**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., July 26, 2021

Zoom

**Notes**

Attendance: Shouan Pan, Rosie Rimando-Chareunsap, Sheila Edwards Lange, Chemene Crawford, Earnest Phillips, Malcolm Grothe, Kathie Kwilinski, Cindy Riche, Kerry Howell, Kurt Buttleman, Jennifer Dixon, Terence Hsiao, Rebecca Hansen

1. **Operational Issues**
2. Final Review of Districtwide Operational Plans

Kurt Buttleman shared a new iteration of the operational plan that lists the major tactics that support the strategic goals, and our strategies for achieving them. CEC discussed the document and personnel power needed to work on the tactics. They also discussed ways to combine similar tactics and streamline the document. Chancellor Pan would like the board’s goals to inform the tactics we will focus on for the coming year. South’s accreditation visit is coming up in April and they will rely on this document during that visit. This document will eventually be distributed and posted on the website, and presented the board as an information item.

Chancellor Pan asked members to review the document carefully and it will be brought back for focused discussion at the next CEC meeting.

1. Disposition of Siegal 119

Terence Hsiao presented a proposal from Aveda salon to expand their lease to add Room 119. Library Technical Services is currently occupying that space. This proposal will be reviewed by the Siegal Executive Team at their next meeting.

1. Convocation and President’s Day

Earnest Phillips presented a recommendation to delay Convocation and President’s Day due to concerns with large groups being indoors. CEC discussed the calendar and impacts if the events were delayed, as well as format options for the events. CEC discussed the objective of the event and agreed that engagement, building enthusiasm, and getting together to reengage for the new academic year were the primary goals. CEC decided that the dates will not change. The program will be on Zoom, and outdoor activities will be planned. LaTriece and the Convocation Planning Team are asked to discuss and forward a proposal of specific activities.

1. WACTC Retreat, vaccination policy

Chancellor Pan reported on the status of WACTC colleges and whether they are going to be fully vaccinated campuses, and whether they will institute mask requirements.

1. **Standing Issues/Updates**
2. Review of Notes from July 12

The notes were reviewed and will be posted.

1. Managing COVID-19 Pandemic

The message that went out last week to Seattle Colleges employees is being replicated by other colleges. The updated Infection Control Plan will be presented to ERT this week.

1. Chancellor/Board Updates

Trustee Surratt had an onboarding orientation session that went well. A joint retreat with CEC and BoT is scheduled for October 1. Chancellor Pan talked about ctcLink reporting and transparency.

1. Budget

Terence Hsiao shared a recent discussion with the VPAs regarding the 2.5% budget reduction. Chancellor Pan will use a subcommittee of the District Council to review the District Office budget. Kathie Kwilinski reported in international enrollment and application rates are increasing but we are at the beginning of a 3-year rebuilding cycle.

1. ctcLink

Kurt Buttleman sent a newsletter on Friday. They’ve added a section to the weekly newsletter on statewide system updates. A new security update will be added at the end of this month. He also reported on Spring enrollment numbers, which were down 5% off from last year.

1. Seattle Promise

Kurt Buttleman reported that 996 students finished the Readiness Academy. A financial aid deadline is approaching on August 1. The Promise team is gathering data requested by state legislators who have shown interest in the high completion rate of FAFSA and WAFSA by Promise applicants. The Guardian published an article featured a Promise student when talking about the Biden plan. Shouan Pan reported on a DC consulting group that is advising the White House on drafting the promise legislation.

1. Guided Pathways

Earnest Phillips shared that prioritization of Pathways projects and a focus on increasing enrollment. Kurt reported on a meeting about recruitment, application and onboarding with the VPs, financial aid directors and recruiters. They have a goal to align their processes and deadlines in the coming year.

1. Negotiations with AFT

Jennifer Dixon reported that retro payments (related to STEAM dollars) for part-time faculty did not go out with the last paycheck but they will be paid on the next one.

1. Equity Can’t Wait campaign update

Kerry Howell reported on fundraising to support positions for 3 years. She also reported on finance and administration staffing.

1. College and District Division Updates

Earnest Phillips reported on the development of the catalog. It will be organized by areas of study.

A farewell reception for Sheila Edwards Lange is scheduled for August 27.

Malcolm Grothe reported on corporate training, which netted about $250,000 this year. Five microcredential programs are slated to start soon.

Chancellor Pan reminded CEC members to complete their performance evaluations.

1. **Personnel Requests**
2. Program Coordinator, Security (Central)
3. Fiscal Analyst 3 (Siegal)
4. Executive Director of Finance (Siegal)

The positions were reviewed and are approved for posting.

The next CEC meeting is August 9.