**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Thursday, September 9, 2016 10:00 a.m.

SS204

AGENDA

1. Standing Items
   1. Accreditation\*

*AOC met this week. The substandard committee are being developed and will start meeting in the near future.   
The next Accreditation Update will go to the BOT in October.*

* 1. Budget Forum Comments\*

1. President
   1. Outreach Targets

*Keith asked if we want to have the outreach team focus on targeting some older students and returning students instead of high school students since enrollments are down? They could target the unemployment office etc.*

* 1. Administrator Benefits Cap

*A soft cap of 6% will be announced soon. This will be for managers, administrators, and confidential employees.*

* 1. Budget – Position Message to Community

*The budget position message needs to go out to the campus before the budget forum. The message needs to be that cabinet will look at any way possible to contain expenditures.*

* 1. 2017-18 Budget Expenditure Containment Plan

*We need to start looking more closely at what we are going to do to find the 1,000,000 difference in the budget. CRFO and Senate should be a part of the conversation.*

1. Instruction & Student Development
   1. Administrative Challenges at Del Norte

*Discussion ensued regarding how to get the Del Norte campus to appropriately initiate more events/activities independently.*

*It was stated that the email server outages have created a large sense of concern among Del Norte Staff. Discussion ensued what it would required to get the Del Norte email server switched to the Eureka server.*

* 1. Food & Supply Issues at Hoopa

*Since the Rays closed in Hoopa many people in the community are having a hard time getting supplies such as milk, bread, and toiletries. It would be nice if the College could find a way to collaborate with another group to try to alleviate this stress.*

* 1. Students

*Trish and Joe would like clear guidelines on when to contact parents.*

1. Administrative Services
   1. Rules for Paying Out Accumulated Comp Time
   2. Secondary Collections and Skip Tracking
   3. SWACC Training and Inspections

* Defensive Driver Training
* Harassment Training
* Vehicle Fleet Inspection
* Safety Inspection
* Trip Hazard Inspection
  1. Keenan Updates and Advisories
* Threat Assessment Services
* Cal/Osha to Adopt Federal Osha Electronic Injury Reporting Rule
* Vehicle Attcks: Proactive Measures to Keep Students, Staff and Visitors Safe
* Best Practices: The Pokemon Go Game Liability Risks and Safety Tips
* AB 2018: Anticipated Legislation Requiring Mandated Reporter Training in CA Community College Districts
* Recent Court Ruling Regarding Cash-in-leiu of Benefits May Affect Many Public Agencies and Other Employers
* Workers’ Comp: January 1, 2017 Benefit Rates
* AB 1995: Proposed Legislation Regarding CCD Shower Facility Access for Homeless Students

1. Human Resources
   1. Past Due Evaluations\*

*Maintenance turned in two evaluations that were past due.*

* 1. Personnel Requests\*

*EOPS requested two Student Development Advisors – classified positions – the funding comes out of the EOPS CARE budget.   
APPROVED*

*Marla requested an ISS1 for the Greenhouse – Disgressionary fund. The budget is $7150 – 15 hr/wk position – last year the position was filled with a sartco.   
HOLD- Angelina follow up with Marla*

*Business Office requested an Account Clerk to help support with the closing of the books and to assist with data entry for the senior accounting manager.   
DENIED – offer over time to current business office staff*

1. College Advancement
   1. Management of the Outreach Team

*Marty spoke with Rory in Del Norte about marketing and outreach in Del Norte. Marty anticipates the outreach situation will become more divisive in the future because there is no clear chain of command or accountability. The staff on the outreach team need to have a set amount of hours devoted to outreach that is known to both them and their individual supervisors.*