**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., March 11, 2019

Seattle Central College, BE4180A

**Notes**

Attendance: Shouan Pan, Warren Brown, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Jennifer Howard, Kurt Buttleman, Cindy Riche, Earnest Phillips, Andrea Insley, Steve Leahy, Traci Russell, Rebecca Hansen

1. **Welcome**
2. Michelle Valint, Environmental Health and Safety Manager

Jennie Chen introduced Michelle Valint, the Environmental Health and Safety Manager. She is the occupational safety person; we are in the process of hiring an environmental health and safety person. Michelle told CEC about some of the projects that she is working on.

1. **Standing Issues/Updates:**
2. Review of notes from February 11

CEC reviewed the notes and Warren Brown noted a correction. They will be posted on the website.

1. Chancellor/Board Updates

Shouan Pan reminded CEC of the board meeting this week and gave an update on the confirmation process for trustees.

1. Budget

Jennifer Howard reported that budget forums at each of the colleges and Siegal Center have been scheduled for late April. Student S&A budgets are also under development and they will be presented to the board in May. Her staff is working on a flexible model budget spreadsheet to present to CEC on March 25. A tuition report will also come to CEC on March 25.

1. Seattle Pathways

Kurt Buttleman reported that a Seattle Pathways milestone has been reached: each student will now have an assigned advisor. Advisors will begin using Starfish on April 15 and students will begin using it on May 1. He gave an update on the Seattle Pathways steering committee and an upcoming retreat to develop a 3-year implementation plan. He reported that work on directed self-placement for English has been active at South and that a Math placement meeting with SPS is scheduled. Earnest Phillips reported that an orientation video is in production.

1. ctcLink

Last week, State Board staff came to visit Seattle Colleges to begin the Initiation Phase of our ctcLink deployment. Daniel Cordas’ team is working through the pre-implementation checklist. Kut Buttleman noted that there are concerns about staffing capacity at the state level.

1. Seattle Promise

Shouan Pan outlined current work with DEEL and the Mayor’s staff to prepare for the upcoming city council hearing. An FAQ for teachers will be developed and posted on the website.

1. Foundation transitional issues

Traci Russell updated CEC on foundation activities. She noted that if there is interest in Seattle Colleges hosted events in the coming year, March is the month to make those proposals. She also reported that a donor letter is scheduled to go out this week and that employee giving processes are in place. Traci shared the Seattle Promise Blue Ribbon group invitation list and asked for CEC feedback and additional names to add to the list.

1. College and District Division Updates

Warren Brown gave an enrollment update. Enrollments are down from this time last year.

Earnest Phillips announced that a CRM administrator has been hired. Seattle Colleges is running targeted ads for Art Institute students.

Rosie Rimando-Chareunsap announced that South’s self-study accreditation report is posted.

Warren Brown announced that North’s mid-cycle report is posted.

Kurt Buttleman announced that there is an internship grant opportunity through AACC, and that staff are preparing an application.

1. **Operational Issues**
2. Spring Employee Training

Jennifer Howard proposed three trainings for employees this spring: State ethics training, understanding bias (would be mandatory for exempt and professional exempt), and contract training. CEC discussed whether or not to make it mandatory for exempt and professional exempt employees and decided that bias training will not be required, but will be strongly encouraged.

1. Strategic Plan, scheduled updates to the board

Kurt Buttleman presented a timeline for presenting Strategic Plan updates to the board.

1. FY18 financial statement

Susan Dresser gave an overview of the FY18 financial statement. She outlined the timeline, purpose and content of the report. She also outlined the expected content of the FY18 audit report.

1. Faculty Development Grant budget

Kurt Buttleman informed CEC that the $60,000 set aside for faculty professional development has been spent. CEC is not allocating additional funds but will refer applicants to their deans or the foundation to see if alternative funds are available.

1. Co-hosting Spring 2020 League Conference

Shouan Pan has reached out to Bellevue College to co-host the conference. Seattle Colleges will need to provide volunteers and A/V support.

1. Communication plan for the revision of the Severance Pay Policy

A message will go out to exempt employees on Thursday, ahead of the board’s first reading of the new policy, and a meeting for exempt employees has been scheduled for the following week.

1. Innovation of the Year award

The application period for the Innovation of the Year award from the League for Innovation is open. Kurt Buttleman asked CEC for ideas for nominations.

1. Commencement

Earnest Phillips gave CEC an update on Commencement:

* The commencement steering committee has met and LaTriece Arthur is leading it.
* Commencement will start at 5:00pm.
* The budget for the event is $100,000. If additional funds are needed, CEC is the group that will review the request.
* Mayor Durkan cannot attend commencement but may shoot a video to highlight the Seattle Promise.
* The committee recommends that the pre-function is targeted to faculty.
1. **Action Items**
2. Distribution Model

Jennifer Howard outlined the current model, the proposed model for 2019, and what a pooled tuition model would look like. Chancellor Pan will consider all of the input he has received before adopting a new model for one year.

1. **Personnel Requests, Chancellor and Presidents**
2. Program Coordinator, Educational Support Services (South)
3. Payroll Manager (Siegal)
4. Executive Assistant to the VPI (Central)

The three positions were reviewed by the chancellor and presidents, and approved for posting.

The next Executive Cabinet meeting is March 25 at Siegal Center.