**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, September 1, 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. Administrative Interest in Faculty Prioritization

*Each year the Faculty Prioritization team reviews all faculty position requests and compares them with data to determine which new faculty positions will be funded. The team then presents a ranked list to the President/Superintendent for final approval. Each year there is a shared interest between the faculty groups and the administration. Discussion ensued regarding what the shared interest should be this year that would include diversity, equity, and inclusion.*

* 1. Del Norte Science Lab opening and community involvement

*Keith and Marty will work on planning a grand opening and ribbon cutting for the del Norte Science Lab.*

* 1. Del Norte Visits

*In an effort to make the Del Norte Campus feel more included Dr. Snow-Flamer recommended that one Cabinet member visit the Del Norte Campus each month. Marty Coelho stated that he plans on doing that already – the rest of cabinet will coordinate with the schedule Marty establishes for Del Norte Visits.*

* 1. St Joe’s Conversation with Trustee Emad
  2. Eloy Oakley

*Dr. Snow-Flamer invited Eloy Oakley, incoming Chancellor, to visit College of the Redwoods this Fall. Keith would like to coordinate his visit with a larger event on campus – student success perhaps.*

1. Instruction & Student Development
   1. Voter Registration AP

*According to the current AP there needs to be a designated person in charge of voter registrations on campus. Keith assigned Marty Coelho as the designated person. There will be regular registration drives on Constitution Day.*

* 1. Enrollment and Outreach at Del Norte

*Del Norte hired an outreach person using equity funds. This outreach position is not currently a part of the Eureka Outreach Team. One Cabinet member suggested that the Del Norte Outreach staff call in for the outreach team meetings on the Eureka campus. Angelina will task Rory with providing an outreach plan for Del Norte.*

1. Administrative Services
2. Human Resources
   1. Past Due Evaluations\*

*Stephen Roper is still working on the evaluation in his department.*

* 1. Personnel Requests\*

*Pre 4a - $40/hour DSPS – 10-17 hours a week for approximately 17 weeks. General Fund*

*\*Approved*

*Temp AOA 1 – Upward Bound – 19 hours/week $15/hour – Special projects – fill position while searching for permanent replacement.*

*\*Approved*

*Temp Advisor – Fort Bragg*

*\*Approved*

*Eureka, Del Norte, and Ft. Bragg Tutor – 20 hrs/wk*

*\*Approved*

* 1. Title IX

*All student athletes and dorm residents attended a Title IX training over the weekend and so did the associate faculty.*

* 1. Electronic Forms (everyone is supposed to bring their list of top forms to discuss)

*Once all the electronic forms are identified Johanna Helzer will work on creating updating them all to electronic versions. This will be an ongoing process.*

* 1. Job Descriptions Online

*HR is going to work on getting the current job descriptions up on the website. Work with Brian to see if there is a more efficient way to do that.*

* 1. CRFO Note Taker

*Crislyn Parker will be doing the note taking for CRFO meetings. Cabinet will look into whether or not she will need out of class pay.*

* 1. EEO Expenditure Report

*The EEO Expenditure report is due this fall. Wendy will work with Lee and the Business office to ensure that it is completed.*

* 1. Dispensary Job Recruitments – Overall CR Stance

*Nope. Federal Institution.*

* 1. Job Announcements

*Cabinet reviewed and revised the current job announcements prior to them being*

*distributed to campus.*

1. College Advancement
   1. Pelican Bay

*More faculty are becoming interested in teaching at Pelican Bay. Marty suggested working with Rory to get more information and promote the teaching opportunity to faculty so that more classes can be offered. Angelina will ask Rory to provide a plan for Pelican Bay.*

1. Miscellaneous
   1. Hoopa

*The success rates for Spring semester didn’t go as well as expected. Discussion ensued regarding what could have caused the lower than anticipated rates. Several suggestions were telepresence, something regarding the tribe, anomaly, etc. One cabinet member suggested providing training for faculty on how to meet the needs of students from unique demographic groups.*

* 1. Associated Students

*The Associated Students worked diligently to provide discounted Buss Passes for students on the Eureka Campus. Cabinet suggested that they do the same for Del Norte Students as well.   
The AS group is also working on getting the busses to run on Saturday and Sunday to the Eureka Campus.*

* 1. Adult Education

*There has been some criticism that there isn’t enough communication happening between the down town site and the main campus. Staff on the Eureka campus would like to know more about what is happening with Adult Ed, Non Credit, etc. This information will be included in the newsletter in the future – it will be separated into the 4 divisions so that funding sources can be specifically noted.*