



Cabinet Meeting Summary

November 23, 2015

Attendance: Phil, Diane, Marci, Brian, President, Jordan, Vicki, Council, Phil, Dennis, Jake, Debbie, Scott, Holly, Jim, Larsen, Susan, Larsen, Craig, Kyle, the Rev. Dennis, Jeff, Saville, Jason, Schilder, Sam, Scott, John, Steven, Wayne, Squire

Notes from Previous Meeting (President)

- *Action: Phil will create web form for people to opt out of directory photo*
- *Action: Marci will gather group on calendaring*
- *Action: Everyone will send known external events to Marci to help with calendaring and information sharing*

Leadership Training (Marci)

- The topic was 212 degree service
- Materials are available for staff meetings if interested

USHE Strategic Plan (President)

- Copies were distributed
- *Action: Everyone will review, give feedback, and share information with employees*

Responding to Telephone Messages (President)

- One of the most frequent complaints in his office is people not returning phone calls and email messages
- *Action: Everyone will ask employees to be responsive to phone and email messages*

Foundation of Excellence (Wayne)

- Reviewed the provided "Foundation of Excellence" document
- A discussion of "where do policy and culture mix" (i.e. using chairs for personal use, having students do personal projects, loaning projectors to public) followed
- *Action: Everyone will have a similar discussion with areas of responsibility and get feedback from employees*
- *Action: Marci will add this topic to a future agenda*

Building Use Fees (Jake)

- The current building fee schedule was distributed
- A discussion of charging internal groups for building use and services provided followed
 - The group recognized the challenge of charging for a service when all services and equipment are intended for college use
 - The group also recognized the budgetary challenge of providing all services with no charge when it's beyond the provider's resources
- Any future changes in building fees need to be approved by the VP for Finance and Administrative Services Office
- *Action: Jake will continue to work on the fee schedule and the practice/policy of charging for internal use*

Spring 2016 New Student Orientation (Craig)

- Several hundred students will attend classes for the first time in Spring 2016
- A mini orientation will be held on Tuesday, January 5, for new students
- *Action: Craig will work with departments in his area to organize the orientation*

2016-2017 Calendar (Craig)

- Copies of the calendar approved by College Council were distributed
- The group was grateful to have the information this early in the academic year
- The decision was made to have December 23, 2016, be the third "discretionary day" allowed by policy
- *Action: Wayne will have his office distribute a memo outlining holiday dates for 2016-2017*

Around the Room (All)

- Sam gave a quick update on college projects. President thanked trades employees and Kathy Nielson for building the coffin for Floyd Quinn
- Rob said his department is searching for a volleyball coach and two soccer coaches
- Michelle thanked employees for their contributions to Buster's Pantry
- Rosie informed the group of personnel changes in her office; Michael is going to the library and a new person will begin in December
- Marci informed the group of the "Conversation with President Carlston" series for Spring Semester, asked for feedback, and invited all to attend
- President Carlston thanked those who planned and attended the science building groundbreaking. He said the building project is on schedule and noted the cost of construction has increased, which is a concern

Student Interaction (President)

- The group was reminded that student success is our number one priority
- The story of a Payson High School speaking assignment, where Snow was well represented and praised, was shared
- Others were invited to share an experience with a student in need
- *Action: Everyone will find a student who could use a word of encouragement*