**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Friday, February 1, 2017 1:00 p.m.

SS204

AGENDA

1. Standing Items
   1. Accreditation\*
   2. Budget Forum Comments\*
2. President
   1. Garberville Strategy

*The Board will discuss the Garberville site at the April Board meeting. The decision to sell the site needs to be unanimous.*

* 1. Nursing Space – Clarify

*The Nursing facility does not need to be moved next summer due to the delays in the UIR project.*

1. Instruction & Student Development
   1. AOC for Senate

*Cabinet suggest that the senate rethink the requested AOC position*

* 1. Jenessa and Scholarships

*Wendy Bates will speak with Jenessa and arrange for Jordan Walsh to provide 3 hours of training per week to the new Scholarship Coordinator for 3 weeks.*

1. Administrative Services
   1. FTES Audit Findings - Census Rosters and Dual Enrollment

*The census rosters have been moved from manual to electronic. Moving forward the electronic system will eliminate the margin of errors that happened with the manual system.*

* 1. UIR Problem

*The UIR funds won’t be released until July so the District cannot bid until July.   
The DOF will be agenizing the release of funds as well as a 3.6 million dollar increase for testing.*

* 1. Del Norte Science Lab

*The Science Lab project should be completed by Monday January 30th.*

* 1. ATM Update

*The cash box was not stolen. A new ATM will be installed the week of January 30th.   
Recently four district owned trucks have been broken into on campus.*

1. Human Resources
   1. Personnel Actions\*

*Temporary Gardner to fill the position until the permanent employee is hired.  
\*Approved*

*Temporary Cooks for the CR Cafeteria.  
\*Approved*

*Permanent Student Development Advisor – SSSIV Position Replacement.   
\*Approved*

*Permanent HR Support position*

*\*Approved*

* 1. Past Due Evaluations\*

*4 remain outstanding*

* 1. Holiday Party ($20)
  2. Gelinas James Leadership Training

*Roger James will be signing the final contract this week and the training will take place in May. An email will be sent out to the participants as well as a press release.*

* 1. Del Norte Investigation

*The investigation has almost concluded*

* 1. Athletics Investigation

*The investigation has concluded and recommendations will be made by Wendy Bates.*

* 1. Title IX Website

*Wendy Bates will be working on it over the weekend. The final website will include video content.*

* 1. Hoopa MOU

*There will be a meeting on Monday the 30th to finalize the MOU.*

* 1. CSEA Negotiations

*The early retirement incentive was approved and notification will be sent out today.*

* 1. 2017 Student Development Leadership Group Rankings

*Cabinet discussed the 2017 SDLG rankings and made the following decisions:  
Counseling/Advising Del Norte Student Development Advisor*

*Cabinet decided to fill this position with an Associate Faculty Counselor.*

*DSPS Eureka ISS-II*

*Cabinet decided to hold this request until the May Revise.*

*Residence Hall Eureka ½ Time Academic Advisor*

*Cabinet decided to fill this position with an Associate Faculty Counselor.*

*Distance Education Eureka APA II – 10 Hours*

*Cabinet approved this position with the intent that it be funded from the statewide library subscription budget.*

*Veterans Eureka SSS-1 Veterans*

*Cabinet decided to hold this request until the May Revise.*

*Residence Hall Eureka SSSI*

*Cabinet proposed that the position in the residence halls be combined with a business office position that will support enrollment management efforts, manage promissory notes, and provide clerical support to the residential life program.*

*Enrollment Services Eureka ISS*

*This request was denied.*

*CalWORKS Eureka CalWORKs Job Developer*

*This request was denied.*

1. College Advancement
   1. Photography RFP

*The photography contract is in the process of being finalized.*

* 1. New CR Logo

*Marty will send out the three current draft logos to Cabinet for review but not feedback.*