



Cabinet Meeting Summary November 23, 2015

Attendees: Phil Alford, Marci Allen, Susan Prosser, Jonathan Rasmussen, Rana Cornell, Patrice Daniels, Jake DeBinger, Sarah Haddad, Jillian Larson, Susan Larson, Craig Mathis, Rick Mathis, Jeff Sawatz, Jessica Sigurdson, Sam Stead, John Stevens, Arayna Square

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*