

REDWOODS COMMUNITY COLLEGE DISTRICT

Executive Cabinet

Tuesday, July 18, 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. Administrative Services – Lee Lindsey
 - a. Residence Hall Re-Vamp-new building 30-35 year Revenue Bond; Grant Funding
 - b. Old Residence Hall-foster kinship, homeless, veterans, single parents, students low on PEL grant
 - c. Dedicate street or facility to Eugene Portugal-should be a building; possibly Student Services/Administration building
3. Human Resources – Wendy Bates
 - a. Position Requisitions
 - *Administrative Office Coordinator – Limited Duration, 2-2 ½ years, 20 hours per week; Contingent upon approval by the Chancellor’s office - Approved*
 - *Bd. Construction Manager –UIR; Contingent upon approval by the Chancellor’s Office – Approved*
 - *Project Manager –UIR; Contingent upon approval by the Chancellor’s Office – Approved*
 - *Game Management Staff – Athletics; 5 hours per week, not to exceed \$2,000; General Fund- Approved*
 - *Camp Instructional Aid –Girls Volleyball Camp Coach, up to \$840; Special Revenue Fund-Approved*
 - *Camp Directors-Boys and Girls Basketball and Volleyball-40 hours per week, up to three weeks; \$3600 each camp; Special Revenue Fund-Approved*
 - *Assistant Coaches-15-20 coaches, all sports, Hours Vary, not to exceed \$40,000; General Fund Discretionary Account-Wendy will check on Title 9 Formula and confirm written documentation on number of weeks, students and assistant coaches-Approved*
 - *Bilingual Spanish Tutor-DSPS, Temp \$18,700, Student Equity Budget-Lee will check budget-Hold*
4. Fragrance Free Request – Staff request; Hold for more information
5. Manager Evaluation Tracker – past due reviews; review of personal files; responsible managers notified
6. Leadership Training Follow-up; next steps after Leadership Summit
7. Travel – Wendy Bates – Conference on Diversity Hiring; October; Focus: methods in increase minority faculty/staff applications, Preserve diversity in the evaluation, review and selection process.