**Chancellor’s Executive Cabinet**

8:00-9:45, February 14, 2022

Zoom

**Notes**

Attendance: Shouan Pan, Chemene Crawford, Yoshiko Harden, Cindy Riche, Rebecca Zeller, Kurt Buttleman, Jennifer Dixon, Terence Hsiao, Kerry Howell, Anna Baldwin, Earnest Phillips, Kathie Kwilinski, Steve Leahy, Rosie Rimando-Chareunsap

Guest: Lyanne O’Connell

1. **Operational Issues**
2. Promotion/Awareness for upcoming Scholarship cycle

The scholarship application period begins this week. About $1 million is available for students. CEC suggested avenues for outreach to students.

1. Consulting engagement, RE: Scholarship Metrics

Kerry Howell shared that the Foundation is bringing in a consultant to assess metrics about scholarship impacts.

1. Regular District-wide Covid-19 Updates

Chancellor Pan raised this issue in response to feedback received at the board meeting. Chancellor Pan will meet with Earnest Phillips and Andrew Svec to find a quick means of transmitting covid-related updates.

1. 2023-202? Strategic Planning Process

The current strategic plan ends in 2023. Kurt presented a phased plan for developing our new strategic plan. CEC discussed the timing of the project and when to form a steering committee. Chancellor Pan will discuss the possibility of a one-year extension of the current strategic plan with the Board Chair.

1. Draft 2022-2023 Holiday Dates

A five-year Academic calendar has been drafted. CEC reviewed the timing of Winter Break for 2022 and 2023. We will be open on Monday, December 19, 2022, and then closed the 20th-26th.

1. Board meeting discussion

Chancellor Pan shared feedback from Executive Session. The board is working on a statement of support for the decisions made by the chancellor and executive leadership team. Dr. Pan also asked for feedback on some labor relations and negotiations issues.

1. March 14 and March 28 CEC meetings, online or in-person?

CEC decided to meet once a month in-person and once a month on zoom. The March 14 meeting will be on zoom and the March 28 meeting will be in-person.

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

The notes were reviewed and will be posted on the CEC website.

1. **Personnel Requests**
2. Outreach Coordinator (North)
3. Executive Assistant to the Vice President of Finance and Administration (South)
4. Program Coordinator, Advising and Career Services (Central)
5. FT Faculty, Art (North)
6. Food Service Manager 3 (South)

The positions were reviewed and will be posted.

The next CEC meeting is February 28.