

President's Cabinet Meeting Notes
Wednesday, July 24, 2019
Board Room

Present: Melissa Green, Mark Klever, Dr. Char Perlas, Theresa Richmond, Dr. Nathan Rexford, Dennis Roberts, Valerie Roberts, and Dr. Stephen Schoonmaker

Absent: Debbie Goltz and Darlene Melby

Guests: Kelly Groppi and Desiree Kaae

The meeting convened at 2:06 p.m.

1. Review of Notes from Previous Meeting

- Summer Retreat follow-up
- More about Orientation Day

2. PAF Signatures

There was discussion about the signature hierarchy for the Personnel Action Form (PAF). Due to the many instances an employee begins work before all required signatures are attained, it was suggested that some signatures be eliminated to expedite the process.

Continuation of this item at the next cabinet meeting for further discussion with Darlene Melby, VPAS.

Other information regarding PAFs:

Copies

White – Personnel File

Yellow – Department

Pink – Employee

The Budget Manager should have the budget number entered on the form before it gets to Human Resources.

3. Open Positions

A list of current vacant positions as of July 23, 2019 was distributed.

There was discussion about the number of interviewers necessary for final interviews of certain classified positions.

Continuation of this item at the next cabinet meeting.

4. All College Meeting – August 8, 2019, Agenda

The All College Meeting Agenda will be as follows:

- 1) Birthdays and Work Anniversaries
- 2) New Hires – Theresa
- 3) Student Success Story
- 4) Appreciation Day Announcement
- 5) Helping Hands
- 6) Budget
- 7) Orientation and Planning Day
- 8) ACCJC Midterm Report

Continuation of this item at the next cabinet meeting.

5. Secondary Flow Chart from the Participatory Governance Flow Chart

Nathan Rexford gave an overview of the participatory governance structure. The goal is representation of each constituency group and disseminating information back to each group. This way, constituents can bring questions/concerns back to councils.

Continuation of this item at the next cabinet meeting.

6. Orientation Day/Planning Day

Char Perlas along with Jayne Turk have developed agendas for both Orientation Day and Planning Day.

Save the Date Email: Staff Orientation Day 8/21 Wed
 Planning Day 8/22 Thu
 Campus Closed both days part day.
 Information on Website/Social Media/Radio about closure times
 Stay open late on 21st and 22nd until 7:00 pm
 Send out on July 31st after all details worked out.

Continuation of this item at the next cabinet meeting.

7. RFI Legal Survey

Melissa Green gave an overview of the Community College Legal Services Project that would provide free legal representation to undocumented immigrants. The Region 1 Attorney would work with students, and only one college would be the hub for the region (host campus). The demands of this project are too cumbersome for COS to implement.

8. ACCJC Midterm Report

Char Perlas gave an overview of the ACCJC Midterm Report

9. Cabinet Meeting Times/Dates for Academic Year

There was discussion about President's Cabinet meeting time and dates for the upcoming Academic Year.

Proposed times:
Wednesdays, 10:00 am – 12:00 pm or 2:00 pm – 4:00 pm
Expanded President's Cabinet – 3rd week of the month

Continuation of this item at the next cabinet meeting.

10. Student Services Calendar

Melissa shared the Student Services calendar
Last Home Game is Nov 16, Parents weekend

11. College Fair and COS Preview Day

Melissa gave an overview of the College Fair and COS Preview Day

12. Council Meeting Dates and Times & Council Memberships

Continuation of this item at the next cabinet meeting.

13. Proposed Board Study Session/Presentation Schedule 19/20 (Schoonmaker)

Cabinet members to choose dates for presentations and study sessions.
Please submit this information to Debbie Goltz before the next meeting. This will go to the board by August 6th.

14. Summer Projects List (All)

Continuation of this item at the next cabinet meeting.

15. Good of the Order (All)

- Review of Follow-up and Parking Lot Items
 - Dawnie Slabaugh - Popsicle Party tomorrow 7/25.
 - Melissa Green – Housing for our students is very limited.
 - Dr. Schoonmaker – Cabinet Retreat is on 8/5 at 8:30 am at the Weed Community Center.
- Future Agenda Items

There being no further business, the meeting adjourned at 4:10 pm.