**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., March 9, 2020

Seattle Central College, BE4180A

**Notes**

Attendance: Shouan Pan, Sheila Edwards Lange, Jennifer Dixon, Steve Leahy, Jennifer Strother, Earnest Phillips, Andrea Insley, Kurt Buttleman, Cindy Riche, Rosie Rimando-Chareunsap, Malcolm Grothe, Rebecca Hansen, Kerry Howell

Guests: Victor Kuo, Barbara Childs, Paulette Eickman, Andrew Svec, Sonja Renner, Ty Swenson, Roberto Bonnaccorso

1. **Presentations**
   1. COVID-19 Planning

Shouan Pan began the meeting with a discussion about the communication that was sent out over the weekend on emergency measures to combat Covid-19 and telecommuting.

* 1. Staff Survey 2020

Victor Kuo summarized the work that has been done to prepare for a districtwide staff survey. There are 50 common questions and each college will also develop customized questions. We are positioned to launch the survey this spring.

* 1. Strategic Plan Scorecard 18-19

The state calculation for completion and retention has changed which impacts our performance. The 2018-19 scorecard will be presented to the Board Strategic Planning sub-committee and the Board of Trustees at the April meeting.

* 1. Visual Identity presentation

Earnest Phillips introduced a presentation about our visual identity and how it can help unify us as an organization. College and district websites have been rebuilt and integrated. The group made recommendations to improve and unify our brand. Recommendations included using one blue, adopting secondary colors for each college and dropping the tagline. CEC approved the recommendations.

1. **Action Items**
   1. Review of Student Fee changes

Jennifer Strother outlined the proposed fee changes. The board will have a special meeting later in March to review the fees for a first reading. The second reading and final approval is slated for the April board meeting. CEC approved the proposed fee changes. The fiscal subcommittee will review them this week.

* 1. Policy 402, Regular Business Hours

Jennifer Dixon invited discussion about changing the business hours. CEC agreed to keep the business hours 8:00-5:00, with room for flexibility. CEC approved the proposed policy with the recommended changes.

* 1. Policy 409, Employee Performance Evaluation

Jennifer Dixon presented changes to the policy. CEC approved the policy.

* 1. Policy and Procedure 448, Designated Work Schedules

Jennifer Dixon presented changes to the procedure. CEC discussed changes to the language and approved it with changes.

* 1. Procedure 670, SCD Grants and Contracts

Jennifer Strother presented changes to the procedure. Revisions were recommended. This will come back to CEC at a future meeting.

* 1. Professional Leave approval

Kurt Buttleman summarized the three sabbaticals recommended by the Professional Leave Committee. CEC approved the recommended sabbaticals.

1. **Standing Issues/Updates:**
2. Review of Notes from February 24

CEC reviewed the notes. They will be posted.

1. Chancellor/Board Updates

Chancellor Pan reported on a successful Innovations 2020 conference. The board meets this Thursday and the main action item is approval of probationary faculty recommended for tenure.

1. Budget

Jennifer Strother gave an update on the budget development timeline.

1. ctcLink

Olympic and Lower Columbia went live this week. We will be watching their transition closely. Kurt reported that the subplans have been turned on and that we will have access to a test environment.

1. Seattle Promise

An internship fair was held last week and students are being placed for summer internships. Kurt is working with the city to finalize the contract for next year.

1. AFT Seattle Negotiations Update

Jennifer Dixon gave an update on negotiations with faculty.

1. Government Relations Update

Steve Leahy gave a report on budget reconciliation and King County Promise.

1. **Personnel Requests**
   1. Director of Budget and Business Services (South)
   2. Custodian 3 (Central)

The chancellor and presidents reviewed these requests and approved them. The Communications Studies faculty position at South was also approved.

The next Executive Cabinet meeting is March 23 at Siegal.