**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., August 10, 2020

Zoom

**Notes**

Attendance: Shouan Pan, Choi Halladay, Chemene Crawford, Steve Leahy, Cindy Riche, Kathie Kwilinski, Kurt Buttleman, Sheila Edwards Lange, Rosie Rimando-Chareunsap, Kerry Howell, Earnest Phillips, Jennifer Dixon

Guests: LaTriece Arthur

**Operational Issues**

1. Commencement

LaTriece Arthur gave an update on preparation for mailing the ‘Commencement in a Box’ packages. Expected delivery date to graduates is the end of August or early September.

1. Convocation

LaTriece reported on planning for Convocation. The theme this year will be: Engage in Community, A Virtual Convocation of Faculty & Staff. CEC gave input on various elements of the program. CEC decided that the Convocation date is reset for Wednesday, September 23.

1. Siegal Emergency Procedures and Communication

Choi Halladay briefed CEC on how the procedures and communications worked following the positive COVID-19 case at Siegal Center. CEC confirmed that the Administrator in Charge (the chancellor or his designee) will make the final call on building closures.

1. Open Forum with Faculty

Jennifer Dixon and Choi Halladay provided an update on negotiations with AFT. Chancellor Pan requested assistance to prepare response to a letter from the AFT Executive Board addressing concerns that were raised about the Budget Task Force and to share budget data. Chancellor Pan asked CEC for their thoughts on changes to the makeup of the Budget Task Force. Chancellor Pan also asked for CEC input on hosting an Open Forum for Faculty. CEC decided to prepare a memo to all employees.

1. Tenure Reception, October 12

The event will be held virtually. Chancellor Pan outlined elements of the program, including a ‘Celebration in A Box’ that will be mailed to recognized faculty.

1. Coordinating timing of future RIF

Chancellor Pan asked for discussion on how the colleges and district can coordinate RIF decisions and communication about budget cuts. CEC discussed the difference between structural cuts and COVID-related cuts. Presidents discussed program closures, voluntary separation deadlines, and timing of decision-making.

**Standing Issues/Updates:**

1. Review of Notes from July 27

The notes were reviewed and will be posted.

1. Managing COVID-19 Pandemic

Kurt Buttleman informed CEC that he is working with SPS on coordinating our Running Start schedule.

1. Chancellor/Board Updates

Chancellor Pan is working with board members to urge support for Trustee

Batayola’s reappointment. A fiscal subcommittee meeting is being scheduled.

1. Budget

Choi Halladay will be providing college budget directors with additional state data today.

1. Seattle Pathways

The Pathways leadership group is meeting later today. The English self-placement tool is one item under discussion. CEC discussed how Guided Pathways money from the state will be allocated.

1. ctcLink

Kurt Buttleman reported on ongoing work to prepare for our conversion in February 2021. Finance continues to be an area of concern due to capacity.

1. Seattle Promise

Kurt Buttleman shared good news about 656 incoming students who have confirmed class schedules for fall.

1. College and District Division Updates
2. IEP Org Charts: Kathie Kwilinski shared new org charts for IEP. Changes take effect on September 1.

The next Executive Cabinet meeting is August 24.