**Chancellor’s Executive Cabinet**

9:00-12:00 a.m., August 12, 2019

Via Zoom

**Notes**

**Attendance:** Kurt Buttleman, Earnest Phillips, Jennifer Dixon, Warren Brown, Jennifer Strother, Rosie Rimando Chareunsap, Steve Leahy, Yoshiko Harden, Andrea Insley, Rebecca Hansen

**Guests:** Daniel Cordas

**CEC requested Zoom training at an upcoming meeting.**

1. **Standing Issues/Updates:**
2. Review of notes from July 22

CEC reviewed the notes and they will be posted.

1. Budget

Jennifer Strother reported year-end numbers. When rolled up, there is a negative operating margin of about .005%. Warren Brown requested an outline of the policy framework for budget decisions, and follow-up discussion with the Chancellor/Presidents group.

1. Seattle Pathways

Earnest Phillips reported that the steering committee recently met and the lead team is meeting soon. Kurt Buttleman reported on recent work by the program mapping coding group. He also announced that there will be a math faculty convening at Convocation. Daniel Cordas relayed a change in when prospective students receive their @myseattlecolleges account. They will now receive their account at the time of admission, giving students earlier access to Starfish advising and other tools.

1. ctcLink

**Daniel Cordas and Kurt Buttleman recommended a February 1, 2021 deployment date. CEC agreed.**

1. Starfish update

Daniel Cordas gave an update on Phase II of Starfish implementation. **CEC affirmed that we are using Starfish districtwide for tutoring and financial aid appointments.**

1. Seattle Promise

Kurt Buttleman reported on the Opportunity Promise internship program and possible changes to the program for next year. The annual contract with the city is likely to be finalized this week, and the endowment contract is also getting close to final. Summer Bridge programs are being held in mid-September. Melody McMillan returns to work on September 3.

1. King County Promise

Steve Leahy reported on the decision-making process for allocating the PSTAA funds. August 28 is the expected date for a final decision.

1. College/Division updates

Rosie Rimando-Chareunsap reported that various groups from South are on retreats. An Interim VPA, Holly Woodmansee, has started; the search for a permanent VPA is underway.

Warren Brown reported that North has a new Interim VPSS, Tony Castro. He also updated the group on a discussion with the chancellor/presidents about campus access/security/building closure. He is working on a draft policy/procedure to bring to CEC.

Earnest Phillips reported that South’s new website will launch this week.

Jennifer Dixon reported on bargaining with WFSE and AFT-SPS about the winter closure. She also reported on work with the advisors regarding moving some from WFSE to AFT.

Jennifer Strother reported on upcoming audits from the State Auditor’s Office. There will be three this year.

Andrea Insley is preparing to present the international integration plan to the chancellor and presidents.

1. **Action Items**
   1. Procedure 520, Grading Procedures

Kurt Buttleman presented proposed changes to grading procedures that will help us align with SBCTC and prepare for ctcLink. Kurt will make some changes and bring it back to the group for further discussion/adoption.

1. **Operational Issues**
   1. Convocation planning update

Earnest Phillips presented a draft schedule for Convocation and an outline of the goals for and topics covered in the panel. He asked for feedback from the presidents. Earnest will attend an upcoming chancellor/presidents meeting to decide upon topics. CEC discussed potential facilitators for the panel.

* 1. Nursing faculty increases

Jennifer Dixon reported on work with AFT to determine how to distribute the extra funds allocated for nursing faculty.

1. **Personnel Requests**
2. 2 FTF Heavy Duty Diesel (South)
3. FTF Aviation Maintenance (South)
4. FTF Welding Fabrication (South)
5. Program Specialist 2, Student Services (South)
6. Events Coordinator 2, Admin Services (North)

The positions were reviewed and approved to be posted.

Warren Brown opened discussion about one new security position. It is approved for posting when it gets to the CEC queue.

The next Executive Cabinet meeting is August 26 at North Seattle College.