**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, July 21, 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. Renaming of Dorm/Residence Halls

*Burke asked if the Residence Halls could be renamed for safety and clarity reasons. When some in the Del Norte Residence Hall pushes the panic button it comes up as Del Norte. Once the BP/AP on naming is revised these can go through the appropriate process. The data could be changed so that the residence halls are notes as residence halls when a the panic button is pressed.*

* 1. Garberville Site

*The BOT should review the different available options for using the site. One option is to surplus the property now.*

* 1. 17.9 Million Pension Liability

*The funds need to be raised in the next 20 years to offset the pension deficit. This is not a new liability but this is the first year that the actual number was required to be recorded. The actuary said that the district would need to set aside 2.2 million dollars/year for 40 years in order to meet the stated goal. This is not feasible. The best thing we can do is continue setting money aside annually to help offset the costs not covered by the department of finance.*

1. Instruction & Student Development
   1. Tech Help for Sports Auction
   2. Cindy Hooper SARTCO

*Cindy Hooper compensated to train an ISS position. Funded through SARTCO.*

* 1. Science Night Support

*This year a committee will be developed to plan Science Night.*

* 1. Football Fields

*Fields need maintenance – Talk to Julia Peterson who supervises the Gardening Staff to work out a solution.*

* 1. Safety at Creative Arts

*Supplies are needed for the ceramics lab to ensure safety – these upgrades and supplies will be funded using Measure Q and SWAC.*

1. Administrative Services
   1. General Fund Overtime for Sports Auction

*Maintenance and IT staff are asking for Overtime for working the Sports Auction. This should be funded through he foundation – either with the 3% administrative fee or through the auxiliaries.*

* 1. More Trenching (Botanical Gardens)

*The old water tanks are going to be replaced but before the replacement can happen there needs to be more trenching done to ensure that the area is sound.*

* 1. 5 Year Capital Plan Update

*The PE Building has moved to the top of the Capitol Projects list sent to the Chancellor’s Office due to the liquefaction concerns under the building*

* 1. PE Fields Bid Update

*The bid is to put in a sand volleyball court and update the concession stand to meet ADA requirements as well as to create alternate fields for baseball and softball. This information will be in the next newsletter.*

1. Human Resources
   1. Past Due Evaluations\*  
      *The list of past due evaluations is getting shorter!*
   2. Personnel Requests\*

*EOPS requested a Pre3B/Student Development Advisor – funded through EOPS. Approved contingent upon the Counseling piece being removed from the request.   
Marla requested a Temp ISS Auto until the permanent position is filled. Ask Marla if there is a need to fill over the summer or if it can wait until the Fall.*

* 1. Childcare at CR Sponsored Events

*Renee asked if we could provide childcare during CR Sponsored events so that more people could participate.   
Cabinet discussed the logistics – will need more information from CSEA and the CDC.*

* 1. Out of Class Pay Requests

*There was a request for two staff members to be payed out of class during the Datatel conversion.*

* 1. Investigations Update

*One hearing is scheduled for next week and a second hearing has been requested.*

* 1. HR/Payroll Hours

*HR/Payroll Hours will be from 8:00 -5:00*

1. College Advancement
   1. Fillable PDFs

*The full version of Adobe Acrobat is needed to create fillable PDFs. Each department should identify the PDFs that are highest priority and those will be converted first. AOAs could be trained on how to create them and be responsible for the conversions within their own departments.*

* 1. Marketing Update

*TV Commercials are in the process of being filmed. The first one will be done around the 1st of August. Each one will highlight different alumni from a different demographic market. The videos will be shared with the Board once they are complete.*

* 1. Pam Cox Otto

*CR chose the short timeline for the rebranding. More information will be provided in the November Newsletter.*

1. Miscellaneous