**Chancellor’s Executive Cabinet**

9:00-12:00 p.m., December 3, 2018

South Seattle College, President’s Boardroom

**Notes**

Attendance: Kurt Buttleman (Administrator in Charge), Warren Brown , Sheila Edwards Lange, Andrea Insley, Cindy Riche, Earnest Phillips, Malcolm Grothe, Jennifer Howard, Rosie Rimando-Chareunsap, Steve Leahy, Rebecca Hansen

1. **Standing Issues/Updates:**
2. Review of notes from November 12

The notes were reviewed and they will be posted.

1. Chancellor/Board Updates

The next Seattle Colleges Management Team meeting is on January 3 at Central. Deb Bragg has been confirmed as the guest speaker.

1. Budget

Jennifer Howard shared that she is meeting with the board finance subcommittee this week to discuss the draft timeline and draft distribution model. They will also look at topics raised in the 2015-16 audit.

1. Seattle Pathways

Kurt Buttleman and Earnest Phillips are working on tying student success initiatives related to SEM and outside of SEM together under the umbrella of Seattle Pathways, and realigning all of the efforts that are underway.

1. ctcLink

Kurt Buttleman reported that the ctcLink team is spending most of their time on Starfish, NeoGov, and Acalog implementation.

1. Seattle Promise

Sheila Edwards Lange reported that the contract with the city is signed and gave a report from the most recent design team meeting. A meeting with the Mayor, chancellor and presidents is scheduled to discuss the endowment. Sheila also reported on discussions about the King County Promise.

1. Regional Pay

The chancellor and presidents are meeting with Speaker Chopp on Friday, which will help make our legislative strategy more clear. Also on Friday is a call with Jan Yoshiwara and the King County presidents. Jennifer Howard gave a report from the salary study committee.

1. Foundation transitional issues

Traci Russell outlined the schedule for the three vice chancellor finalists who are visiting on December 6.

1. College and District Division Updates

Rosie Rimando-Chareunsap reported on the mock accreditation visit that South experienced last week.

1. **Operational Issues**
2. Annual Strategic Plan Review

Kurt Buttleman and Victor Kuo outlined a scorecard of the measures for the strategic goals. This scorecard will be shared with the board in December and then posted on the website.

1. Paid Family Medical Leave

Jennifer Howard led a discussion about options for complying with a RCW passed in 2017 establishing a Paid Family and Medical Leave program. Jennifer Howard will have further discussion with UW and SPS, and provide 2020 benefits information.

1. Severance Committee Recommendation

The committee’s recommendation is to grandfather in employees who were hired under the current interpretation of the policy, and adjust severance for new employees hired after June 30, 2019. A proposed schedule for severance based on years of service was proposed by the committee. CEC discussed the committee’s recommendation.

1. SCC’s MIMP

Sheila Edwards Lange presented a list of buildings and assets, and the proposed short and long term uses. The college just finished a series of listening meetings on these proposed plans. Sheila also shared proposed boundary line adjustments and potential future acquisitions.

1. **Personnel – Action** (Chancellor, Presidents, Vice Chancellors)
2. New/Replacement FT positions
   1. Tenure track ESL Faculty – 2 positions (South)
   2. Executive Assistant to VPSS (South)
   3. English Instructor (North)
   4. Political Science Instructor (North)
   5. HR Director (District)

All positions were reviewed and approved for posting.

The next Executive Cabinet meeting is December 17 at North Seattle College.