

**PRESENT:**

Rexford, N  
Roberts, D  
Goltz, D  
Roberts, V  
Brownell, C  
Melby, D  
Green, M  
Schoonmaker, S  
Perlas, C  
Richmond, T  
Klever, M  
Slabaugh, D

**PRESIDENT'S CABINET  
MEETING NOTES**

**Wednesday, July 31, 2019  
10:00 a.m.-12:00 p.m.  
Board Room**

The meeting was opened at 10:05 by Dr. Schoonmaker.

**1. Review of Notes from Previous Meeting**

Green - #7 change word from "illegal" to "undocumented".

SS - #7 change last sentence "the demands of this project **are** too cumbersome"

The Board Study Sessions schedule was discussed and ideas were shared. A draft schedule was compiled. A final schedule will be distributed at the next meeting.

**2. Summer Projects Lists**

The summer project list was reviewed and members noted their progress in their areas.

**3. All College Meeting Agenda – August 8, 2019**

- Birthdays and Work Anniversaries
- New Hires
- Budget
- Orientation and Planning Day
- ACCJC Midterm Report
- Helping Hands – Will hold off until September All-College meeting
- Appreciation Day Announcement – August appreciation day 8/16/19 – Hero (subway) lunch
- Student Success Story - Patrice's student

**4. Campus Connection**

Discussion was held regarding "what is the purpose of the newsletter?" and "who is the audience?" Dawnie will draft up a "mission/vision" for the Campus Connection and a guide for contributors.

**5. Orientation Day/Planning Day**

A draft agenda was distributed based off notes that were taken at planning meeting in May.

Nathan and Char will be meeting later today to work out some more details. Looking for feedback from cabinet.

Suggestions: break after 9:45 on Wednesday, Begin council mtg at 2:30.

Appreciation/motivation: Watermelon Wednesday on the 21st. Dawnie will talk to Cindy about getting the watermelons.

**6. Council meeting dates & times and Council memberships**

Debbie will be checking with representatives from senates for best meeting times. The accreditation subgroup needs to identify membership and then will set their meeting dates. A final list will be distributed before the August 14<sup>th</sup> meeting.

**7. Cabinet meeting times/dates for academic year**

President's Cabinet meeting dates were set for Wednesdays, 10a.m. to 12 p.m. Expanded Cabinet will meet the 3<sup>rd</sup> Wednesdays at 10:00 a.m.

**8. Secondary Flow Chart from the Participatory Governance Flow Chart**

*Tabled*

**9. PAF Signatures**

*Tabled*

**10. Timesheets & Supervisors**

Theresa confirmed it is acceptable for faculty members to "okay" timesheets from instructional aides and similar staff working with them prior to the direct supervisor's approval and signature.

**11. Open Positions** The open positions spreadsheet was distributed.

**12. Good of the Order**

- **Review of Follow-up and Parking Lot Items**
- **Future Agenda Items**

The meeting closed at 12:05 p.m.