**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, December 8, 2016 10:00 a.m.

SS204

AGENDA

1. Hanover Phone Call

*Representatives from Hanover Research provided and overview of services that they offer as well as a summary of their methodologies and capabilities.*

1. Standing Items
   1. Accreditation\*
   2. Budget Forum Comments\*
2. President
   1. Thank you Letter to Tom Ross – Welcome to Sally Biggin

*Cabinet would like to send a thank you letter to Tom Ross for serving 2 years on the Board of Trustees and a welcome letter to Sally Biggin as the incoming Board Chair.*

* 1. Preparation for Faculty Work to Contract Option

*Cabinet discussed what it might look like if the Faculty decided to work to contract. Areas that could potentially suffer are evaluation committees, accreditation committees and 4020/4021 committees.*

* 1. Changing Reporting of Adult Ed/Community Ed

*These departments will stay under the President’s Office until the end of the year.*

* 1. BP/AP Tracking

*Cabinet reviewed the policy and procedure tracking sheet. Cabinet members will soon be assigned policies and procedures that need to be drafted or revised for the January College Council meeting.*

1. Instruction & Student Development
   1. Enrollment Management Committee Discussion

*Discussion ensued regarding what input Cabinet would like to receive in the future from the Enrollment Management Committee. It was stated that a pro-con type list regarding deregistration would be the most helpful.*

* 1. SARTCO

*Lorie is trying to get CRFO to sign off on Kerry Mayer helping with the associate faculty work.   
Pull agreement re: full time faculty being paid to evaluate Associate Faculty.*

*SARTCO re: Office Hours is in progress*

*Associate Faculty Committee work was approved.   
An Email will go out on the 15th re: Associate Faculty*

1. Administrative Services
   1. Manager Hiring Process
   2. Housing Apartment

*ASCR wants to move into the current Mendocino Dorm apartment. It would be better if they could wall off an area of the rec room that has windows that could be used for the new ASCR office.*

* 1. Mendo Title Issues

*The Mendocino campus is made up of 4 parcels. Some of these parcels have attachments that need to be removed prior to the transfer of territory.   
A litigation item needs to be added to the January closed session agenda to address these removals.*

1. Human Resources
   1. Personnel Actions\*

*Principal Accountant – 128 salary grade, CPA required*

*\*Approved*

*Dean of Research, Planning and Institutional Effectiveness Reorg*

*All planning and oversight will go through this position*

*\*Approved*

*Gardener – Start date will be February 1 so that the new staff member can work on athletic field project*

*\*Approved*

*Assistant Professor – Math – Three positions*

*Forwarded through AP 7217 process*

*\*Approved*

*Admin Secretary II*

*AOA II 10/3 approval was hanged to this*

*\*Approved*

*Temp ISS III – 19hrs/wk in the writing center*

*ISS III Permanent*

*\*Approved*

*Assistant Professor of Communications*

*Forwarded through AP 7217 process*

*\*Approved*

*Assistant Professor of Construction Technology*

*Forwarded through AP 7217 process*

*\*Approved*

*EOPS/CARE Counselor*

*Forwarded through AP 7217 process*

*\*Approved*

*Assistant Professor Nursing*

*Forwarded through AP 7217 process*

*\*Approved*

*Interim Dean of Humanities*

*\*Approved*

* 1. Past Due Evaluations\*

*Wendy Jones and Gary Patrick both have outstanding staff evaluations.*

1. College Advancement