Roberts, V.) to recommend approval of Administrative Procedure 5015 with the following vote: 0 ayes, 10 noes, 2 absent. The motion failed. (Darlene Melby was not present when the vote was taken.)

It was moved and seconded (Zweigle/Bogue) to table Administrative Procedure 5150 and return this document to Student Services to be reviewed by Legal as well as to incorporate the above-suggested revisions. The motion carried with the following vote: 10 ayes, 0 noes, and 2 absent. (Darlene Melby was not present when the vote was taken.)

5. Veterans Resource Center Update (Marcy Demetro/Valerie Roberts)

Follow-up: We need to find a new location for the VRC. This item will be put on the follow-up items and brought back on a future agenda once the facilities committee has met this summer.

6. Payroll Deadlines (Richmond)

Theresa stated that we need to improve meeting our payroll deadlines.

7. Student ID's (Richmond)

Theresa shared that effective July 1, 2019, ID cards need to have crisis information on them. Doug is ordering new ID cards.

8. SEA Plan Update (Green)

Student Equity and Achievement Plan was approved by Student Services Council with some modifications. Next step is for Val to present this to Instruction Council on Friday.

9. Residency Update (Green)

Melissa shared two brochures that they want to send out to our students to see if they would like to become a resident of California once we have agreed upon approving Administrative Procedure 5015.

10. Commencement Volunteers (Green)

Commencement will be Friday, May 17, 2019, at 6:00 p.m. Doors will open at 5:30 p.m. Our Police Academy cadets will help direct parking and seating. The reception will be held outside of the Science area. Melissa will send out an email of tasks that they will need volunteers for on the morning of commencement.

11. Student Ambassador Update (Green)

Melissa shared that Student Ambassadors will now be called Eagle Ambassadors. The Eagle Ambassadors will be more of a peer mentor program. Melissa is sending out letters directly to students to encourage them to apply. If you know of anyone that you think that would make a great Eagle Ambassador Melissa would like you to let her know so she can send them a letter.

12. All College Meeting Agenda – May 3 (All)

- Birthdays and Work Anniversaries
- New Hires - Richmond
- Honoring Scholar Athletes – Roberts/Schoonmaker

- Free College Student Bus Rides - Haugen
- Commencement Update - Green

13. Review of the Institutional Master Plan (IMP) (Rexford)

Dr. Rexford distributed IMP comments from the Institutional Master plan. He shared that a task force has been created that includes Rhonda Brown, Alison Varty, and himself to ensure that there are no issues before IPB receives the IMP to review. Once this is accomplished IPB will review and discuss the IMP.

14. Good of the Order

- Planning Day will be put on the next President's Cabinet agenda.
- The Board meeting on June 4 tentatively will be moved to June 11.
- **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 10:55 a.m.