**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, January 28, 2016 9:00 a.m.

SS204

ANNOTATED AGENDA

1. Standing Items
   1. Enrollment Management
   2. Accreditation

* Accreditation Matrix and Evidence Check In
* CR’s Public Position on the Accreditation Task Force Recommendation

1. President
2. Instruction & Student Development
   1. Vacant LVN Position – *One of the LVN Faculty transferred from Del Norte to Eureka leaving an open position. There are three options to fill the position:*

* *Backfill the opening with a full time permanent position*
* *Hire a full time temporary faculty member*
* *Use telepresence technology to broadcast from the Eureka campus*

*It was stated that if the second or third option is chosen the program would likely need to go through the revitalization process.*

* 1. DE/SARTCO – *Discussion ensued regarding the best way to solicit faculty to create online classes fairly and to meet the strategic goals of the College. A two tier approach was suggested. The top tier would be priority classes identified by the administration and the OEI. The second tier would be broader.  
     It was stated that there is roughly $80k in the budget set aside for this purpose.*
  2. Scheduling Updates -  *The bottleneck in the one year registration process is the scheduling staff.*

*The intent of the one year schedule is to get students thinking long term and to increase retention.*

* 1. Reorg – *The current plan is to reduce the dean structure from 4 to 3 and creating a dean of students. The current plan is to have Joe Hash reorged into the Dean of Students as well as Director Athletics role.*
  2. Cleary Act -  *Marty may need to start distributing an annual notification to students, staff, etc regarding Cleary act.*

*Discussion ensued regarding whether or not it was possible to create a database for all student information including parking, safety violations, parking, etc.*

1. Administrative Services
   1. Bookstore and Dining Contract Renewals – *The contracts for the bookstore and dining will expire in June of 2017. Enrollments have dropped since we first signed the contracts with these vendors which desn’t put the district in a very good place for negotiations.   
      The Del Norte site would like to have a bookstore on campus. Before we ask Follet to expand to the Del Norte campus we need to ensure that there is a viable space available. There is currently a space that could potentially be used moving forward.*
   2. Division of State Architect – *The DSA is backlogged and short staffed which is causing a six month delay in responses and approvals.*
   3. Measure Z Funding -  *The district will be requesting multiple expenses be covered by Measure Z since next year will be tighter as far as budget goes. Some of the Measure Z requests include: Funding the part time security office staff person as a full time staff person, Garberville Security Officer, funding for public safety trainings, facility request for roads and signage, and funding the current service level of our public safety office.*
2. Human Resources
   1. Outstanding Accounting Positions
3. Institutional Effectiveness
   1. Integrated Planning Model – *Cabinet reviewed the draft Integrated Planning Model provided by Dr. Angelina Hill. Several revisions were recommended such as a double arrow from BPC to Cabinet and adding a “reporting out” arrow type.*

*Discussion ensued regarding whether or not to include program review as its own box. It was decided that program review would remain in the chart.*

1. College Advancement
2. Miscellaneous