



## Cabinet Meeting Summary April 24, 2017

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

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### Welcome (President Carlston)

- Welcomed everyone to the meeting

### "Spirit of Snow" (Jessica Siegfried)

- Shared her employment story and five lessons learned
  - Lesson 1: Institutional dollars are best spent when attending a conference and sharing information
  - Lesson 2: On-boarding is key and one that sets the standard of what the institution values represent
  - Lesson 3: Give employees autonomy and the privilege to prove their worth
  - Lesson 4: Know your neighbor and respect their efforts
  - Lesson 5: Listen
- President Carlston thanked Jessica for sharing

### Review of Minutes (President Carlston)

#### Working with Minors (Wayne Bushman)

- Shared findings of recent audit and expressed some concern
- ACTION: Everyone be aware of the extra steps needed when working with minors
- ACTION: Wayne will work with Risk Management and administration to create a policy

#### Recruitment Plan (Jeff Savage)

- Reviewed the current marketing plan
- Jason suggested that we start thinking of high school students as Snow College students as soon as they are admitted
- ACTION: Jeff will send Cabinet members the dates of the SnowBlast; everyone will try to attend
- ACTION: Everyone please think of ways to be involved in this important work; spread the word that it is everyone's responsibility to recruit and retain students

#### Retreat Date (Marci Larsen)

- ACTION: Please complete the Doodle poll and make attendance a priority

#### Commencement (Marci Larsen & Patsy Daniels)

- Reviewed the details of the ceremonies
- Expressed appreciation to those who are helping; invited others to participate as well

#### Budget Update (Jake Dettinger)

- Thanked everyone for being patient as we worked through the budget challenge
- President shared a story of a long-time staff member who came to offer part of his salary so no one would lose their job
- Rob asked about increasing travel and part-time budgets
- ACTION: Everyone look at accounts and make sure they are accurate; trying to clean up Banner
- ACTION: Craig will get more information on traveling out of state/Risk policy

#### Legislative Matters (President Carlston)

- Said a group is working with the college to see how they can help
- Reported that the general areas of focus are: Program/Institutional Funds, compensation, unfunded positions, K-16 alliance/concurrent enrollments
- Invited any other thoughts and briefly discussed the following:

- John said his office would like to move out of the trailer
- Rob said the turf at the stadium is currently being removed and he asked about the future, where the college is headed, and how to make a budget change (i.e. add cheerleading); President Carlston reviewed the idea of maintaining our traditional base while expanding more flexible and on-line offerings
- Jessica asked about the budget prioritization progress made on the PPQs, which were completed a few years ago

**Work-to-Learn (Craig Mathie)**

- Said this piece of student employment is a larger responsibility than Career Services is comfortable overseeing
- Suggested a committee (HR, Budget Office, Career Service, one faculty-at-large representative, one staff-at-large representative) meet to review and allocate funds annually
- ACTION: Craig will follow up with the committee invitation and meeting

**Active Shooter Training (Craig Mathie)**

- Invited everyone to attend the training on May 15

**Scheduling Policy (Michelle Brown)**

- Asked if all space will go through the central scheduler; Jake said he had sent an email detailing the answer. In short, he said, current building managers will still be responsible for the space they oversee

**Other**

- Craig invited everyone to the National Day of Prayer in the Plaza on May 4