**REDWOODS COMMUNITY COLLEGE DISTRICT**

Executive Cabinet

Friday, February 23, 2017 10:00 a.m.

SS204

ANNOTATED AGENDA

1. Standing Items
	1. Accreditation\*
	2. Budget Forum Comments\*
2. President – Keith Snow-Flamer, Chair
	1. *Keith and Angelina met with CRFO to discuss the faculty working to contract. CRFO Leadership was surprised to hear that some faulty felt that they were directed to work to contract. CRFO Leadership suggested sending out a message to faculty expressing how appreciated they are.*
3. Instruction & Student Development – Angelina Hill
	1. BIT

*More training is needed for our public safety officers. If they ever find themselves in a questionable situation it is recommended that they call the sheriff – better safe than sorry mentality.*

*BIT would like to do something similar to a “see something say something” campaign to help students learn what is appropriate behavior and language to use on campus. Cabinet discussed the pros and cons of this strategy.*

1. Administrative Services – Lee Lindsey
	1. Tree Removal

*More trees are being removed by the track – the rains have caused more damage.*

* 1. The new data line is going in at Del Norte – should be close to 1GB.
	2. The portable for the Veteran’s Resource Center is moving forward. Should be installed by Fall.
	3. There was a reduced budget for library subscriptions – may use lottery money or student tech fee to cover the difference.
1. Human Resources – Wendy Bates
	1. Personnel Actions\*

*1 hold, 1 approved*

* 1. Past Due Evaluations\*

*3 outstanding*

* 1. Out of Class Pay Request

*Approved*

* 1. CSEA 4 Day Work Week MOU

*The MOU is 99% complete – needs to be reviewed a couple more times for final details to be revised. Cabinet wants to have as much information in the MOU as possible so that the process is clear for staff and questions don’t come up after the fact.*

* 1. Dropbox Vs Citrix

*Cabinet discussed the benefits of using a program such as Citrix to help make shared dropbox folders more secure.
Lee is going to research if the Chancellor’s Office has a community college solution.*

* 1. Personnel Issue
	2. Recruitments

*There are currently 18 active recruitments going on. The Chef position may be ready for the March Board Packet.*

* 1. Early Retirements

*So far 8 people have signed up for the early retirement incentive – 2 of which are confidential employees.*

1. College Advancement – Marty Coelho
	1. Potential Memorial

*Cabinet discussed what the process would be for someone to have a memorial event on campus. It was stated that a facilities use request would be needed ant that the group could be put under our insurance for the day since it is such a low risk event.*