**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

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

SS204

ANNOTATED AGENDA

1. Standing Items
   1. Accreditation\*

*C is done and B is almost done. Trustee Biggin will be sent Standard 4 next week to revise. Standard 2 will be sent out to the College community for revision and review.*

* 1. Budget Forum Comments\*

1. President
2. Instruction & Student Development
   1. Guidance to Instructors about Marijuana-Related Classroom Discussions, Projects, Etc.]

*An attorney is going to draft language for Keith to send out to the instructors that will provide guidance on how to approach the marijuana conversation. Instructors need to be careful not to specifically instruct students on how to run a marijuana business.*

* 1. Role of Program Review in 4021

*The program review committee will be reminded that they have the ability to trigger the 4021 process if they so choose and that they may look into the details of a programs health.*

1. Administrative Services
   1. Dining Hours for Spring Break

*Dining Services will be open from 10am – 2pm over Spring Break.*

* 1. Moving the ATM

*There have been discussions about moving the location of the ATM but it has been decided that the current location is the best option. Cameras and an alarm may be installed for added security.*

* 1. New Accountant

*The new accountant accepted and will begin on February 13th.*

* 1. Tree Falling

*CalFire is falling trees behind the stadium – the wood will be donated to a nonprofit and the remnants will be chipped and those chips will be used in various locations on campus. CalFire is providing the service at no cost but the District is reimbursing them for the gasoline used in chainsaws.*

* 1. BPC Meeting Review

*BPC met and reviewed the Governor’s Budget, State Budget, CcalPers/Strs, etc.*

1. Human Resources
   1. Personnel Actions\*

*Director of Special Programs was offered the director position*

* 1. Past Due Evaluations\*

*3 outstanding*

* 1. Holiday Party ($20)
  2. Early Retirement Incentive

*The new incentive has been agreed upon by all parties involved. The next step is for an email to be sent out to Employees letting them know of the incentive details and submission deadline.*

1. College Advancement
   1. Chain of Command – Communication

*A text message list needs to go out that lists who needs to be notified immediately when there is an event on campus not during business hours. A clear chain of communication needs to be outlined for campus events. This can be a part of Emergency Planning.*

* 1. Logo Update