**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., January 29, 2018

Siegal Center Boardroom

**Notes**

**Attendance:** Shouan Pan, Peter Lortz, Warren Brown, Bradley Lane for Sheila Edwards Lange, Dave Blake, Kurt Buttleman, Cindy Riche, Earnest Phillips, Malcolm Grothe, Andrea Insley, Steve Leahy, Rebecca Hansen, Wendy Schneider by phone

1. **Standing Issues/Updates:**
2. Review of notes from January 8

Rebecca Hansen will post the notes.

1. SEM

Most of the established subcommittees have met at least once. Earnest and Kurt are developing additional instruction-based subcommittees. A reporting form is under development and it will be presented at the first SEM steering committee meeting on February 12.

1. Budget

Kurt Buttleman gave an update on the capital budget and the draft district budget priorities. Shouan Pan will send the budget priority document to CEC again and it will be shared with the board in February.

1. ctcLink

Kurt Buttleman presented a memo with a recommendation for ctcLink project team staffing. A budget and description of what staff will do in the interim period will be presented at the next meeting.

1. Chancellor/Board Updates – Shouan Pan

Rosa Peralta attended ACT and is going through internal onboarding. Chancellor Pan mentioned that there may potentially be another vacancy on the board when Trustee Gayton’s term expires this fall.

1. Monthly report to the board

Please review the report template and submit items for the report to Rebecca each month.

1. College and District Division Updates – College Presidents and Vice Chancellors

Peter Lortz gave an update on the work he did in Olympia last week. Major topics discussed included a new dedicated reentry department and apprenticeship/career connected learning. The student delegation from South focused on DACA. Interim President Lortz also noted that state enrollment is down compared to this time last year in part due to budget and class offering cuts.

Warren Brown announced that North is looking at making an adjustment with their international enrollment budget. Dr. Brown has applied for a Fulbright Scholarship and will share dates and details as he receives more details.

Bradley Lane reported that Central is ahead for state FTEs for winter enrollment compared to last year.

Malcolm Grothe announced a City of Seattle grant to hire a navigator with Seattle Public Schools. He also reported that he and Kurt Buttleman are meeting with representatives from SPS this week.

Andrea Insley gave an update on global initiatives.

Kurt Buttleman announced that commencement will be June 19 at 4:00pm. He also shared an enrollment reporting template and asked for feedback.

Shouan Pan announced that Vice Chancellor assignments for the presidents will shift in focus.

Earnest gave an update on the academic calendar and catalog. The add/drop deadlines for the coming year will be the same as this year, North and Central will use day 10 as the cutoff. South will use day 5.

1. ASI Implementation

Shouan Pan is reconvening the ASI leadership group to review the budget priorities.

1. Legislative Update

Steve Leahy gave an update on regional pay.

1. **Action Items**
2. Policy 203, Sub Delegation of Signing Authority

Kurt Buttleman presented a new policy to sub-delegate signing authority. Kurt Buttleman will give feedback to the business officers and either revise the policy or decide not to implement one.

1. Procedure 265, Cell Phone Smart Device Service

Kurt Buttleman presented a procedure for a $20/month reimbursement for employees who use a cell phone for work purposes. Kurt Buttleman will take feedback from CEC and revise the policy or decide not to implement one.

1. **Operational Issues**
2. Seattle Promise Scholarship, issues and developments – Shouan Pan
3. Seattle Promise Program Advisory Panel

Dr. Pan presented a draft memo to the foundation board chairs and is forming an advisory panel.

1. Convocation 2018

Earnest Phillips made a recommendation to hold Convocation on September 18 and President’s Day on September 20.

1. Quinn-Thomas update

Earnest Phillips presented a draft public affairs plan.

1. **Personnel – Action** (Chancellor, Presidents, Vice Chancellors)
2. New/Replacement FT positions +
	1. Student Development Specialist, STEM-IT Programs (Central)

Approved for posting.

* 1. HR Coordinator (Central)

Approved with Central’s funding through FY 2018-19.

* 1. Accountant (Siegal)

Approved for posting.

* 1. FT ECE Instructor (North)

Approved for posting.

\*The next Executive Cabinet meeting is on February 5 at South Seattle College.

+ indicates that there is an attachment in the packet for this agenda item.