

President's Cabinet Meeting Notes

Wednesday, May 29, 2019

Science 7-110

Present: Melissa Green, Sheila Grimes, Mark Klever, Darlene Melby, Dr. Nathan Rexford, Theresa Richmond, Valerie Roberts, Dr. Stephen Schoonmaker, and Dr. Zack Zweigle

Absent: Cora Brownell, Beverly Muelrath, Dennis Roberts, and Dawnie Slabaugh

The meeting began at 10:09 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 the review of the notes.

2. **Campus Climate (All)**

The campus climate seems to be quiet this week.

3. **Open Positions (Richmond)**

Open positions list was distributed.

4. **Campus-Wide Standing Committee Annual Report and Evaluation (All)**

Cabinet reviewed the Campus-Wide Standing Committee Annual Report and Evaluation.

5. **Student Equity Achievement (Green/Roberts, V.)**

The Student Equity Achievement Plan was reviewed.

A motion was made and seconded (Rexford/Richmond) to recommend approval of the Student Equity Achievement Plan. The motion was approved with the following vote: 8 ayes, 0 noes, 3 absent. (Currently the Vice President, Academic Affairs is vacant.)

6. **Summer Planning (Schoonmaker)**

Darlene's plans for the summer are as follows:

- Creating fillable forms for Business Services
- Finishing the Non-Instructional Program Review Plan
- Finish writing the Budget Development Resource Manual
- Wants to look at the CQIP to help people follow the process – Process flow
- Facilities meeting scheduled next Monday to start discussions of what the committee will look like in the Fall and to go over the resource request process and the Facilities Master Plan
- Emergency Preparedness
- Budget – year end

Zack's summer plans include:

- Set up tasks to be due throughout the year
- Would like President's Cabinet to look at the Academic year and determine when things are due
- Rewrite the catalog and add the program maps
- Faculty Handbook
- Additional Professional Development for Faculty. This should include adjunct faculty as well. Zack would especially like them to have this in their first five years.

Val's plans for the summer are as follows:

- DegreeWorks Project
- Closing out the categorical budgets for EOPS/SSS
- Training EOPS/CARE and Foster Youth Success Program Coordinator/Advisor position when hired
- Program Review
- APs/BPs
- Implementation of SARS Anywhere
- Improve Excel skills

Nathan's summer projects will include:

- Faculty Program Review – July 1
- BSSOT report
- Writing up specs for the consultants
- Non-Instructional Program Review Manual
- Review of the assessment workshop – make recommendations
- Prep for questions that might come in as the school year starts that could come in response to reports

Melissa's plans for summer are as follows:

- Increase yield rates
- Train Eagle Ambassadors
- Increase Outreach
- Extended Orientations
- Enrollment Management – monitor students and Student Equity Achievement Plan
- Program Review

Theresa's summer plans are as follows:

- Aps/BPs
- Create Service Level Agreement for Human Resources
- Put together EEO group
- Resolve and implement the contracts process – streamline with Instruction and Payroll
- Review the HR structure

Mark's plans for summer include:

- Catalog cleanup
- Certificates of Achievement need to align with the Chancellor's Office
- Work with Nathan on capturing data
- Reevaluate curriculum – Need to know if we are hitting our outcomes in CTE
- Facilities meetings – Yreka

Dr. Schoonmaker has a list of sixteen summer items. He suggested that as you think about your list you should:

- Know what your priorities are
- What are things that involve yourself
- What needs to be done in a smaller unit
- What are things that need the division
- What is about the campus as a whole

This will help you stay focused on your list.

7. Good of the Order

- There were no comments made during 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 11:35 a.m.