**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, November 10, 2016 10:00 a.m.

SS204

AGENDA

1. Standing Items
   1. Accreditation\*
   2. Budget Forum Comments\*
2. President
   1. Status Reorganizations: HR, Special Programs, SSSP/SEP/Basic Skills, Business Office
   2. Discussion with McCallum Group (11:00)
   3. Fine Woodworking
   4. Arcata/McKinleyville

*This should be added to the annual plan.   
A focus group with the counselors should be created to identify popular courses that would be successful there. After the courses are identified Angelina will meet with the deans to discuss staffing details.   
Rental income would be used to cover costs for the first year until the revenue generated can sustain operations.*

* 1. Gmail

*This should be added to the annual plan.*

*The impacts of this move will need to be bargained with CSEA. This should go into the Technology Plan.*

1. Instruction & Student Development
   1. Sabbatical Rankings

*Cabinet approved the top 3 sabbatical rankings.*

* 1. Senate Support

*Should this position transition into 2 half time positions – possibly ½ senate and ½ foundation or should it remain 32 hours a week at the lower step.*

* 1. Non Credit Evaluations

*The recommendation is that a new SARTCO be written that will give a small grant to faculty who have already done credit evaluations to do a non credit evaluation.*

1. Administrative Services
   1. WTF Toxicity Test
   2. DN Positive Ventilation Issues (DSA Approval)
   3. Audit Update
   4. SWACC Inspection Finding
   5. Business Office Reorg
2. *Business Office Manager – Updated Position to Require CPA*
3. *Staff Report to me Directly with the Front line of Support from Holly and Lorie*
4. *Grete’s Resignation – Refocus on collections and delegate grants management to Johanna for CTE and CTE Transitions, Pru for Adult Ed and WIOA, and identifiy responsible party for Basic Skills. Keep other half of the position which focuses on auxiliary, foundation, and Measure Q accounting support.*
5. *Dining – Scheduling install over winter break for the pizza oven and the char grill. The summer the wall by the cashiers will need to come down and counters will need to be replaced.*
6. Human Resources
   1. Personnel Requests\*

*Backfill the gardening position that was vacated starting February 1, 2017  
Approved  
Temp Farm Help since the farm manager resigned  
Approved*

*Scholarship and Enrollment Coordinator funded through the foundation and reports to Marty Coelho  
Approved*

* 1. Past Due Evaluations\*

*Doug Edgmon, Wendy Jones, Gary Patrick, and Stephen Roper all have past due evaluations out. Reminders have been sent to all parties.*

* 1. EOPS Brochures

*CSEA was in communication with HR regarding the translating of brochures and posters. All brochures and posters should be designed by the graphic designer.*

* 1. Holiday Party
  2. Halloween Party

*Successful event and everyone had fun. If you have not contributed your $20 please do so.*

* 1. Negotiations
  2. Del Norte Staffing
  3. Investigations Update
  4. Campus Climate
  5. Dental Plan

*The CSEA chose their plan. Administrators will do whatever the CRFO does. Managers and Confidential Staff will have the option to choose as well.*

1. College Advancement