**Chancellor’s Executive Cabinet**

10:00-1:00 p.m., October 28, 2019

Siegal Center, Boardroom

**Notes**

**Attendance:** Shouan Pan, Wendy Rockhill, Steve Leahy, Warren Brown, Rosie Rimando-Chareunsap, Malcolm Grothe, Cindy Riche, Earnest Phillips, Jennifer Strother, Kurt Buttleman, Kerry Howell, Rebecca Hansen

Guest: Trung Lee

1. **Standing Issues/Updates:**
2. Review of Notes from October 7

Rebecca Hansen will note the changes and post the notes.

1. Chancellor/Board Updates

Shouan Pan reported that the trustees are responding to public comment made at the October meeting from a WFSE member. Chancellor Pan also reported on his and the trustees’ presentation and attendance at the ACCT conference.

1. ASI Implementation

The contract with EPI was extended to allow them more time to analyze the data and prepare the report. A presentation of the main findings is scheduled for November 12. The report is expected to be shared more widely the week of November 25.

1. Budget
   * 1. Barnes and Noble contract update

Jennifer Strother reported that a meeting is set to discuss the transition to a virtual bookstore. B&N commissions will be reduced significantly, and will not cover costs for commencement in 2020. She gave an update on research into instituting a fee for students for Commencement.

* + 1. month-end report

Jennifer Strother noted that tuition revenue is about even with this time last year. Fees are 2% higher. International revenues are down 17% compared to this time last year. Salaries are up 13% compared to last year. Benefits are up 9%. CEC requested additional information in the report that would allow members to compare percentages to this time last year.

* + 1. 149 fund carry forward

Jennifer Strother presented the balances that will be transferred to/from the colleges.

* + 1. Nursing transfers

Jennifer Strother outlined allocation transfer options for the new centralized Nursing program. This allocation model is for one year, 19-20, and then will be explored again.

* + 1. updated projection model

Jennifer Strother presented an updated financial projection model.

1. Seattle Pathways

Earnest Phillips reported that the lead team is reviewing a list of initiatives and define the projects to focus on.

1. ctcLink

Kurt Buttleman reported that ctcLink went live at Clark College over the weekend. Daniel Cordas is going to send out a districtwide email to update the community about the project.

1. Seattle Promise

Kurt Buttleman reported that Pramila Jayapal is interested in visiting Seattle Colleges next week and wants to meet with 13th Year graduates and Promise students. He also gave an update on applications for Fall 2020, as well as an update on data sharing with Seattle Public Schools. The Opportunity Promise internship program will expand for summer 2020. Kurt Buttleman also raised a discussion about ASI and Promise. He inquired about the city’s expectations as Promise expands citywide.

1. Government Relations Update
2. Legislative issues for 2020

Chancellor Pan and Trustees Hill and Peralta are attending the ACT Legislative Action Committee meeting next week. Maintaining the gains of the Workforce Education Act is one priority. Capital funding is another major issue. Establishing a BAS in Computer Science is another issue under exploration.

1. College and District Division Updates

Rosie Rimando-Chareunsap reported that she is serving on the design team for the King County Promise.

Rosie Rimando Chareunsap also gave an update on the Vice Chancellor of Finance finalists who are scheduled to visit for final interviews on November 18.

Earnest Phillips gave an update on the Vice Chancellor of HR search. Three finalists will be visiting on November 4.

Warren Brown informed CEC of transitions in the budget director position at North.

1. **Operational Issues**
   1. Policy Review – First Reading by CEC
      1. Policy 900, Public Information Function, recommended edits
      2. Policy 901, Public Announcements and Comments, recommended edits
      3. Policy 902, Informing Appropriate Public Officials,no edits recommended
      4. Policy 903, Representation at Meetings, no edits recommended

CEC discussed the proposed revisions and recommended deleting them. Policies 900-903 will go to the board for a first reading in November.

* 1. League Executive Leadership Institute participants

Kurt Buttleman updated CEC on the December leadership institute in Scottsdale. If the college presidents have leaders who they would like to recommend, please contact Kurt Buttleman for next steps.

* 1. CIE org chart

Kurt Buttleman asked for clarification on the reporting structure for international education.

1. **Personnel Requests**
   * 1. Workforce Instruction Fiscal Analyst (North)
     2. Program Assistant, Registration and Records (Central)
     3. Director of Academic Planning and Career Services (Central)

All three are approved.

The next Executive Cabinet meeting is November 4. That meeting has been moved to Siegal Center and the majority of the time will be used to interview VCHR candidates. The November 18 meeting will also be at Siegal Center and most of the time will be used to interview VC for Administrative Services.