**Chancellor’s Executive Cabinet**

9:00-11:30 a.m., June 26, 2017

NSC, President’s Boardroom

**Notes**

Attendance:Shouan Pan, Dave Blake, Mary Ellen O’Keeffe, Andrea Insley, Kurt Buttleman, Gary Oertli, Sheila Edwards Lange, Earnest Phillips, Warren Brown, Malcolm Grothe, Rebecca Hansen

Absent: John Sharify, LaVerne Lamoureux

**I. Standing Issues/Updates:**

1. Review of Notes from June 5

Rebecca Hansen noted edits to the notes and will get data from Joyce Hansen on how many people are accessing the minutes on the website.

1. Chancellor/Board Updates

The Strategic Planning subcommittee met and revised the mission, vision, and values. At the July board meeting, there will likely be a recommendation to adopt/approve the mission, vision, values and goals. The next step is to develop strategies and measurements to present at the September board meeting.

1. College and District Division Updates

Warren Brown reported that the King County Council is no longer having an open session at NSC on June 28.

Gary Oertli and his team attended the fifth Pathways institute last week, which focused on pathways to employment. The final institute is in Seattle in October. Gary reported that his duties as WACTC President are wrapping up with Marty Brown’s retirement and the final state board meeting. President Oertli also reported that South is moving forward with demolition of the Cascade Court building.

Sheila Edwards Lange reported that Central recently signed their first MOU/articulation agreement with a historically black college, Wilberforce University. Seattle Central College is going to sign agreements with other historically black colleges and will participate in a college fair at Garfield for students who are interested in attending a historically black college.

Kurt Buttleman followed up on a news report about a server security breach at WSU. Seattle Colleges has policies and procedures in place to regulate employee data use and a reminder of those policies will be sent to faculty and staff. Kurt also reported that penetration testing of our network will begin soon. Testing will focus on credit card security.

Dave Blake asked CEC members and other administrators to complete the exempt evaluations. HR will continue generating reports on who has completed their evaluations.

Mary Ellen O’Keeffe reported that all three nursing programs are admitting students for fall quarter. She also reported that interviews for the Associate Dean position are scheduled.

Malcolm Grothe reported that the Workforce deans, BTS deans and grant writers met last week to budget for the 600K grant from JP Morgan Chase.

1. Legislative Update

Earnest Phillips and Chancellor Pan are preparing a message to employees that will be sent if there is no budget agreement by June 30. That message will be shared with the presidents for input. President Brown noted specific impacts on OCE&E, DSHS, and ESD employees at North.

1. Enrollment Report

Central’s headcount for summer is higher than last year at this time. South’s enrollment looks ok for summer. North’s summer enrollment is not as strong as last summer. Some of the decline can be explained by budget cuts. North is currently at 97% for summer and they expect to be at 97% for fall as well. The district target will be lower next year when the new formula is implemented.

1. ctcLink

Kurt Buttleman recently met with the new ctcLink director who was hired by SBCTC to lead the statewide project.

**II. Action Items**

1. WAC 132F-116, Traffic Rules and Regulations

Jeff Keever led a districtwide review with transportation directors at the colleges and Kurt Buttleman presented proposed changes to the traffic and parking rules. CEC asked questions about the fine amounts and how they were benchmarked. **CEC agreed that the handicapped fee**

**should be raised. Kurt Buttleman will adjust the handicapped fee and will also look at the language related to towing contracts to allow flexibility for the colleges to choose towing companies. Cabinet members will send their comments to Kurt and the revised WAC language will come back to CEC on July 10.**

1. Procedure 432, Employee Termination Procedure

Dave Blake proposed a new procedure when terminating employees. CEC feedback included clarifying the language about email/tech access and looking into whether language regarding faculty and grades could be added. **Dave Blake is going to revise the procedure and bring it back to CEC at a future meeting. Kurt Buttleman said he would send Dave Blake additional items to add to the supervisor checklist.**

1. Proposal to Increase Tuition for Intensive ESL Program Courses

Andrea Insley noted a decline in international enrollment in our district and at community colleges across the state and country. For financial reasons, the district international programs directors recommend a 10% midyear tuition increase for contract students. This would bring tuition to $2970. **CEC approved the 10% midyear increase for international contract students. This fee increase will go to the Board of Trustees for the first reading in July.**

**III. Operational Issues**

1. Operational Priorities: Enrollment

Sheila Edwards Lange presented a draft report from the committee. The committee gathered information through a secret shopper study and interviews with students who applied to our colleges but did not enroll. The committee’s report recommends 7 key areas for improvement. In order to implement the recommendations, the chancellor asked Sheila Edwards Lange to convene a group to design an implementation plan for each of the 7 areas. He requested an executive summary to define the charge moving forward for each recommendation, who is taking the lead, and the timeline for implementation or reporting back. VPSS, VPI, and faculty should be involved with implementation. Mary Ellen O’Keeffe will provide Sheila Edwards Lange a list of people to involve in vetting and moving the recommendations forward.

1. Commencement Debrief

The Commencement committee is going to meet to debrief. Please provide comments to VPSS and commencement co-chairs.

1. Future Capital Construction Projects

Executive Cabinet discussed the impacts of new project scoring guidelines. Under the new scoring system, none of the Seattle Colleges projects will meet the threshold for consideration for funding. The deadline for submitting a project is December 2017 and the list generated in this process will guide state funding for capital projects for the next 20 years. Kurt Buttleman will schedule a meeting with the chancellor, presidents and Wayne Doty to seek clarification on the new process and identify impacts on Seattle Colleges.

1. Seattle Colleges Strategic Plan, revisions for Second Reading

Chancellor Pan presented an updated strategic plan that includes revisions by the board subcommittee. He asked CEC to send him their feedback on the revised language.

1. ASI recommendations, agenda for meeting on 6/27

Shouan Pan presented an agenda for the meeting with deans and other district leaders tomorrow. A half day follow-up ASI retreat for the presidents and vice chancellors is scheduled for July 17 at Pacific Tower.

1. Phase I Raiser’s Edge Analytics

Mary Hackett from Ravela Insights joined the meeting by phone. Wendy Schneider gave an update on Phase 1 of the Raiser’s Edge clean-up and the consultant provided analytics on our current donor base.

Chancellor Pan informed CEC that he has hired Jan Glick to assist with facilitation for the joint foundation task force.

The next Executive Cabinet meeting is on July 10 at Seattle Central College.