**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, August 11, 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. Convocation Schedule

*Cabinet reviewed the draft convocation schedule and suggested some slight revisions. Marty was added to the outreach team agenda item.*

* 1. Del Norte Server

*The Del Norte Server needst o be updated – there is a part that needs to be rebuilt and eventually the entire server needs to be updated.*

1. Instruction & Student Development
   1. Space for Vets, Nursing Simulator, and Volleyball Court

*The Veterans Affairs modular and the Nursing Simulator modular will be put where the light scanter used to be. A new concrete pad needs to be installed before the modular building goes in. The current Vet center would transition to the multicultural center and Renee will move her office to the new multicultural center. The transition could be announced in the next newsletter.*

* 1. Reduced BFAP Allocations

*BFAP Allocations were reduced by 50,000 this year. Staff in Admissions are concerned that if these reductions continue it will result in them losing a full time staff person.*

* 1. Title IX Training for Students

*Lee Lindsey stated that SWAC may currently be creating a Title IX training for students. Wendy Stated that the dorm students and athletes will receive Title IX training.*

1. Administrative Services
   1. Section 125 RFQ

*An RFQ was sent out for Flex Spending vendors – several came back. One had no fee but required the participant to sit through a marketing event – the others had a $3 monthly fee. Discussion ensued and cabinet decided to go with the company that did not charge a fee.*

* 1. Capital Projects Update

*A walk through of the Student Union will be done prior to the formal appeal going to DSA. GSD has plans to bring the building up to code but prior to this happening retroactive approval is needed for the updates that were made years ago.*

* 1. PE Fields
  2. UIR-AT and student union

*Next summer major work will be done to the AT building – some of this work could carry over into the fall semester. Angelina shall draft a list of classrooms that MUST be completed by fall to give to the architect.*

* 1. DN Science Lab

*The Del Norte Science Lab is still lagging – the ADA walkways MUST be installed prior to school starting up.*

* 1. Modulars/Sim Lab

1. Human Resources
   1. Past Due Evaluations\*

*Cabinet reviewed the evaluations that are currently past due.*

* 1. Personnel Requests\*  
     *Student Equity is asking for a Project Manager for the Food Pantry – Grant funded $13,978 a year. Approved.  
     Student Equity is asking for a Pantry Coordinator – Grant funded - $13,978 a year. Approved.*

*Dental is asking for a temporary dentist to assist the dental students. HOLD*

*Dental requested a temporary dental hygienist HOLD*

*Admin/Records is requesting and evaluator to replace Joanna tindle – General Fund Permanent. Approved*

* 1. Child Care at CR Sponsored Events

*HR Director Wendy Bates stated that she doesn’t think that this project is a starter because the CDC was not able to accommodate additional children during business hours.   
Discussion ensued regarding the various different child care options available. It was stated that this would be an ongoing discussion but no decision was reached at this time.*

* 1. Mandated Reporter Training

*Everyone who has not yet received the mandated reporter training will be asked to complete the required trainings.*

* 1. Department Web Pages and Social Media

*Various departments on campus have their own social media sites – there isn’t a lot of continuity between style and content. This should eventually be centralized for all social media platforms to ensure a consistent message and branding.*

1. College Advancement
   1. Sponsorships

*The CR website is one of the top 5 visited websites in Humboldt County – this puts CR in a position to sell add space. Another place to sell add space is on the new digital marquee signs. The BP/AP regarding advertising on campus needs to be updated.*

* 1. Pokemon Go

*The sigs have been ordered and will be installed shortly.*

* 1. Political Tabling on Campus

*The solicitor forms needs to be update to include the policies on soliciting on campus.*