**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., October 12, 2017

South Seattle College, President’s Boardroom

**Notes**

**Attendance:** Kurt Buttleman, Warren Brown, Shouan Pan, Dave Blake, Malcolm Grothe, Earnest Phillips, Rebecca Hansen; **Guest Presenters/Representatives:** Bradley Lane, Elizabeth Pluhta, Victor Kuo

1. **Workshop:** Strategic Plan Strategies and Measures

Victor Kuo led a discussion about the strategies and measures that will be adopted to complete our strategic plan. The following topics were discussed and debated:

* Disaggregated data: More discussion is needed to determine the best approach. What makes sense given our student demographic and the community at large? This data needs to be meaningful and informative when reported externally. International students are not included in the Student Achievement cohort so won’t be included in this comparison. The group discussed using the same categories as Seattle Public Schools.
* Concerns were raised about using STARS as a measure. Leadership agreed that no new work should be created at the colleges. Adam Mauer will work with the colleges to collect and report the data.
* Stretch Goals = 2% increase in retention and completion.
* Clarify ‘Sustainability’ to ‘Organizational Sustainability’ (OE3).
* Add a strategy for student success to promote and support excellence in teaching and learning. There was discussion about how to measure this strategy.
* CEC agreed to shift SEM to student success and add retention and completion.
* The college Operational Plan template was presented.
* The Educational Master Plan has sunsetted and elements have been incorporated into the Strategic Plan.
* Victor will revise the strategies and measures and CEC will spend 1-2 more sessions in November to finalize them. The strategies and measures will be presented to the board in December.
1. **Standing Issues/Updates:**
2. Review of notes from September 11

CEC reviewed the notes and they will be posted on the website.

1. Enrollment Report – College Presidents

10th Day Enrollment Report: As a district, we are down about 3% from this time last fall. Central’s Running Start enrollment has almost doubled from last year which is helping to offset the decrease in international enrollment. Dr. Lane noted that light rail may be having a positive impact on student access to the campus. North’s budget cuts had an impact on course offerings for fall but average class size is up by 2. President Brown reported that enrollment services offered a day of Saturday services and 40-50 students came for enrollment assistance that day. Feedback indicated that the Saturday services were helpful for working students. Malcolm Grothe encouraged the colleges to use a navigator from the College for Working Adults to give additional support. South reported a decrease in BTS and an increase in Running Start. They also have their largest class of 13th Year students, totaling about 150.

1. Budget

The revised FY2017-18 budget will be presented to the board this afternoon. The board continues to ask for more information and engagement on the budget.

1. ctcLink

Kurt Buttleman distributed a project status report, schedule for statewide common process workshops, and the governance framework.

1. Chancellor/Board Updates

We do not have an updated timeline for the announcement of a new trustee. WACTC going to invite the governor’s staff to an upcoming meeting to discuss the appointment process. Chancellor Pan and three trustees went to the ACCT Leadership Congress earlier this month in Las Vegas. Trustee Gayton presented on BAS programs. Trustee Hill and Chancellor Pan presented on budgeting.

1. College and District Division Updates

Dave Blake reminded everyone that bargaining with AFT-SPS begins this week.

Malcolm Grothe reported that Chancellor Pan is serving on a King County/City of Seattle leadership group that looks at regional workforce issues. Seattle Public Schools and the Port of Seattle recently toured area skill centers because the Port is interested in investing in skill centers. Malcolm Grothe will serve on the policy committee for that group. He is also involved with SPS and a 1+3 campaign, which aims to encourage students to pursue Running Start plus 3 years of college to get a BAS degree.

Kurt reported on the COOP plan. The City of Seattle wants to do a citywide training for colleges.

Earnest Phillips’ team is working on the 13th year campaign and now has access to SPS directory information.

1. ASI Implementation- Shouan Pan
2. Notes from Board Retreat

Chancellor Pan has had follow-up conversations with some of the trustees. Board members want more budget information and accountability for various ASI projects.

1. Jean Floten’s recommendations for implementation

Jean Floten’s email to the board was shared with CEC and will be distributed to the board.

1. **Action Items**
2. Emeritus Policy Revisions

Dave Blake presented revisions to Policy 478. CEC discussed the purpose of emeritus status and agreed that the central purpose is to recognize exceptional employees and allow them to retain their title after retirement. CEC agreed that this is a special status and the eligibility criteria should be elevated to make sure this is a special status for exceptional contributions to the district. The benefits should be updated and a procedure needs to be clarified. CEC also discussed ways to recognize exceptional classified staff and retiring employees who do not meet the emeritus criteria. Warren Brown suggested adding a different level of status to recognize outgoing employees, a Distinguished Service Award. Dave Blake, Jennie Chen and Rebecca Hansen will meet to revise this policy and develop a procedure to bring back to CEC.

1. Emeritus Status for Sharon Simes

Sharon Simes has a long record of service across the district and has worked at all three colleges. She is a statewide leader and has a record of external service and recognition. CEC approved Emeritus Status for Sharon Simes. This recommendation will go to the board for their consideration in November.

1. Retention Increase Procedure

Dave Blake proposed revisions to the retention increase procedure that was developed in Fall 2016. Under the revised procedure, a written offer is not needed; being a finalist is the new standard. CEC had a discussion about the difficulty of retaining high performing employees. Dave Blake will revise the procedure and bring it back for another review.

1. **Operational Issues**
2. Bookstore Update

Kurt Buttleman shared the results of a student survey and reported that sales at the bookstores are down. The bookstore would like more access to communicate with students and faculty. CEC agreed to provide the bookstore with access to email for students and faculty.

1. Seattle College Navigators

Earnest Phillips shared a list of employees across the district with ‘navigator’ in their title. Malcolm and Earnest are going to do an analysis of the services offered by navigators and how they are assisting with enrollment. Earnest would like to integrate the navigators into using the CRM. CEC agreed that we need to build and strengthen these resources.

1. Hiring Committees and Search Advocates

Dave Blake began a discussion about the OSU Search Advocate program and asked CEC to consider whether or not all committees should be required to have a search advocate. CEC discussed the role and workload for search advocates and the value of developing our own search partners program. Dave Blake will form a committee to work on implementing a guideline to include a search advocate, or something similar, in all searches and develop an internal search advocate training curriculum and a manual for search committee chairs and members. Dave Blake will also come back to CEC with guidelines for the makeup of search committees.

1. Director of Government Relations –Shouan Pan

Chancellor Pan asked for input on the role and duties for the Director of Government Relations.

The next Executive Cabinet meeting is on October 23 at North Seattle College.