**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, June 2, 2016 10:00 a.m.

SS204

AGENDA

1. Standing Items
   1. Accreditation

*The AOC will be meeting with Keith on June 21st for lunch to kick off meetings.*

*Dr. Snow-Flamer suggested that over the summer members of Cabinet gather evidence for the standards that they are responsible for so that in the fall the writing can be started.*

1. President
   1. Department of Education Final Program Review Determination

-*College of the Redwoods was fined $6,600 for Clery Act findings. This number is less than was expected. The district has done a lot to improve but there are still improvements to me made.*

* 1. BP/AP update (Johanna)

*- The policies and procedures in the 1000s 2000s look great and the 3000s are getting better. Policies and procedures in the 4000s and 5000s need work. The goal is for all of the policies and procedures that are not currently up to date to go to College Council for a first read at the June College Council meeting.*

1. Instruction & Student Development
   1. LRC Space Usage

*-Vice President Lindsey will be meeting with EOPS, ASC, and the library to discuss how to best use available space efficiently. The primary driver is that EOPS needs more space.*

1. Administrative Services
   1. ~~Pelican Bay Coordination~~
   2. Travel Cost Savings

*There are some things that could be done to reduce travel costs. The following suggestions were made:*

*-Check for a district vehicle before using a private vehicle*

*-Use Enterprise rental for trips over 400 miles round trip*

*-Cap in-state lodging to the federal GSA guideline including taxes for in state travel*

*-Book air travel at the time of travel advance – 21 days in advance*

*-Allow reimbursement for reasonable harge for hold fee while waiting for travel advance to be approved*

*-Remind staff to utilize the form that waives occupancy taxes*

* 1. IELM Allocations - $35 to Library and PE/Athletics

*Cabinet discussed. Continuing the $35,000 contribution to the the library was approved. It was decided that funding for Athletics should go through the standard process.*

1. Human Resources
   1. Past Due Evaluations\*
   2. Personnel Requests

*-Interim CED Manager – 1 year interim position contingent upon a failed search for the permanent position. Not funded with general funds. $50,000 total cost*

*\*\*Approved\*\**

*-DE coordinator of business training – 1 year position. Not funded with general funds  
\*\*Approved\*\**

*-Custodial position for DE – it was originally thought that custodial was included in the lease.   
\*\*HOLD\*\* Cabinet wants to find out if custodial is included in the lease.*

*-Community Education – assist with class coordination. Funded 50% with general funds. $27,000 total cost.  
\*\*Denied\*\**

*-Distance Education – Supervised tutoring for non-credit courses. $15/hour position.   
Discussion ensued regarding why this didn’t go through AOC.   
\*\*HOLD\*\* Cabinet wants more information such as why this is not going through AOC.*

*-Distance Education – High School Equivalency test administrators. Total cost $10,000. Not funded with general funds.   
\*\*Approved\*\**

*- Math Tutor for Math Jam – Critical position for Math Jam. 120 hours at $12.50 an hour.   
\*\*Approved\*\**

*-Dental Assisting – Permanent position replacement. Critical position without which the Dental Assisting program would not be granted accreditation.   
\*\*Approved\*\**

* 1. Gender Natural Bathroom & Nursing Mother’s signs

*Cabinet decided that the language used would be “All Gender Restroom” and “Mother’s Room”*

* 1. Political Posters

*-Dr. Snow-Flamer will meet with leaders from each of the constituent groups to discuss political posters on district property. It was stated that cabinet should get a second opinion from another legal counsel.*

* 1. Title IX Training

*North Coast Rape Crisis Team will be doing a mandatory training on August 28th at 1:30 for all dorm residents. There will be separate training available for dorm resident parents, athletes, managers, coaches, deans, bookstore staff, dining staff, as well as other people in leadership positions. Discussion ensued and cabinet decided that the training should be mandatory for all staff.*

*Cabinet members stated that the conversations needed to be interest based. The following interests were suggested:*

* *All employees treated equally – Free speech*
* *Limited to candidates and ballot measures – not other issues*
* *Balancing Free Speech rights and Ed Code*
* *Distinction of Roles Between co-citizen and faculty*
* *Fostering Discourse*
  1. MIS Coding

*Cabinet reviewed the MIS coding breakdown hand out. Cabinet suggested looking more closely at the org cahrts of schools that are a similar size.   
One cabinet member commented that many other schools contract out more work than College of the Redwoods.*

* 1. HR Dept. Update

*Today is Susan Wiegmans last day in HR – to celebrate they are going to Gills for lunch.*

1. Institutional Effectiveness
2. College Advancement
   1. Newsletter

*The first edition of the Newsletter will be going out this afternoon.*

1. Miscellaneous