

President's Cabinet Meeting Notes

Tuesday, July 9, 2019

Board Room

Present: Debbie Goltz, Melissa Green, Mark Klever, Darlene Melby, Beverly Muelrath, Dr. Char Perlas, Theresa Richmond, Dr. Nathan Rexford, Dennis Roberts, Valerie Roberts, and Dr. Stephen Schoonmaker

Absent: Cora Brownell and Dawnie Slabaugh

Guests: Carie Shaffer

The meeting began at 1:00 p.m.

1. Review of Notes from Previous Meeting (ALL)

- Under Item 2, Dr. Schoonmaker shared that we will be speaking about the staff appreciation day list during the good of the order.

2. All College Meeting – July 11, 2019, Agenda (ALL)

The All College Meeting Agenda will be as follows:

- 1) Birthdays and Work Anniversaries
- 2) New Hires – Kelly
- 3) Flag Pole – Ronnie
- 4) New Purchasing Guidelines – Desiree
- 5) HBCU Trip – Stephanie, Regina, and Alysia
- 6) Outreach Summer Recruitment – Melissa
- 7) Vision for Success Goals – Nathan
- 8) Appreciation Day Announcement “Drop Everything and Chill!” - Nathan
- 9) Student Success Story – Wayne Keller

The following agenda items will be put on the August All College Meeting:

- 1) Helping Hands - Dawnie
- 2) Budget - Darlene

3. President's Cabinet Summer Retreat (Schoonmaker)

Dr. Schoonmaker confirmed that Pam Walker will be here and we will have a Summer President's Cabinet Retreat on Monday, August 5, 2019. Cabinet discussed what they would like their outcomes to be from this retreat.

4. Orientation Day – Wednesday, August 21 (Schoonmaker)

Orientation Day is scheduled for Wednesday, August 21. Times are to be determined for offices closure.

5. Storage Space (Green)

Melissa shared that Student Services is running out of storage space. Ronnie will be contacted to make a list of areas where storage space is available. This will be brought back to a future Cabinet agenda.

6. Summer Projects (All)

Cabinet discussed the Summer Projects.

7. Future Agenda Items (All)

- Meeting Expectations and Representatives

8. Open Positions (Richmond)

List distributed.

9. **Good of the Order**

- **Blackout Calendar Review**
 - Cabinet discussed their blackout dates.

- **Review of Follow-up and Parking Lot Items**
 - There were no additions or changes to the Follow-up and Parking Lot Items

There being no further business, the meeting ended at 3:00 p.m.