



SNOW COLLEGE

Cabinet Meeting Agenda Monday, September 28 • Meeting Summary 2015

Leadership Training (Jake)

- Managers vs leaders
- Discussion on real leadership, helping others see potential, being influential
- TO DO: Everyone practice what was taught – great job, Jake!

Privacy Requests on Public Webpage (Phil)

- Decision to give employees the opportunity to opt out of picture on the web
- TO DO: Phil will find the best way to do this and communicate to employees

Campus Activities Coordination (Rob)

- Homecoming success was reviewed
 - Craig shared numbers of attendance from Student Life – a lot of involvement
 - Rosie shared successes of Alumni events (Golden Badger Dinner, 1975 Football Team Reunion, BBQ)
 - Discussion of who owns the “S” and who should maintain it
 - TO DO: Rosie share stories of distinguished alumni on the web
 - TO DO: Look into the issues/ownership/maintenance of the “S” (no one assigned – Jake?)
- Discussion of how we can have more weekends like it
- Academic divisions will host stakeholders at already-scheduled college events
- TO DO: Rosie and Rob meet with Dean’s Council to discuss opportunities
- TO DO: Marci put together a meeting to discuss solutions for campus calendaring coordination (include Athletics, Alumni, Student Life, Fine Arts, and Admissions)

Who Does What (Rob)

- Discussion of who is financially responsible for what (e.g. paying for signage, buying tickets to the game, remodeling office space)
- We are all interdependent and interconnected and President hopes we don’t get in the business of charging each other for every single service
- Should always ask, “Why are we doing this?” “Is it paying off?”
- TO DO: Everyone go back to your areas and discuss/answer two questions:
 - 1- Should there be a cost for the use of your facility or the service you provide internally?
 - 2- What should it be? (Justify reasoning)

Introduction to the Campus Assessment and Resource, “CARE” Team (Craig)

- Information on preventative work was provided
- The web page is up and working (<https://www.snow.edu/general/care/>)
- Please use the individuals listed (Craig, Staci, Diane, Allen, Melanie, Jessica, Derek) as resources

Emergency Notification to College Administration (Craig)

- The science building incident and recap pointed out we need a better way to trigger the notification process
- Dispatch says pagers are much easier to use than calling cell phones
- TO DO: Anyone who feels like they should have a pager, let Craig know

Cabinet Membership Expansion (President Carlston)

- In an effort to enhance coordination, the directors of the following offices/departments will be invited to join the Cabinet: Student Life, Housing, Facilities, Budget Director, and Student Success
- The next meeting is scheduled for Monday, October 26, at 9:00
- TO DO: Everyone send Marci agenda items prior to the meeting

Update and Report (President Carlston)

- Copies of the system's budget request narrative were shared
- Rob and Jake will work together on a proposed budget and schedule for soccer; administration will make a decision soon
- Jake shared an organizational update for his area – he has filled the controller position (Meagan White) and will add a few things to the budget position (specifically, auxiliary services and regular financial reports to admin). Motor pool will move to facilities, effective October 1. No new positions are being created. The hiring of Paul Tew, the new ISO was also mentioned.