**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., May 20, 2019

Siegal Center, Boardroom

**Notes**

**Attendance:** Shouan Pan, Jennifer Howard, Kerry Howell, Malcolm Grothe, Kurt Buttleman, Cindy Riche, Warren Brown, Sheila Edwards Lange, Earnest Phillips, Rosie Rimando-Chareunsap, Rebecca Hansen

Guests: Traci Russell, Bruce Riveland

1. **Standing Issues/Updates:**
2. Review of notes from May 6

CEC reviewed the notes and they will be posted.

1. Chancellor/Board Updates

Shouan Pan reminded CEC that the board retreat is scheduled for the afternoon of May 28. CEC members are invited to join from 2:00-6:00.

1. ASI Implementation

Shouan Pan will update the board on ASI to date and the next phase. International Programs is among the next phases.

1. Budget

Jennifer Howard presented an updated proposed split between the colleges for the Siegal Invoice. CEC affirmed the 42/29/29 split.

Chancellor Pan asked for more information on a few budget requests before he makes a decision on which items to fund. CEC members will see the final budget before it is sent to the board.

1. Seattle Pathways

Kurt Buttleman gave an update on Starfish; over 2,000 appointments have been made with advisors. He also shared that we are exploring aligning Seattle Colleges’ areas of study with the State Board’s meta-majors. Earnest reported on a recent Pathways steering committee meeting.

1. Seattle Promise

Kurt Buttleman reported on attendance at the first Readiness Academy, make-up sessions are scheduled for students who missed the first one. He also reported on negotiations with the city on next year’s contract. Shouan Pan reported on discussion about the endowment funds.

1. Legislative Update

Shouan Pan sent thank you notes to key legislators.

1. Foundation transitional issues

Kerry Howell gave an update on the Seattle Promise Blue Ribbon Committee. She informed CEC of some internal staff restructuring. She also gave an update on the Commencement reception.

1. College and District Division Updates

Employee Service Awards are being held at the colleges.

Malcolm Grothe announced more funding from Chase ($500K). The HEET grant was renewed. He also gave an update on program development.

Rosie Rimando-Chareunsap gave an update on commendations and recommendations from the accreditation team. CEC discussed the need for a review/update of our district policies.

Warren Brown shared feedback from the mid-cycle evaluation.

Jennifer Howard reported on communication to employees about the Landed downpayment assistance program. She also reported on Red Cross training, Ethics training, and Implicit Bias training.

1. **Action Items**
   1. WAC 132F-126 Required Emergency Medical Leaves of Absence

Kurt Buttleman brought a proposed new WAC back to CEC. CEC gave some feedback. Kurt will continue to monitor this through the public hearing process.

* 1. Staff Relationships Policy and Procedure

Jennifer Howard presented an updated proposed relationships policy and procedure. This will come back to CEC in the fall for review before it goes to the board for a first reading this fall. CEC discussed communication to employees about the new policy/procedure. The Chancellor’s Office will send notice to employees when it will be on the board agenda.

* 1. Part time hourly costs

Jennifer Howard shared estimated costs for the COLA and regional pay increase for part-time employees. Part time hourly employees who are part of the union (working more than 350 hours in a 12 month period) are entitled to the same increases as other WFSE employees. CEC agreed

not to provide negotiated increases and 5% regional pay to students and non-WFSE part time hourly employees.

1. **Operational Issues**
   1. International Programs

Shouan Pan reviewed the outcomes of the retreat with the IP leadership team. Andrea Insley is coming to an upcoming Chancellor/Presidents meeting to give a preview of potential leadership structure. The Intensive English program review is underway parallel to the International Programs consolidation.

* 1. Interim and permanent searches for VCHR and VC Finance & Operations

Chancellor Pan is considering candidates for interim roles in HR and Finance & Operations. He also shared a proposed timeline for the searches for permanent vice chancellors.

* 1. OBG recommendation on fund distribution

Shouan Pan led discussion about the scheduled WACTC vote.

1. **Personnel Requests** 
   1. FT Tenure Track Apparel Design & Development Instructor (Central)

The chancellor and presidents reviewed the request and approved the position for posting.

* 1. ctcLink Finance position

This position was approved to be posted.

The next Executive Cabinet meeting is June 10 at South Seattle College.