**Chancellor’s Executive Cabinet**

9:00-12:00, April 25, 2022

Seattle Central College

Broadway Performance Hall Boardroom

**Notes**

**Attendance:** Shouan Pan, Rebecca Zeller, Chemene Crawford, Kurt Buttleman, Jennifer Dixon, Kathie Kwilinski, Julienne DeGeyter, Terence Hsiao, Steve Leahy, Kerry Howell, Cindy Riche, Earnest Phillips

1. **Meeting with Evaluators for South Seattle College Mid-Cycle Accreditation Visit**

CEC met with Scott Morrison to discuss the strategic plan and key performance indicators for the District’s goals and South’s performance indicators.

1. **Operational Issues**
2. Equity Can’t Wait Fall 2022 event

Kerry Howell gave a preview of planning for an in-person Equity Can’t Wait Campaign event at Fremont Studios on October 12. The theme of the event is ‘Momentum.’ Funds raised will be put toward the Student Support Flex-Fund. The event team asked for CEC to help drive enthusiasm and tailor each college’s spotlight for the event.

1. Enrollment update

Kurt Buttleman shared Winter enrollment numbers, which were down 11% compared to last year. Early Spring enrollment numbers show a similar 11% drop compared to this time last year.

1. Policy and Procedure Review Process and Timeline

Jennifer Dixon asked CEC members to review the policy/procedure assignment spreadsheet and send any updates.

1. Canvas Merge Project

Kurt Buttleman informed CEC that the eLearning team has been meeting with faculty from the colleges to work on the project to merge Canvas into one instance.

1. Lifelong Learning Awards, nominations due April 29

Rebecca Zeller reminded CEC that nominations are due on Friday. She will be communicating with the presidents’ offices to monitor incoming nominations.

1. Central Presidential Leadership Transition

Yoshiko Harden’s last working day will be June 10. Chancellor Pan is working on an interim plan and will be meeting with Central’s cabinet and other stakeholders in the next few weeks.

1. AVC of EDI

Chancellor Pan is close to making an offer and will make an announcement soon.

1. **Standing Issues/Updates**
2. Review of Notes from April 11

The notes were reviewed and will be posted.

1. Pandemic Management

Steve Leahy gave an update on the student vaccination attestation review project.

1. Chancellor/Board Updates

Accreditation report, budget first reading.

The chancellor, along with the trustee recruitment subcommittee, met with two candidates for the upcoming vacancies.

1. Budget

Chancellor Pan talked about the timing of an announcement for discontinuing enrollment in certain programs at Central. Terence is working with the colleges on finalizing the operating budget.

1. Negotiations

Jennifer Dixon reported on ongoing negotiations with AFT. Pro Staff negotiations also continue.

1. Equity Can’t Wait campaign update

Kerry Howell reported on turnover in Foundation Scholarship management.

1. Commencement

The Commencement website is up. Mayor Harrell will speak at the Chancellor’s Reception.

1. College and District Division Updates

Chemene Crawford reported on Spring enrollment and positive trends that are being monitored. North is cutting about 215 sections in order to meet budget goals.

South is hosting evaluators for their mid-cycle evaluation.

Kathie Kwilinski reported that International applications are up for Fall 2022, but are coming to us from a different mix of markets.

Cindy Riche reported that IT Staff are going to begin taking vacation, making up for time that accumulated during covid and ctcLink conversion.

**III. Personnel Requests**

1. Associate Director of Marketing and Alumni Relations (District Foundation)
2. Director of HR (South)

The positions were reviewed and approved for posting.

The next CEC meeting is May 9 on Zoom.