**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, July 14, 2016 10:00 a.m.

SS204

AGENDA

1. Standing Items
   1. Accreditation\*
   2. Budget Forum Comments\*

* Update on Digitizing/fillable Pdf forms
* Cars for Fleet
* Staff/Students using athletic facility
* Open enrollment non-credit weight training class where folks sign in and out
* Non-credit courses on "organizational topics" that could be offered to CR employees as well as local government agency employees
* Dining Hall
* Theater Use
* Increase Giving Campaign
* Clean Renewable Energy Bonds
* Saturday Certificate Programs

1. President
   1. Visit with KTIS

*Keith and Renee visited the KT site on Tuesday.*

*KT wants more full time faculty – new SARTCO has been initiated.*

*KT would like more student services and counseling support.*

*It is time to review and update the MOA.*

*Keith and Renee met with the Director of the Research and Planning Group – they will be doing a presentation at convocation as well as at the October Board Meeting.*

1. Instruction & Student Development
   1. ~~Half Price Bus Passes~~
   2. Microsoft Office Training for Staff

*Would like to have faculty provide Microsoft Office Training for CR Staff – eventually would like to make this a non- credit class and open it up to the city and the county etc. The non-credit option may not be feasible until Fall of 2017.*

* 1. Evacuation Drill Date

*Marty would like to do the drill on the same day as the Great Shakeout but that is in the middle of midterms – possibly move the drill to the spring. The most important thing is that we do it – not when we do it.*

* 1. Food Forest at Del Norte

*The Community Food Council got a grant from the USDA which was matched by the Tolowa Nation to create a Food Forest in Del Norte County. They are asking for a 5 year lease of 1 acre of land on the Del Norte Campus that is currently unused as well as water and a commitment to maintain the food forest after the grant runs out of funds.  
Discuss the project in more detail and also to discuss offering ag courses in Del Norte to help fund the forest once the grand funds have all been used.*

1. Administrative Services
   1. ~~CENIC Upgrades~~ General Fund Revenue

*Credit Card processing fee of roughly $.50 – Keith recommended adding this to the budget website as a formal recommendation.*

*Phone fee – this may lead to income from the categorical and grant funded programs.*

*Printing is going to be changed for 2016-17 – each department will be billed based on the averages from the prior year.*

* 1. ~~Bus Passes~~
  2. Resource Requests

*The ranked resource requests are back from the BPC. The next step is for cabinet to review them and make their final decisions.*

1. Human Resources
   1. Outstanding Performance Evaluations\*  
      *Garry Patrick sent one of his past due evaluations to Lee for signature and the other one will be send next week.*
   2. Position Requests\*

*Janessa Lund is requesting a Pre 3A to replace the previously approved position – the position is not funded with general funds.   
Approved  
Trio has requested a Pre1A Tutor for Eureka – the position is funded by the Trio grant/program.   
Approved  
EOPA requested replacements for tutors in Eureka, KT, and Del Norte.*

*Approved  
Ahn requested a Pre1A-Pre4A for Adult Ed – the position would provide temporary support for instruction.*

*Approved  
Discussion ensued regarding a course at Pelican Bay and who could/should be the instructor of record.*

*The Academic Support Center requested a Pre2A to serve as a substitute test proctor from July 18-22. This position is not funded by general funds.  
Approved*

* 1. Out of Class Pay Request

*Vice President Lindsey requested out of class pay for Lindsey Gaddis until October 10.  
Approved.*

* 1. Investigations Update

*Joe Hash met with male Russian student who had received multiple complaints from young men regarding sexual harassment in the locker rooms. Dean Hash gave him a formal warning and let him know that the information would be passed on to the Director of HR is an official Title IX issue.*

* 1. Org Charts

*Wendy Bates is working on new org charts for the district including all departments. Angelina will be picking up some of the planning work moving forward –it was decided that Connie Carlson report back to HR instead of Instruction.*

1. College Advancement
   1. Advertising Update
2. Miscellaneous