



# SEATTLE COLLEGES

Central · North · South · SVI

**Mission:** The Seattle Colleges will provide excellent, accessible educational opportunities to prepare our students for a challenging future.

**Vision:** The Seattle Colleges will be learning-centered... in providing high-quality and innovative education; in preparing our students for success and lifelong learning.

## Chancellor's Executive Cabinet

9:00-11:30 a.m., May 22, 2017

Siegal Center Boardroom

### Notes

**Attendance:** Shouan Pan, Earnest Phillips, Gary Oertli, Dave Blake, Sheila Edwards Lange, Andrea Insley, Malcolm Grothe, Kurt Buttleman, John Sharify, Wendy Schneider, Mary Ellen O'Keeffe, Warren Brown, Rebecca Hansen

**Absent:** LaVerne Lamoureux

#### I. Action Items

##### 1. Seattle Colleges Emergency Action Plan

Kurt Buttleman introduced the EPAC Leadership Team: Chuck Davis, Betty Lunceford, Christa Colouzis, David Sandler and Melissa Mixon. Chuck Davis and the EPAC team met with Chancellor's Executive Cabinet in October 2016 and identified gaps in the emergency preparedness plan. At that time, each college had a different plan that varied in the level of detail. Over the past year, the EPAC team developed an integrated plan.

Key goals for 2017-18 were presented and completing Continuity of Operation Plans (COOP) is a primary goal for the upcoming year. Chuck Davis is the outgoing EPAC chair; David Sandler and Melisa Mixon are the incoming chairs.

The EPAC team invited comments on the Emergency Action Plan. Once the plan is finalized, the chancellor and presidents will sign it. Feedback was requested by mid-June so that the new plan can be in place by July. When feedback is collected, the final plan will be brought back to CEC for approval.

#### II. Standing Issues/Updates:

##### 1. Review of Notes from May 8

CEC reviewed the notes and offered edits. The notes will be posted on the District Leadership page.

##### 2. Chancellor/Board Updates

Shouan Pan and Teresita Batayola sent a letter to Governor Inslee recommending candidates to fill the board vacancy. The Governor's Office has confirmed that they are reviewing applications and we anticipate an appointment later this summer.



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3. College and District Division Updates – College Presidents and Vice Chancellors  
Mary Ellen O’Keefe shared an update from the Instruction Commission meeting. 40% of students in WA who graduate from high school are not going to college. At the meeting, Jan Yoshiwara, the incoming SBCTC Executive Director, expressed concern over enrollment statewide.

Warren Brown and Mary Ellen O’Keefe are part of the state-wide SAI Council making recommendations for reforming the formula for Student Achievement Initiative points. A decision could be made by the State Board in June.

4. Enrollment Report – College Presidents  
North is at 96% for spring and noted growth areas in the social sciences and areas that are shrinking such as BTS, Math and Science. South is inching toward 100% for spring as apprenticeship numbers come in. South has also seen a decline in BTS. Central noted the same decline in BTS that drove closure of the BTS program at SVI.

5. Budget  
Kurt Buttleman did not have any news to report on the state budget. The State Board sent OFM a letter indicating that the colleges will continue to operate even if the state budget isn’t settled by June 30. The presidents will present the 2017-18 budget to the Board of Trustees on June 8.

6. Negotiations with AFT  
Kurt Buttleman announced that a meeting is scheduled for Thursday, May 25 and no further meetings are scheduled.

7. ctclink  
Kurt Buttleman announced that the third of three ctclink workshops has taken place. The final workshop was on admissions and a number of people from Seattle Colleges participated. Daniel Cordas will be updating each of the president’s cabinets on ctclink and 25Live.

8. Operational Priorities

- a. Enrollment – Sheila Edwards Lange
- b. E-Learning – Mary Ellen O’Keefe and Warren Brown
- c. Website – Dave Blake and Earnest Phillips

Reports and recommendations are due by end of spring quarter. Once the reports are received, Chancellor Pan will share them with the District Management Team.



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### III. Operational Issues

#### 1. Foundation Q1 District Development report

Wendy Schneider reported that the Pacific Tower audit was completed successfully. The Foundation board is working on a districtwide initiative for fundraising in the coming year. The first report on the Raisers Edge project has been completed and the kick-off meeting is coming up soon. On June 28, a meeting is scheduled with representatives from BMGF to thank them for their gift toward emergency completion scholarships. Wendy also reported that we did not win the United Way grant but received encouraging feedback from the grant officer.

#### 2. Combined Charities Campaign Leader

Leda Goncharoff will be the Seattle Colleges contact person and she will communicate with employees districtwide. The college presidents can decide how to augment communications from District HR and encourage participation on their campuses. When notice for participation is sent, employees will be reminded that our foundations are eligible to receive gifts.

#### 3. Communications and Engagement Plan

At the last board meeting, the board requested a communications plan for ASI and strategic planning. They would like the plan to increase understanding of our fiscal situation across broad audiences in the college community and communicate the urgency for change. The recommendations from Jean Floten are expected soon. The communications plan will be shared with the trustees for their feedback.

#### 4. Evaluations for Executive Cabinet Members

Shouan Pan introduced a performance evaluation process for Chancellor's Executive Cabinet members. He asked CEC members to complete their self-evaluation and a set of additional questions by June 16. 1:1 evaluation meetings will be scheduled during the second half of June.

#### 5. Use of PT Employees

Dave Blake informed CEC about concerns raised by WFSE regarding use of PT employees. Dave Blake introduced a discussion about whether leadership would like to temporarily suspend use of PT workers or limit them to specific areas of our operations.



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## **V. Personnel**

### 1. Discussion about district leadership positions

Chancellor Pan shared thoughts about shifting priority for hiring new leadership to align with some immediate operational priorities and then develop a longer-term plan for hiring for the academic success position. He invited feedback.

\*The next Executive Cabinet meeting is on June 5 at Siegal Center.