

REDWOODS COMMUNITY COLLEGE DISTRICT

Executive Cabinet

Tuesday, July 24, 2017 1:00 p.m.

SS204

AGENDA AND NOTES

1. Standing Items

a. Accreditation

The Accreditation Team will be here October 9 – 13, 2017

b. ISER – *completed and presented to Board of Trustees 07-11-17*

2. Human Resources – Wendy Bates

a. Position Requisitions

- *PreIB DSPS – Assistance with driving the DSPS Van; On campus transport; Budget 1143 DSPS Funding Verified – Approved*
- *Sign Language Interpreters – DSPS \$40,000 Maximum – Approved*
- *Library Technician – Michael Collins Replacement; Angelina responded to Keith, Cathy wants a 12 month employee – Hold for Keith*
- *Sports Information Director – Review, report and write articles; CR Athletics; Joe and Teresa Stated Funded from Sports Auction Money; \$90,000 over budget – Denied*
- *Assistant Coaches-All Sports; Maximum \$40,000; 15-20 Assistant Coaches using Title 9 Formula; Temporary Discretionary Fund, Not Contractual; Approved maximum of \$40,000 for the year*
- *Bilingual Spanish Tutor – DSPS; Student Equity Funds; Approved for half of the year not to exceed \$9,000 and re-evaluate in January*
- *Temporary SSII Vet Center; PreIB TREO – Approved*
- *Librarian Position – on hold for Keith*

b. Chad Williams – Upward Bound Director; Accepted the position

c. Dean of Counseling interviews Monday; Meet with the President/tour the campus/meet and greet with staff

d. Wendy will be out of the office next week

3. Administrative Services – Lee Lindsey

a. CSEA MOU Addendum – Direct staff to shut off computers daily to reduce vulnerability; Have Keith discuss during convocation

b. Title 9 Training – Wendy holding for response from attorney

c. Sports Auction – Thursday, August 10th

d. ADA Parking – Fill document holders with campus maps; Provide directional signs

e. FCMAT transparency – replace four old refrigerators with one energy star refrigerator; 3 year payback; freezers in old admin building replaced with Measure Q

f. Significant problem; Pru still manages the Block Grant; less than \$500,000 in non credit revenue; expenses exceed revenue; community ed cost increase; funding guidance classes; run as apportionment style classes for more revenue

g. Klamath Trinity microscopes update; make sure we get what works; Science Lab; All classes and Nursing

4. Executive Director of College Advancement – Mary Coehlho
 - a. New logo nearing completion; Adjusting the Font
 - b. Daktronics/Marquees need new logo
 - c. Strategic Plan for Klamath/Trinity and Del Norte; limited course schedule
 - d. Pelican Bay – telepresence site; requesting additional classes; IT is working on telepresence; CDF Prison Camps
 - e. CTE staff problems; Del Norte non credit failure
 - f. Newsletter – first one the week school starts; H.R. to send new hires
 - g. Career Tech Commercial at College of the Redwoods
5. Vice President Instruction & Student Development – Angelina Hill
 - a. Submitting the Grant for the Food Pantry; same as last year
 - b. Cancellation Meetings – average number of students=6; one class over 10
 - c. Convocation – August 24th and 25th
 - d. Need volunteers to help students find their way around campus; biggest issue is Creative Arts
 - e. Welcome Back Party – cannot use equity funds or the general fund; ask ASCR to donate; possible to use rental income; cost low four figure