

REDWOODS COMMUNITY COLLEGE DISTRICT

Executive Cabinet

Tuesday, July 12, 2017 1:00 p.m.

SS204

AGENDA AND NOTES

1. Standing Items
 - a. Accreditation
The Accreditation Team will be here October 9 – 13, 2017
 - b. ISER – *completed and presented to Board of Trustees 07-11-17*

2. President – Keith Snow-Flamer, Chair
 - a. Diversified Staff
 - b. AP 3501 – *Change Wording*
 - i. *Change AP's and upload to website*
 - c. Facilities Master Plan – *new buildings; be aware of the size*
 - d. FTS Issue – *develop a plan to increase numbers and retention*
 - e. EMC/BPC/E Staff - *for Enrollment Plan*
 - f. Foundation – *President should be more involved; make campus appearances*
 - g. Jeff Marsee – *North Coast Journal*

3. Administrative Services – Lee Lindsey
 - a. SAIN (Student Accident Insurance Renewal)
 - i. Bid from Keenan; \$7,000 savings
 - ii. Online Filing of Claims
 - b. Physical Plant & Instructional Equipment Allocation
 - i. Allocations – (\$269,000) Half paid January 2018; Balance 2019
 - I. New Microscopes with rolling storage cabinet

4. Human Resources – Wendy Bates
 - a. Personnel Actions*
Maintenance Specialist III for wastewater has been filled internally-John Walsh accepted transfer with the agreement that he has one year to obtain certification.
 - b. HR Recruitment
HR currently has 16 recruitments ongoing;
AOA II Student Equity-there have been no volunteers for the Classified Screening Committee.
Payroll – Permanent and Interim – Meeting on Monday
Director Institutional Research-one candidate
LDL Applications-Teleconference review on the 19th; Angelina will Chair
Dean of Counseling-Interviews held on the afternoon of the 12th
 - c. Position Requisitions
Student Services Specialist I – 19 hr. replacement – TREO - Approved
PRE-Eureka Garberville Community Relations - \$450 maximum - Approved
PRE 1B – Admin Services, Painter- Residence Halls, Dining – App 16 17 - Approved
Administrative Office Assistant II – ASCR & Admin. Services – Approved
Temp Custodial Services Worker – Garberville – Not to exceed \$6,120 – Approved
Temp PE/Athletics Mentors for Guidance 205- Cap & Gown – Approved, Student Equity
DSPS Bilingual Spanish Tutor \$18,700 – Hold for Budget Info

Temp Associate Athletic Trainer-not to exceed \$17,000 - Approved

Sports Information Director - \$10,000 – Denied

Game Management Staff – Hold for Solid Budget Number

Assistant Coaches – Hold for Solid Budget Number

Camp Instructional Aide – Boys Basketball Camp – Approved, Special Revenue Fund

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Trainer Foster Kinship - \$275 – Approved

Administrative Secretary II – Academic Senate

5. Instruction & Student Development – Angelina Hill