**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., June 25, 2018

North Seattle College, Boardroom

**Notes**

Attendance: Shouan Pan, Warren Brown, Sheila Edwards Lange, Pete Lortz, Kurt Buttleman, Cindy Riche, Jennifer Howard, Traci Russell, Earnest Phillips, Rebecca Hansen

Absent: Andrea Insley, Wendy Schneider, Steve Leahy, Malcolm Grothe

1. **Standing Issues/Updates:**
2. Review of notes from June 11

CEC reviewed the notes from June 11. They will be posted.

1. SEM

Kurt Buttleman reported that the SEM subcommittee chairs are preparing for a meeting to review the subcommittee recommendations and make a recommendation on next steps to the SEM steering committee. The next SEM steering committee meeting is on July 12. At the July Board of Trustees meeting, there will be an enrollment report and an update featuring programs implementing SEM progress.

1. Budget

Jennifer Howard gave a report on Nursing FTEs and the IT budget.

1. ctcLink

Kurt Buttleman had no major changes to report. The new governance structure continues to do its work.

1. Seattle Promise, Levy Campaign

Sheila Edwards Lange reported that the internal design team met last week. She shared data on the number of students who applied and the number who are on track for enrollment in the fall. The Seattle Promise Director job posting has closed and Kurt Buttleman is leading the committee that will review applications. There is a levy signing ceremony this Wednesday that the chancellor and others will attend.

1. Chancellor/Board Updates

Chancellor Pan reported that board officers for 2018-19 were nominated in June: Louise Chernin was nominated to continue as Chair and Steve Hill was nominated to continue as Vice Chair. The

chancellor is still recruiting and vetting candidates to fill the pending board vacancy and asked for input on individuals who may be interested in serving.

1. College and District Division Updates

Jennifer Howard is going to make an announcement to all employees about winter closure dates after WFSE completes their review.

1. **Operational Issues**
2. Summer Leadership Retreat

The retreat will be on Monday, August 13 at Georgetown. Members of CEC and vice presidents are invited.

1. Academic Catalog

Earnest Phillips gave an update on continuing work on the catalog. Acalog is being implemented.

1. Advance Course

Earnest Phillips is not recommending that Seattle Colleges advertise in the next Advance Course publication. Earnest will review other Advance Course publications and make a recommendation on whether we should advertise in another one.

1. Foundation transitional issues

Wendy Schneider’s last day is July 2. Chancellor Pan proposed options he is considering for maintaining staffing for the old foundation. Traci Russell gave an update on staffing for the new foundation, board recruitment, and the board meeting that is occurring this afternoon. CEC discussed the upcoming vote among South’s foundation board.

1. **Personnel – Action** (Chancellor, Presidents, Vice Chancellors)
2. New/Replacement FT positions
   1. EA Diversity, Inclusion, and Workforce Education (North)

Approved for posting.

The next Executive Cabinet meeting is on July 9 at Seattle Central College.