**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, February 4, 2016 9:00 a.m.

SS204

AGENDA

1. Standing Items
   1. Accreditation
2. President
   1. Interim HR Executive Director Search – *discussed*
3. Instruction & Student Development
   1. Native American Basket Collection – *The total budget for the Native American Basket project is $13,000. $3,000 has been identified already. The $10,000 remaining would be used for window covering, basket cleaning, and basket identification. It was suggested that some of the funding could come from the student equity funds and that some could potentially come from the Foundation.*
   2. Annual Disclosure to Students (e.g., voter registration, FERPA) – *It would be nice to have student information from BIT, Residence Halls, Public Safety, and Student Services in one database. Discussion ensued regarding who would be the most appropriate person to disseminate Cleary Act information to the campus community. One suggestion was that it could be included in a weekly newsletter. It was stated that this option should be discussed at Expanded Cabinet.*

* 1. Dean of Students Re-Org –*The most impacted players are Marla Gleave and Joe Hash and both of them are supportive of the transition.*

1. Administrative Services
   1. County Transition Away from Bank of America – *The County is switching from Bank of America to US Bank. The transfer of CR funds needs to happen as soon as possible so that new routing numbers can be send to the State before they make the next disbursement. If the transfer cannot take place in time the district can contact the state and ask for a check.*
   2. Del Norte Science Lab – *Money from the ADA Bathroom project can be transferred to the Del Norte Science Lab Project since the bathroom upgrades are being funded by other sources.*
   3. Lease Space -  *There is a PG&E subcontractor that wants to lease some space at CR. The current plan is to move the IT meeting space in the forum building into the vacant classroom and rent the 2 vacant forum rooms to the subcontractor.*
   4. Admin Services Summer Workshops – *In July there will be some non-credit Cal Osha classes offered as well as some Keenan Trainings. These trainings will focus on occupational safety and will be open to anyone who wants to participate.*
   5. Fiscal Year Transition Plan – Calcards and POs – *Minimal use of Calcards and PO’s is requested towards the end of the year to facilitate a smooth end of year closing process.*
   6. SWACC Employment Practices Liability Introductory Online Training and Workshop Schedule – *The big ticket items at the community college level are discrimination, unfair hiring processes, etc. There are trainings available related to Human Resources available that would be valuable for staff to take. There will be some workshops in San Francisco and Sacramento – Lee will be looking into a video streaming option so that more people can participate.*
2. Human Resources
   1. IBA Training for Staff and Faculty – *Training is needed for faculty and staff regarding the Interest Based Approach Process (IBA). Training may be provided via video streaming.*
   2. EEO Designated Training – *Committee chairs will go through EEO training in the future so that a representative from the Human Resources Office will not need to sit on every hiring committee. HR will be involved at the beginning of the hiring process and at the end of the hiring process.*
3. Institutional Effectiveness
4. College Advancement
   1. Offices that Have Not Attended Web Training -  *The District is moving towards a new content management system for the website which means that staff and faculty responsible for maintaining various pages on the site will need training.*

*Discussion ensued regarding the proper way to go about creating crowd funding pages. It was suggested that we revise the policies and procedures regarding social media and fundraising.*

1. Miscellaneous