

College of the Siskiyous

Campus-Wide Standing Committee Annual Report and Evaluation

Committee Name		President's Cabinet			
Committee Members		<p>Dr. Stephen Schoonmaker – Superintendent/President Dr. Carole Bogue, Interim Vice President - Instruction Melissa Green, Vice President – Student Services Darlene Melby, Vice President – Administrative Services Theresa Richmond, Associate Vice President – Human Resources Mark Klever, Dean – CTE/Director – Yreka Center Dr. Zachary Zweigle, Dean - Instruction Dennis Roberts, Associate Dean - Instruction Valerie Roberts, Associate Dean – Student Services Cora Brownell, Director - Nursing Dr. Nathan Rexford, Interim Director – Research & Evaluation Dawnie Slabaugh, Director – PIO/Foundation Office Sheila Grimes, Executive Assistant II – President and Board Beverly Muelrath – Recording Secretary</p>			
Committee Charge (Summary)		<p>This group of senior-level administrators and direct reports to the college president serves at the first point of contact for governance emanating out of the president's functional areas, and serves as the final review of governance for all other functional areas receiving recommendations from College Council.</p>			
For Academic Year:		2018-2019		Date of Annual Report:	
				(Date)	
Month	Mtg Date	# Members Present	Date Agenda Sent	Date Minutes Posted	Please list the tasks that the Committee will be working on as a result of the meeting.
July	18	6	07/17/2018	4/16/2019	<ul style="list-style-type: none"> Drafted an Orientation Day agenda Added a study session on the demographic snapshot of Siskiyou County and the College for December's Board Meeting For January's Board meeting Bart will present a study session on the Noel Levitz Survey Dawnie will be working on the Annual Calendar of Campus Meetings for 2018-19 Set the Summer Cabinet Retreat for August 20 Will create a broader Cabinet to include managers. This meeting will occur once a month Cabinet will review the New Faculty Institute document that Dr. Scott presented All members of Cabinet gave updates on their summer projects

July	26	6	07/25/2018	4/16/2019	<ul style="list-style-type: none"> • Sheila will work on revisions to the Orientation Day agenda and bring back to Cabinet so it can be finalized • Dr. Schoonmaker will attend the Economic Forecast Conference Thursday, January 10, 2019, from 8:00 a.m.- 2:00 p.m. in Redding. • Dr. Schoonmaker, Dr. Zweigle, and possibly someone from Student Services will attend the Complete College America Conference. • Bart and Janice will work on collecting data for the National Postsecondary Student Aid Study Administrative Collection. • Cabinet members will check their calendars to see if they will be available on October 18-19, 25-26, or November 1-2 so that Theresa can schedule our two-day training with the National Equity Project. • Doug is going to share the Activities Outreach calendar with ASM to see if anyone might be interested in volunteering. • Doug is asking for volunteers to help with the week of welcome. • Beverly will make a document that lists each Cabinet members' summer projects.
August	1	5	7/31/2018	4/16/2019	<ul style="list-style-type: none"> • Dawnie, Doug, and Dr. Zweigle will assist Dr. Schoonmaker revise the Fall 2018 Orientation Day agenda. • We will begin setting our committee meeting times within the office hour scheduled. • Supervisors and direct reports will be notified if their administrator was not going to be on campus.
August	8	8	8/6/2018	4/16/2019	<ul style="list-style-type: none"> • Darlene will have Desiree schedule a meeting with administrators to sign up for Night Administrator on Duty for Fall. Night Administrator on Duty will resume Monday, August 27. • The Cabinet retreat will need to be rescheduled • A disc golf tournament has been scheduled for Orientation day • Dawnie will bring tickets for the Scholarship dinner to our next Cabinet meeting • A draft of the tentative or final budget will be ready to discuss with IPB and College Council on Thursday, August 23

					<ul style="list-style-type: none"> • Dr. Schoonmaker will represent the College at the Affordability, Food, and Housing Access Taskforce • Dr. Schoonmaker will begin writing letters of support on AB 3101
August	20	8	8/17/2018	4/16/2019	<ul style="list-style-type: none"> • Night Administrator has been scheduled for Tuesday, August 21, at 3:00 p.m. • We will participate in the Real College 2018 Student Survey • The Board wants to adopt a new board election process • The agenda for Orientation day still needs a few tweaks before it goes out by the end of the day tomorrow • Darlene is looking into becoming a smoke free campus. This will go to the Safety Committee for further discussion • Dawnie shared that we have been allotted 220,037 in AB 19 funds. A meeting has been scheduled on Friday to complete the certification form to receive the funding. This will be brought back to a future Cabinet meeting • Administrators will sign up for three nights for Night Administrator • Sheila will schedule the Cabinet retreat for September
August	29	7	08/27/2018	4/16/2019	<ul style="list-style-type: none"> • Cabinet suggested that we use the AB 19 funds for tuition and staffing to increase student success • Wayne shared that he will take the Accessibility Audit Report to the ADA committee and then it will come back to Cabinet • Cabinet members will think about where they think testing should be housed and this will come back to Cabinet next week with their suggestions • Cabinet will send out dates that we need volunteers for outreach in September and October to ASM to see if anyone is interested. We will also decide where this should be housed • Student Services will participate in the 50 years of football tailgate • Research will be done to see if we could possibly receive an early alert when students are withdrawing from classes and setup an exit interview before students have dropped all of their classes
September	5	8	9/4/2018	4/16/2019	<ul style="list-style-type: none"> • Theresa will bring a draft of her New Employee Onboarding plan to a future Cabinet meeting

					<ul style="list-style-type: none"> • It was decided that testing will remain in the ASC and be the responsibility of the ASC Coordinator • Valerie Roberts, Regina Weston, Kim Freeze, Mark Klever, Dr. Schoonmaker, and possibly Dr. Scott will attend the North State Together Community Event on Thursday, September 13 • Campus Compact will be put in the budget development binder and it will be reviewed at a later date • Melissa has an updated recruitment and outreach calendar that will be shared at the All College Meeting on Friday • Cabinet set the All College Meeting agenda • Dawnie is going to send out another email requesting participation in the civic groups
September	12	7	9/11/2018	4/16/2019	<ul style="list-style-type: none"> • Dawnie shared that Karen will be researching Campus Compact • Dr. Schoonmaker will serve as the Interim Vice President of Instruction until January. Then we will hire an external Interim Vice President of Instruction from January to June 30. • Dr. Zweigle will be responsible for the ASC • Dr. Schoonmaker will send out an email to let everyone in Instruction know who they will report to • Dr. Schoonmaker Will star spending the mornings in the President’s Office and the afternoons in the Instruction Office • Dr. Schoonmaker and Cabinet members will have their evaluations during their last one on one meeting • We will begin having an Extended Cabinet meeting scheduled once a month on the second week of the month starting in October • Wayne has an accessibility audit strategic plan that will include ICT accessibility program, creating a communication plan, developing goals and their objectives, creating a guidelines document, implementation plan, and accessibility training. He is going to work on this with the ADA Work group
September	18	7	9/17/2018	4/16/2019	<ul style="list-style-type: none"> • Dr. Schoonmaker will send out an email to those who will be included in the Extended Cabinet meetings • Banner 9.x will go live Tuesday, November 13 by 11:00 p.m. Key users will be identified who need to test Banner

					<p>9.x and a meeting will be scheduled. This will come back to Cabinet Wednesday, October 3. Banner 9.x will also be put on the All College meeting agenda for the months of October and November</p> <ul style="list-style-type: none"> • Cabinet will need to take advantage of our opportunities to increase FTES and control our expenditures • Cabinet is going to review the Boards goals and this will come back to Cabinet Wednesday, September 26 • There will be a ConexEd/Cranium Café implementation webinar on Thursday, September 27 from 10:00 a.m. – 11:30 a.m. It was suggested that Student Services and Counselors should attend this webinar. Dr. Zweigle will also be made aware of this for purposes of the ASC • Melissa will let Cabinet know when the student emergency loan will be ready to launch • Nathan will schedule a room for the second webinar on the Student Centered Funding Formula Tuesday, October 9
September	26	6	9/25/2018	4/16/2019	<ul style="list-style-type: none"> • Cabinet is going to encourage everyone to vote before the deadline on Monday, October 22 for the November 2018 elections • Cabinet identified some key members that should participate in the IHEP Degree Reclamation Project in Chicago • Dr. Schoonmaker requested that all Cabinet members come to our next meeting prepared to give a five to ten minute update on their division
October	2	7	10/1/2018	4/16/2019	<ul style="list-style-type: none"> • Darlene shared that a Banner email group will be created for the purposes of the staff that needs to be here to test Banner 9 and lunch will be provided • CQIP open hearings were scheduled • Darlene shared that we review the Facilities Master Plan and see how it aligns with our Institutional Master Plan. The Institutional Master Plan will be housed with IPB • Meghan Witherell, Dr. Zweigle, Dr. Greene, Val Roberts, Kim Freeze, Heather Stafford, and Dr. Rexford will make up our team for Degrees When Due. Dr. Schoonmaker will fill out the MOU • All College Meeting agenda was set • Cabinet members were made aware of the open positions on campus

					<ul style="list-style-type: none"> • Cabinet members gave division updates • Set the agenda for our first Expanded Cabinet meeting
October	22	6	10/19/2018	4/16/2019	<ul style="list-style-type: none"> • Melissa has signed up for the Vision Resource Center. Dawnie will research the Vision Resource Center to find out what we need to do to integrate • Cabinet discussed topics that will be included in the two newly elected Board of Trustees orientation • All College Meeting agenda was set • Melissa shared that we will be celebrating Native American History Month in November • Discussion of ASM members becoming College Ambassadors • Theresa has a meeting scheduled with Kim Freeze about Professional Development Workshops • Dawnie gave a division update • Dr. Schoonmaker, Dawnie, Dr. Zweigle, Dr. Rexford, Regina, and possibly Katie Gale will go to Chicago in December for Complete College America • Dr. Schoonmaker would like Cabinet members to think about who might be a good fit to be on the Institutional Effectiveness Committee
October	31	8	10/30/2018	4/16/2019	<ul style="list-style-type: none"> • Karen updated Cabinet on the grants that she is working on • The All College Meeting agenda was set • The Expanded Cabinet agenda was set • President’s Cabinet will now include Dr. Zweigle, Dennis Roberts, Valerie Roberts, Cora Brownell, and Mark Klever starting Tuesday, November 13 • Dr. Schoonmaker encouraged everyone to join the Vision Resource Center • Cabinet is to look over the civic organizations to see which groups that would like to join
November	13	13	11/13/2018	4/16/2019	<ul style="list-style-type: none"> • Darlene, Cindy, and Kim Freeze are putting together a proposal for healthy living/eating to be part of the Wellness plan that Human Resources had proposed • Dr. Schoonmaker encouraged Cabinet members to join the Vision Resource Center. Melissa, Dawnie, Wayne, and Nancy will schedule a meeting to go over the logistics of the Vision Resource Center • Dr. Zweigle, Dr. Rexford, Josh Collins, and Dr. Schoonmaker will attend IEPI

					<p>meeting to discuss the implementation of AB 705</p> <ul style="list-style-type: none"> • Zack and Dr. Zweigle will request a blue print and then plan out their vision for the ASC. Then they can make a proposal and fill out a CQIP • Dawnie asked for Cabinet members to approve AP 3560 and then it will be brought back to a future agenda • Dawnie will bring back AP and BP 3820 to a future Cabinet agenda
November	28	10	11/28/2018	4/16/2019	<ul style="list-style-type: none"> • Melissa, Dawnie, Nancy, and Wayne will be looking at Palomar’s Vision Resource Center and compare it to what we have in place • All College Meeting agenda was set • Trustee Orientation will be held Tuesday, January 8 before the regularly scheduled Board Meeting • Theresa is going to take an in depth look at the hiring and recruitment process. She will update Cabinet when she has made some changes to these processes • Melissa has a meeting scheduled with Eric and Doug on Thursday, November 29 to go over the critical incidents protocol
December	3	12	11/30/2018	4/16/2019	<ul style="list-style-type: none"> • Dr. Schoonmaker requested that anyone who is presenting at the Trustee Orientation to please have their presentations completed before the holiday break • All College Meeting agenda was set • Theresa is going to bring a proposal to Cabinet when she develops a process to recognize staff success • Melissa will revise her enrollment management document with the help of Dr. Rexford. • Dawnie will make revisions to her grants development matrix
January	4	11	12/20/2018	4/16/2019	<ul style="list-style-type: none"> • Dawnie is going to email her grants matrix document for comments • We are in need of ten host families for our Chinese visitors • Set updates for Expanded Cabinet • Cabinet will designate a room for the Lactation Room
January	23	13	1/22/2019	4/16/2019	<ul style="list-style-type: none"> • Melissa, Regina, and Val will be attending Achieving the Dream Conference • Dennis, Cora, and Kim will check in on the possibility of a non-credit or community ed class may be available for the massage student volunteers

					<ul style="list-style-type: none"> • All College Meeting agenda set • There will be a joint meeting with a task force team from the three councils for further discussion on Reg 365. Dr. Zweigle will take the lead on Academic Calendar and Melissa will take the lead on Reg 365. Then this will move forward to the Academic Senate on Friday, February 15, and then it will go to College Council on Wednesday, February 27 • Dr. Zweigle will schedule a meeting with Melissa to speak about getting the right players in place to discuss the Native American Outreach position • Dr. Rexford is going to collect more data to help Melissa track student academic progress • Dawnie and Melissa will follow-up on why only 23 students didn't complete any units and figure out what we need to do to ensure that students are completing all of their units
January	30	13	1/29/2019	4/16/2019	<ul style="list-style-type: none"> • All College Meeting set • A two-hour meeting will be scheduled to lay out a plan for the Institutional Master Plan. Then each facilitator will have two weeks to come up with a draft for their contribution to the IMP. Then this will go to IPB in March • Theresa will put in a request with Darlene and Dr. Schoonmaker for POST space • A task force will be formed to address the email policy. Darlene will be the point person on this task force.
February	6	14	2/5/2019	4/16/2019	<ul style="list-style-type: none"> • Doug is going to look into some short term fixes to increase housing more students and he will also get in contact with David Braden from Servitas to see about long term fixes • Melissa is going to send out an email to the groups that should attend the IEPi workshops
March	6	11	3/5/2019	4/16/2019	<ul style="list-style-type: none"> • Dr. Schoonmaker is going to speak to Vickie about scheduling a meeting with the Flex committee to plan the Mandatory Flex day • The soccer field is going to be put in over the summer and ready for use by August 1. • We need to identify a space that Van Guard can utilize • Instruction is going to help Dr. Schoonmaker prepare the Annual report for the ACCJC and Darlene is going to help with the fiscal report

					<ul style="list-style-type: none"> • Cabinet needs to decide how we are going to utilize Pam Walker when she comes to visit • Darlene is going to send out an email about pertaining to office moves • The email policy for student s will be spoke about at our flex day meeting • Dr. Schoonmaker shared that there is a hiring and travel freeze • Dawnie shared that they plan on writing a letter of intent for improving Online CTE Pathways Grant by March 15 • Dawnie shared that she will be holding a meeting on Monday, March 18 from 12:00 p.m. – 1:30 p.m. in the Board Room and she will hold another meeting in April to cover the functionality of our website. She will send out an evite to attend • We will celebrate Pi day on March 14 and we will donate funds or bring in a pie for this event • Theresa will send out an email in regards to summer hours • Dr. Schoonmaker, David Blink, and Janice Gonzalez will be going to Mexico tomorrow
April	4	10	4/3/2019	4/16/2019	<ul style="list-style-type: none"> • Val and Dennis have donated funds for a pinwheel garden for Child Abuse Awareness Month for Counseling and Athletics, Dr. Schoonmaker will donate for a pinwheel garden to be placed in Yreka and one for the Foundation, Darlene will donate on behalf of Administrative Services, Melissa will represent Student Services, Cora will donate for the Nursing Program, and Dr. Zweigle and Dr. Bogue will donate on behalf of Instruction • All College Meeting set • IMP <ul style="list-style-type: none"> ○ Sheila will send out an email of the presentation ○ Dawnie will send out the link in the Campus Connection ○ It will then go to the senates and ASB to request it to be put on their agendas ○ Wednesday, April 10, it will go to College Council ○ Dawnie will create a web form for comments and suggestions ○ Nathan will receive the comments and suggestions on May 1 or 2

					<ul style="list-style-type: none"> ○ Final draft will go to IPB on Friday, May 3 ○ Wednesday, May 15 from 4:00 p.m. - 6:00 p.m. there will be a joint meeting of College Council and IPB to have the final review • Cabinet members will need to prepare a fourth quarter report out for our next Cabinet meeting • Instruction Council and Student Services will put together a CQIP. This will be put on the College Council agenda as an action item on Wednesday, April 10. Val will be the point person on this • Human Resources is working on formalizing our return to work process following an injury or illness and this eventually will become a procedure • Dawnie asked for participation in the civic organization groups. Once we have this completed we will move on to Community groups • Dr. Schoonmaker is working on the Cradle to Career project with Karen Pautz and Kevin O'Rourke. A meeting is set on Thursday, April 18, at 5:30 pm, in the Boardroom.
April	17	12	4/12/2019	04/29/2019	<ul style="list-style-type: none"> • Nathan is already working on comments and suggestions pertaining to the IMP. Review of the Institutional Master Plan will be a standing agenda item for Cabinet • An email will be sent out to the campus community to inform them on how the campus plans to acknowledge and celebrate this special day. It is also Administrative Professionals Day on Wednesday, April 24 • Cabinet identified their goals to be completed during the fourth quarter • Dr. Schoonmaker requested that everyone share that the IMP is available for review and that everyone's ideas, comments, and concerns will be considered
April	24	13	4/22/2019	04/29/2019	<ul style="list-style-type: none"> • The Veterans Resource Center will be moved to the follow-up items until we have found a new location for it • Theresa shared that we need to update our student id cards to have crisis information on them and Doug is ordering new id cards • Val will present the SEA plan to Instruction Council on Friday

					<ul style="list-style-type: none"> • Melissa is going to send out an email requesting volunteers on the day of commencement • All College Meeting drafted • A task force has been created to review the IMP
May	1	12	4/29/2019	5/1/2019	<ul style="list-style-type: none"> • We will look into what our next steps will be with Servitas to increase student housing • Nathan and Sheila are almost done compiling the presentation for the committee chairs the results of the shared governance • We are exploring our options to get the soccer field project back on track • All College Meeting agenda set • Outlined the dates that the IMP would be reviewed
May	15	13	5/15/2019	5/15/2019	<ul style="list-style-type: none"> • The IMP will go to College Council today at 4:00 p.m. for approval • Offices will be closed from 8:00 a.m. – 10:00 a.m. on Friday, May 24, for our All College Meeting • Offices will be closed from 12:00 p.m. – 5:00 p.m. on Friday, May 31, for Staff Appreciation Day
May	20	10	5/18/2019	5/21/2019	<ul style="list-style-type: none"> • The Institutional Master Plan passed successfully in the joint meeting of IPB and College Council. A motion was made and seconded (Roberts, V./Klever) to recommend the IMP to the Board. The motion was carried with the following vote: 8 ayes, 0 noes, and 4 absent. • Cabinet reviewed the Vision for Success Local Goals. A motion was made and seconded (Rexford/Zweigle) to recommend adoption of the Vision for Success Local Goals with the recognition of any potential need for additions with impact data. The motion was carried with the following vote: 8 ayes, 0 noes, and 4 absent. • Theresa shared that the climate survey will no longer be reviewed by the Diversity Committee. The climate survey will be addressed by College Council. A subgroup with all representatives may be created. • Cabinet discussed the Campus-Wide Standing Committee Annual Report and Evaluation.
May	29	9	5/28/2019	05/30/2019	<ul style="list-style-type: none"> • Cabinet reviewed the Campus-Wide Standing Committee Annual Report and Evaluation. • 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.)
					<ul style="list-style-type: none"> Cabinet members went over their plans for the summer.
Avg Attendance					

Major Accomplishments or Achievements in Past Year	Collaborate well on overview of college needs.
	The addition of the Expanded Cabinet process helped problem solve specific issues.
	The expansion of Cabinet to include Deans made it easier to have frequent and honest communication. Appreciate the variety and timely topics on each agenda
	Objectives are formalized, tracked, and recorded
	The team has cohesion. Which enables them to have frank discussions and provide mutual support.

Major Obstacles or Problems with Committee	The committee has evolved as a team, but there is a need for improved communication of the committee with other entities and groups.
	May need to be refined as a group
	The agenda sometimes has too many items to get through them all. Some items need more discussion than time allows.

Recommendations for Improving Process or Efficiency	We need to keep realistic timeframes. We are going to start having a timekeeper in which everyone will rotate turns.
	Reorganize the agenda by sorting consent, action, and reports (no action.)

Committee's Goals and Institutional Goals and were expectations met.	Not applicable. We are now a committee.

Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal	To provide support and counsel to the President for effective institutional decision making.
	More goals will be set in August when new Vice President, Academic Affairs is on board.

Chair Signature	X
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Typed or Printed Name

College of the Siskiyous Institutional Goals
Goal #1: Promote and support educational goal completion for all students.
Goal #2: Sustain institutional health and vitality to meet the needs of the community.
Goal #3: Evaluate institutional effectiveness for continuous improvement.

College of the Siskiyous Mission
<i>College of the Siskiyous promotes learning and provides academic excellence for today's global students through accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.</i>