



## PRESIDENT'S CABINET MEETING NOTES

**Wednesday, August 14, 2019**  
**2:00-4:00 p.m.**  
**Board Room**

### Members

- ✓ Dr. Schoonmaker (Chair)
  - ✓ Cora Brownell
  - ✓ Melissa Green
  - ✓ Mark Klever
  - ✓ Darlene Melby
  - ✓ Char Perlas
  - ✓ Nathan Rexford
  - ✓ Theresa Richmond
  - ✓ Dennis Roberts
  - ✓ Valerie Roberts
  - ✓ Dawnie Slabaugh
  - ✓ Debbie Goltz (Recording secretary)
- Guest: Doug Haugen

The meeting was called to order at 2:00 p.m. by Dr. Schoonmaker.

Item 1. Review of Notes from Previous Meeting - The notes from the 8/6/2019 meeting were reviewed. The total cost for the Super Hero lunch on Friday, August 16<sup>th</sup>, is \$304. Cabinet members will be contributing a minimum \$25 donation to cover the expenses for their departments. Cash or checks (payable to Subway) are due by Friday.

Item 2. Summer Projects Lists - The Summer Projects list was reviewed once again. Statuses will be updated in the Summer Projects spreadsheet. Unfinished projects may be moved to the fall for completion.

Item 3. Servitas - Dr. Haugen presented information regarding Servitas, a company that finances and develops student housing. They will be giving a presentation at the September 10<sup>th</sup> board meeting.

Item 4. Pictures of Students of the Month, RAs, and Ambassadors in LRC and Student Center - VP Green would like to display photos of the Students of the Month, Resident Advisors, and the Eagle Ambassadors in the student center and in the LRC. They would be group photos with the names listed to identify the students. They would get a release on file before posting any of the photos.

Item 5. 2019 Curriculum Institute Summary - Dr. Perlas gave a brief summary of some of the information she received at the 2019 Curriculum Institute. There will be changes in the accreditation process with standards being reviewed to be implemented in 2024. Our visit is scheduled for 2023.

Item 6. Position Requests and Open Positions - The Open Positions listing was distributed. A discussion was held regarding the requisition and approval procedure for position requests for budgeted vacated positions and the role Cabinet plays in the process. Does it get voted on in Cabinet so there is a record of the approval? Does the Vice-President make the call as budget manager? There should be more information provided, such as if work could be absorbed at another level for a period of time, or if other funding sources have been explored, if it is an increase or an upgrade. This item will be brought back to a future Cabinet meeting for resolution.

Item 7. Council Meetings Dates and Times – The draft schedule of Council meeting dates and times were reviewed. It was recommended that faculty schedules be considered when setting committee meeting times.

Item 8. Board Study Sessions/Presentations 2019/20 - The draft schedule was presented and a few changes were made. The final schedule will be mailed out with the next meeting's packet.

Item 9. Strategic Planning Session on Planning Day - Dr. Rexford reviewed the plans for the Strategic Planning Session on August 22<sup>nd</sup>. Participants will check in at the science building and be divided into 10 groups. Each group will have a generic set of guidelines of tasks directed toward each of the five subject areas.

Item 10. Cabinet Goals - The remaining goals left to be defined were delegated out. Members will come to the next meeting with a draft goal that corresponds with the matching Board goal.

Item 11. Good of the Order

Residency – We are encouraging out of state students to gain residency and the process was reviewed. Athena has become the “residency guru” and should be the point person in providing accurate information, although other people can help students get to the services (DMV/bank) as Athena recommends. This still needs to be worked out and brought back to the next meeting.

- a. Review of Follow-up and Parking Lot Items
- b. Future Agenda Items
  - i. New Programs
  - ii. International MOUs
  - iii. Flexible work schedules – Richmond.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Debbie Goltz