**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., September 10, 2018

Central, BE4180A

**Notes**

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

1. **Standing Issues/Updates:**
2. Review of notes from August 27

CEC reviewed the notes and they will be posted.

1. SEM

Earnest Phillips reported that there is a SEM steering committee meeting on September 13.

1. Budget

Jennifer Howard distributed a draft of the proposed fiscal year budget that will presented to the board this Thursday. The numbers will be finalized in November.

1. ctcLink

Kurt Buttleman reported that the ctcLink Link internal team has been working with groups of college employees preparing for the implementation of Starfish.

1. Chancellor/Board Updates

Chancellor Pan informed CEC that this week will be Carmen Gayton’s last board meeting, and that the board plans to recognize her with emeritus status.

1. Seattle Promise, Levy Campaign

Sheila Edwards Lange reported that the Summer Bridge programs are happening at the three colleges this week. She also gave an update from the last design committee meeting.

The levy campaign is moving forward and is developing talking points for spokespeople.

1. Regional Pay

Chancellor Pan reported on recent conversations with Jan Yoshiwara. She has been invited to come to the board study session this week.

Chancellor Pan met with Speaker Chopp last week. The chancellor, and the presidents of Bellevue College and Lake Washington Tech are co-hosting a meeting of King County ctc presidents and legislators on September 19.

1. Foundation transitional issues

Traci Russell gave an update on hiring new staff and the VC search. There is a foundation leadership retreat coming up on September 25.

1. College and District Division Updates

Sheila Edwards Lange reported that the recommendation of the RFI committee is to transfer ownership of the building to the Urban League.

Rosie Rimando Chareunsap reported that she is convening the AVPs for Equity, Diversity & Inclusion. She also reported that College Spark and State Board members are visiting South to evaluate progress toward grant goals.

Warren Brown reported that SPS is hosting listening sessions with the new superintendent and there is one happening on September 24, 5:30-7:00 at NSC. He also reported on a meeting he had with Councilmemebers Juarez and Bagshaw on the topic of apprenticeships in the north end of the city.

Malcolm Grothe reported on a successful event with Kaiser Permanente that happened last week to celebrate a 17 student cohort starting the Medical Assisting Program. The KP apprenticeship partnership is moving forward in pharmacy technician and medical assisting.

Kurt Buttleman reported that he met with SPS staff last week.

Andrea Insley reported on the Global Impact programs.

1. **Operational Issues**
2. Central’s Master Plan Elements and Boundaries

Sheila Edwards Lange presented a draft of the proposed boundaries and the proposed use of each building/asset.

Process for allowing preferred names for employees

HR and IT are meeting to work on a solution to allow employees to use a name other than their legal name for email.

1. Convocation

Earnest Phillips outlined the program and schedule for the day. The presidents are invited to attend an informal faculty reception to follow Convocation at 1:00.

1. September/October CEC meeting schedule

There will be two CEC meetings while Chancellor Pan is traveling, October 1 and 22.

1. **Action Items**
2. Policy/Procedure 209, Health and Safety

CEC reviewed the policy and procedure and offered amendments. The policy and procedure were approved with edits. Policy 209 will go to the board for a first reading this week.

1. Emeritus Status for Tina Young

Sheila Edwards Lange presented a recommendation to grant emeritus status to Tina Young. CEC considered the recommendation and approved.

CEC inquired about the status of the proposed changes to the emeritus policy and the development of a distinguished service award. Rebecca Hansen will review notes from previous meetings and report back.

1. **Personnel – Action** (Chancellor, Presidents, Vice Chancellors)
2. New/Replacement FT positions
   1. System Administrator - CRM (Siegal) – Approved
   2. Director of Grants and Special Projects (South) – Being posted as Interim

The next Executive Cabinet meeting is on October 1 at Siegal Center.