**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, October 6, 2016 11:00 a.m.

SS204

AGENDA

1. Standing Items
   1. Accreditation\*
   2. Budget Forum Comments\*
2. President
   1. 2017-18 Budget Reduction Conversation

*Cabinet discussed various cost saving strategies that will help reduce the 1.5 million dollar deficit in for the 2017-18 academic year.*

* 1. Senator McGuire Visit *Not discussed.*
  2. Advocating Talking Points *Not discussed.*

1. Instruction & Student Development
2. Administrative Services
   1. Setting Student Fees for earlier FAFSA Application
   2. SWACC Training Recommendations for All Individuals Who Supervise Employees: Shasta College Downtown Redding (Rooms 8218/8220), 1400 Market Street, Suite 8204, Redding, CA 9601, Friday, December 2, 2016, 10:00 a.m. – 2:00 p.m., Presenter: Eileen O’Haire Anderson of Liberty Cassidy Whitmore *This was discussed*.
   3. Bad Debts *Not discussed.*
   4. Defensive driver training requirement, From AP 7400:

9. All drivers of rental vehicles and private vehicles – State and Federal requirements:

9.8. Prior to commencing travel, all  of the following must be met:

9.8.1. An Automobile Use Permission form must be completed and approved by the appropriate supervising administrator.

9.8.2. A copy of current driver’s license must be on file with the District.  For use of private vehicle, current in-force insurance information must be on file.

9.8.3. District approved driver safety training must be completed within the past 48 months. *This was discussed*.

e. *The Maintenance Department needs more information on the appropriate type of lighting to order for the Native American Basket Collection.*

1. Human Resources
   1. Personnel Actions\* *This was discussed.*
   2. Past Due Evaluations\* *Not discussed.*
   3. BIT for Employees

*The BIT sometimes receives requests from staff and faculty for services. The district should have a policy/procedure regarding how to appropriately support staff and faculty in this capacity. Lee will check with Keenan about the legal side of things. Cabinet support the concept of providing temporary counseling and referral services to staff.*

* 1. Panic Button Update *Not discussed.*
  2. HR Survey *This was discussed*
  3. Halloween Potluck *This was discussed*
  4. Student Complaint Process Online *The district will make the Student Complaint form fillable and put it on the website.*
  5. $ Stolen – Procedure

*There needs to be a formal process in place for the handling of money at events throughout the district. This would be useful for the snack bar, sports auction, apparel sales, etc. Wendy will look into engaging an investigator to investigate the theft.*

* 1. Stipend Payment Authorization Form

*Have Johanna Helzer make this form fillable and allow for electronic signatures.*

* 1. Foster Kinship Update

*Janessa Lund will be taking over the Foster Kinship program while current staff is on administrative leave. The transition will begin on the 11th.*

1. College Advancement