**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, January 7, 2016 9:00 a.m.

SS204

PROPOSED AGENDA

1. Standing Items
	1. Enrollment Management
	2. Accreditation
* Accreditation Matrix & Evidence Check In
* CR’s Public Position on the Accreditation Task Force Recommendation
1. President
	1. BPs Aps – *Interim President/Superintendent Snow-Flamer distributed a color coded spreadsheet of all BPs and APs. This spreadsheet noted which policies were out of date and need to be updated before the visiting accreditation team visits.*
	2. January 17 Contract Discussion with Administrators/Managers – *On January 15 Tom Henry will be on campus to meet with the various groups and facilitate discussion.*
	3. HR Director Search - *Dr. Snow-Flamer stated that he extended the deadline to mid-February to increase the applicant pool.*
	4. Transfer of Territory – *there will be one more county committee meeting in Mendocino – probably in the month of February.*

*Cabinet approved extending David Welter for one year – will ask for 160 days instead of the standard 90 days. If 160 days can’t be granted the district will need to have a conversation with Mendocino Lake Community College regarding them advertising for the position.*

1. Instruction & Student Development
	1. Faculty Prioritization - Digital Media – *With Clyde Johnson retiring.*
	2. Del Norte Bookstore - *There are some complaints from people in Del Norte that books ordered on line are not coming next day mail as promised. It was stated that this may be a broader issue and not Del Norte Specific. It was recommended that someone from the bookstore go up to Del Norte to talk with them directly.*
	3. Math & Physical Science 1 Year Temp – *Dave Bazard and Erin Wall’s positions need to be backfilled.*
	4. De-Reg Cancellation – *The second de-registration did not happen due to the server complications.*
	5. EAB Student Climate Survey – Sexual Misconduct – *A suggestion was made to do an EAB survey for students regarding sexual misconduct. It was stated that we should be mindful of the delivery for PR reasons. It was suggested that the survey could be multi faceted and sexual misconduct would just be a portion of it.*
	6. CRFO Negotiation Team Portal for Recommendations – *Negotiations start soon with CRFO regarding their three year contract.*
	7. 1 year Registration
		* + - Instruction
				- Student Services
				- IT

*Transitioning to one year registration will have three key players – Instruction, Student Services, and IT. It was stated that the intent of allowing students to register for a year is to increase persistence and to get students thinking about their future. It was stated that a press release will need to go out regarding enrollment and the one year registration option.*

* 1. SARTCO Agenda Items – *ECE and Paramedics are asking for additional funding for various projects.*

*Distance Ed is expanding. The District needs to decide how it would like to prioritize the classes being offered.*

* 1. Reschedule Next Meeting?
1. Administrative Services
2. Departmental Accounting Support – *Vice President Lindsey proposed hiring some lower level accounting support personnel.*
3. Bookstore – Financial aid vouchers and Book Now – *It was suggested that to assist the bookstore in sales the district could provide bookstore vouchers to Pell Grant recipients instead of cutting them a check. Students would be given the opportunity to opt out of this.*
4. Facilities Manager – *Vice President Lindsey stated that he is going to restructure the job description as well as the minimum qualifications to broaden the applicant pool.*
5. *It was stated that there are some managerial positions that need to come back to cabinet after the Chancellor’s budget is announced.*
6. Human Resources
	1. *Some current full term faculty may be interested in transferring into open positions. The Academic Senate is currently working on an interim AP that would allow the district to backfill those positions with associate faculty. This is a new situation that we have not encountered up until this point.*
7. Institutional Effectiveness
	1.
8. College Advancement
	1. Welcome Marty - *Executive Director of College Advancement Coelho stated that he has spent the last few days trying to meet as many people and gain as much information as possible. Coelho stated that he is focused on figuring out what the brand of CR is going to be and how we are going to market ourselves to meet that brand.*
9. Miscellaneous
	1.