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**Mission** As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

**Vision** Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., August 28, 2017

North Seattle College, President’s Boardroom

**Notes**

**Attendance:** Shouan Pan, Sheila Edwards Lange, Joe Barrientos, Earnest Phillips, Wendy Schneider, Dave Blake, Pete Lortz, Malcolm Grothe, Andrea Insley, Kurt Buttleman, Rebecca Hansen

**Absent:** Gary Oertli, Warren Brown, LaVerne Lamoureux

**I. Standing Issues/Updates:**

1. Review of notes from August 14

Executive Cabinet reviewed the notes and Rebecca Hansen will post them on the website.

1. Enrollment Report

Sheila Edwards Lange reported that compared to this time last year, Central is ahead in headcount and FTE for fall. Pete Lortz reported that South is behind from last summer and was down 40 FTE. For Fall, South is on pace with enrollment compared to this time last year. At North, summer quarter ended at 92 percent and they are currently at 72 percent for fall. Instead of dropping students who have not paid for fall, there is a calling campaign underway.

1. ctcLink

Kurt Buttleman reported that five statewide workshops have occurred and Daniel Cordas has led three of them. 35 additional workshops are scheduled during the upcoming year. The new state project director has started and in October will present a new project schedule proposal to WACTC.

1. Chancellor/Board Updates
2. Special Meeting to discuss foundation issues, PR campaign

There was a special board meeting on August 24. The board had a short discussion about foundation issues and the board’s interest in launching a PR campaign. Chancellor Pan, Kurt Buttleman and Earnest Phillips are working on a RFP. Chancellor Pan noted that there is some interest among community leaders to assist with the campaign.

1. College and District Division Updates – College Presidents and Vice Chancellors

Dave Blake reminded everyone to complete evaluations by August 31.

Sheila Edwards Lange announced changes in security staffing/shifts and discussed a proposed change in custodial staffing/shifts. She is meeting with custodial staff to discuss their concerns.

Malcolm Grothe confirmed that Seattle Colleges will receive $550K from JP Morgan Chase. The partnership with SHA is going to continue and SHA is funding two navigators at 160K. The City of Seattle has contributed 160K to support the College for Working Adults.

Wendy Schneider gave an update on the Raiser’s Edge clean-up project. During the cleanup, a list of annual donors who have assets was identified.

1. ASI Implementation

Chancellor Pan asked for feedback on the CIO job description. The position will be posted soon.

**II. Action Items**

1. WAC 132F-168-060, costs for paper copying

Dave Blake outlined changes to the fee structure for copies and fulfilling public records requests. These changes will make our WAC consistent with the RCW. **CEC approved of the revised WAC. The revised WAC will go to the board for a first reading in September and the public comment process will begin.**

1. Procedure 515

Pete Lortz introduced a rewritten procedure for Prior Learning Assessment. VPIs, workforce deans, transfer deans, student service deans, AFT representatives and faculty in the subject areas were all involved in the development of this new procedure. **CEC approved the procedure changes.**

CEC had questions about the fee structure and did not approve it today. The fee change request will occur in coordination with other fee changes and will require board approval.

**III. Operational Issues**

1. Capital Project Proposal, scorer nominations

WACTC has a new process for ranking major project proposals. CEC discussed options for each college. Central is submitting a proposal for the Broadway Performance Hall. North is not submitting a project. South is still contemplating whether they will submit.

SBCTC requested three names from each college and the state board will choose one of them. The college presidents will submit names by the September 25 deadline.

1. Meeting with NWCCU, notes

CEC reviewed the notes from a meeting with Les Steele and Pam Goad from NWCCU earlier this summer. Seattle Colleges needs to follow-up with NWCCU with a timeline and strategy for aligning the accreditation cycles of the colleges.

1. Personal Days

Dave Blake outlined a policy to give employees one personal day per year, as required by state law. **CEC approved the personal day policy.** Dave Blake will communicate with employees on how to take and track personal days in TLR. This will mainly impact exempt employees because WFSE/AFT have a personal day in their contract. This will be effective October 1 and will reset in January 2018.

1. New Hire/Change Start Dates

Dave Blake proposed a change to start all new employees on the 1st or 16th of the month and efficiencies in the onboarding process. **CEC approved creating consistent new employee start dates.** Dave Blake will come back to CEC with the content/format of New Employee Orientation.

1. District policy on identification cards

Sheila Edwards Lange inquired about interest in moving toward a combined ID/key card and requiring all employees to have one. CEC agreed to move toward a Seattle Colleges employee ID, instead of issuing them by college. The initiative will start at Central and then go districtwide as needed/possible at each site. Dave Blake will talk to union leaders.

**IV. Personnel – Action** (Chancellor, Presidents, Kurt and Dave)

1. New/Replacement FT positions
   1. Assistant Director, New Student Services (South)

**This position is approved for posting.**

* 1. Director of Grants and Initiatives (Central)

**This position is approved for posting.**

The next Executive Cabinet meeting is on September 11 at Seattle Central College.