**Chancellor’s Executive Cabinet**

9:00-11:00 a.m., July 9, 2018

Seattle Central College, BE4180A

**Notes**

**Attendance:** Shouan Pan, Sheila Edwards Lange, Kurt Buttleman, Earnest Phillips, Malcolm Grothe, Andrea Insley, Cindy Riche, Jennifer Howard, Traci Russell, Warren Brown by phone, Rebecca Hansen, Rosie Rimando Chareunsap

**Absent:** Steve Leahy

1. **Standing Issues/Updates:**
2. Review of notes from June 25

CEC reviewed the notes and they will be posted.

1. SEM

Earnest Phillips gave a brief update: The admissions, outreach and recruitment subcommittee is meeting, and new committees are due to be announced this week. The evaluation committee is meeting soon.

1. Enrollment Report

Kurt Buttleman outlined highlights from a report that will be presented to the Board of Trustees this week.

1. Chancellor/Board Updates

Shouan Pan reminded CEC that there is a board meeting this Thursday. Outreach to potential trustees continues. The August 13 retreat will be facilitated by Jean Floten and will focus on three topics: ASI progress, Seattle Promise, Guided Pathways.

1. Seattle Promise, Levy Campaign

Sheila Edwards Lange gave an update on a recent meeting with the levy planning team. A campaign steering committee will be formed. Kurt Buttleman gave an update on hiring the Seattle Promise Director.

1. Foundation transitional issues

Traci Russell gave an update on staff hiring. The foundation at South will vote on integration next week. Foundation for Seattle Colleges (Pac Tower) meets this week.

1. College and District Division Updates

Rosie Rimando Chareunsap reported that the south leadership team is in the process of analyzing climate survey data.

Warren Brown reported that in his role as Vice Chancellor for Partnerships, he has been working with Woodland Park Zoo and MOHAI.

Malcolm Grothe gave an update on the upcoming meeting with industry representatives about the pastry program.

Earnest Phillips is working on developing brochures for the college operational plans. Convocation planning is under discussion.

Cindy Riche continues to work on IT consolidation. She is also working on a plan for improved IT support for the satellite sites.

Andrea Insley reported that she is meeting with the chancellor and presidents this week to talk about ASI efforts among international programs at the colleges.

Jennifer Howard gave an update on potential impacts of the *Janus* decision.

Rosie Rimando Chareunsap made comments about the Commencement ceremony. The commencement committee is going to have a formal debrief to inform future planning.

1. **Information Items**
2. Digital Advertising

Earnest Phillips, Barbara Childs, Melissa Mixon and Ty Swenson presented an advertising strategy that focuses on recruitment. Earnest Phillips asked for 50K for digital advertising. Earnest Phillips also proposed Image and Reputation opportunities for advertising in Advanced Course and On Course. He asked for 15-20K for these buys.

1. Student Success Technology update

Kurt Buttleman announced that Hobson Starfish was the selected vendor.

1. Performance evaluations

Shouan Pan asked CEC members to complete their performance evaluations.

1. **Personnel – Action** (Chancellor, Presidents, Vice Chancellors)
2. New/Replacement FT positions
3. HR Generalist (North)

This position was approved to be posted.

1. Custodian 4 (Central)

Sheila Edwards Lange will come back with more information.

\*The next Executive Cabinet meeting is on July 30 at Siegal Center.