



Cabinet Meeting Summary January 9, 2017

Attending: Phil Allred, Randy Braby, Michelle Brown, President Carlston, Rosie Connor, Jacob Dettinger, Patsy Daniels, Sherri Hansen, Steve Hood, Marci Larsen, Craig Mathie, Robert Nielson, Jessica Siegfried, Jeff Savage, Jeff Serrine, Sam Steed, Jason Springer, John Stevens

Welcome (President Carlston)

- Welcomed everyone to the meeting
- Randy Braby, the new Human Resource Director, was introduced to the group

Review of Minutes (President Carlston)

- ACTION: Craig will explore security and bag searching procedure/policy
- ACTION: President Carlston will follow up with Craig on meditation room
- ACTION: Jake will distribute the revised scheduling policy to the group

Leadership Training (Steve Hood)

- Shared great tips on being better supervisors
- President would like the college follow-up with our evaluation form, noting it should be a conversation (formative should lead to summative)
- ACTION: A small group (Jessica, Michelle, Jeff, Jason, Randy) will meet to discuss the evaluation process

Richfield Athletic Events in the Future (Rob Nielson)

- Asked for feedback on doing events in Richfield
- Feedback: Build what is there now before doing more; calendaring in advance is key

Academic Liaison Feedback (Rob Nielson)

- Will talk to Dr. Hood
- Feedback: Work with coaches so liaison is empowered

All Gender Restrooms (Craig Mathie)

- Discussion on use of all gender restrooms
- The goal is to be like other institutions in the system

LGBTQ Training (Craig Mathie)

- Working with U and student leaders, who are hosting a conference
- Discussion on faculty and staff involvement
- ACTION: Michelle will send contact information for the trainers to Randy and Steve

New Student Orientation (Craig Mathie)

- Jason and Michelle have had conversations about the format of the orientation; they are exploring more options
- Said the initial connection is important to student success
- ACTION: The group will have more join the conversation and continue the discussion

Code Orange (Craig Mathie)

- Reminded the group of the exercise scheduled for January 25
- ACTION: Everyone will please take a few minutes and review protocol for an active shooter

Budget Concerns & Plan of Action Discussion (Jake Dettinger)

- Said having fewer tuition-paying students is a challenge
- Noted the problem is significant, and adjustments need to be made
- Reinforced that priorities are programs and people, and added the budget must balance

- Said this year deficit will be covered by surplus, but there will need to be a correction
- ACTION: Everyone help correct the problem and positively help people know this is being addressed
- ACTION: President and Vice Presidents will do more "walkabouts" for visibility and casual interactions

Policy & Project Update (Jake Dettinger)

- Shared an update on scheduling policy, information security policies, and policy for creating policy
- Reported that the Compensation Committee has made a recommendation
- ACTION: Jake will send the draft of the cash handling policy to cabinet

Athletics Fundraising Campaign Appeal for Assistance (Rosie Connor)

- ACTION: Everyone please share any information on former athletes

Legislative Session (Rosie Connor)

- ACTION: Everyone let Rosie know if anyone has feedback, comments, or concerns on legislative issues

Student Alumni Association (Rosie Connor)

- Said her office is looking for a co-chair for the student alumni association group

Publicity of College Events and Activities (President Carlston)

- ACTION: Everyone please share information to help coordinate so we can have positive community relations

Cabinet Members' Goals (President Carlston)

- ACTION: Everyone keep working on goals

Student Interaction

- Jason said his office saw a lot of students the first few days of the semester and many appreciate the help
- Steve said he received an appreciative letter from a non-traditional math student
- President Carlston shared his experience with a football player
- Craig told of a student who had been through the disciplinary process and came back for help