



# 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

9:00-11:00 a.m., May 1, 2017

Siegal Center, Boardroom

### Notes

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

**Absent:** Dave Blake, Andrea Insley, Malcolm Grothe, LaVerne Lamoureux

## II. Standing Issues/Updates:

### 1. Review of Notes from March 27 and April 10

Rebecca will add page numbers and label them notes. Warren Brown corrected an error in the March 27 notes about the discussion about Student Achievement Points. With that change, the notes were approved to be posted on the Chancellor's Office page.

### 2. Chancellor/Board Updates –

Shouan Pan thanked everyone who attended the 50<sup>th</sup> Anniversary celebration. He was pleased that so many community partners came to support Seattle Colleges.

The Board of Trustees held a special board meeting on April 24 to award Jorge Carrasco emeritus status. At that meeting, they also discussed names of potential candidates to recommend to Governor Inslee for appointment. A letter from the Chancellor Pan and Board Chair Batayola will be sent to Governor Inslee this month.

### 3. College and District Division Updates

Sheila Edwards Lange gave an update on preparation for potential May Day demonstrations at or near Seattle Central College.

Warren Brown informed Executive Cabinet that Seattle Department of Transportation will be at North for a community meeting on May 2 to get input on the plan for the pedestrian overpass. He is concerned about the current design because the bridge ends in a parking lot on campus.



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Earnest Phillips is clarifying data related to enrollment and employee FTEs and shared what he has found. Chancellor's Executive Cabinet reviewed the data presented. Sheila Edwards Lange suggested verifying the numbers with Institutional Research and citing the sources used. She also suggested that state-supported numbers be added to the chart.

Kurt Buttleman will present an ORCA card update on May 8.

Gary Oertli participated in interviews for the SBCTC Executive Director last week and he shared some feedback on the finalists. A decision and announcement from the State Board is expected on May 10/11.

#### 4. Legislative Update

Executive Cabinet discussed outreach to Speaker Chopp and other key legislators regarding use of local funds for state employee salaries.

#### 5. Enrollment Report

South is on target to reach 100% for spring quarter (at 80% right now). South should hit 100% for the 2016-17 academic year.

North is currently at 97% for spring quarter. With conversion of international students, they will be at 99%. North ended winter at 99% as well. Headcount this spring is higher than it was last year, indicating that there are more part-time students. Programs at North have had consistent enrollment with the exception of two: science enrollment is down, and health and human services enrollment is up. For summer quarter, North will focus recruitment on university students who need more general education credits.

Central is under 90% for spring quarter. Headcount is up but FTE is down. SVI is struggling: some programs have closed and layoffs are expected. Executive Cabinet discussed potential layoffs and how bumping rights may impact employees at other campuses. Dave Blake was requested to clarify the process and work with presidents to identify the employees who will be impacted.



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## 6. Budget

Kurt Buttleman is meeting with the campus business officers to prepare tuition estimates and information to present at the June board meeting. Non-state budget information is fairly clear but the state budget remains a more unknown factor.

For 2017-18, the colleges are preparing for the following cuts:

3.5 million at Central

1.5 million at South

1.4+ million at North

## 7. Negotiations with AFT

Meetings are scheduled on May 5 and 9. Kurt Buttleman outlined key provisions that are on the table. The June 8 board meeting is the last opportunity to approve the contract before the end of the fiscal year.

## 8. ctCLink

Kurt Buttleman presented an updated monthly report on the project. Statewide best practice development is underway. Executive Cabinet discussed Ciber and a potential lawsuit against SBCTC.

## 9. Operational Priorities

### a. Enrollment

Sheila Edwards Lange reported that five areas for recommendations have been identified and that some easy fixes have been implemented prior to making recommendations.

Late registration policies and entry codes will be standardized across the district and calling campaigns will be implemented as a standard practice. A common application form is now being used for all of the colleges and the steps to enrollment are now all labeled the same and located in the same place on the college websites. The secret shopper report and focus groups will be completed in May.

Dr. Edwards Lange noted that prerequisites and testing remain barriers. Chancellor Pan asked for 2-3 math faculty from each campus to work over the summer and recommend a common test for broad faculty review and adoption.



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## b. E-Learning

Mary Ellen O’Keeffe is meeting with the e-learning directors. They have developed a vision statement and goals, and are now developing strategies.

## c. Website

Earnest Phillips presented a report on website design and content recommendations. He also presented a proposal for a web services unit. This will be reviewed again when Dave Blake is here so implications for staff can be discussed in detail. Data on the total budget impact was also requested.

## V. Operational Issues

### 1. Strategic Planning Town Hall on May 8

An invitation will go out district-wide today for our first-ever virtual town hall. The goal of the town hall is to present the preliminary thinking of the board, take questions and get internal community input. Individual calls are scheduled with the presidents, IR Directors and trustees to review the program flow and your roles.

### 2. Aligning SPS & SC Pathways

Earnest Phillips introduced information about the new SPS requirement for students to develop a High School and Beyond Plan (HSBP). Earnest recommended aligning communication and pathways to simplify SPS student interaction with Seattle Colleges. Chancellor’s Executive Cabinet expressed support for streamlining communication and pathways for SPS students. Earnest will present the concept to the Articulation Council.

### 3. Lifelong Learning Awards – Rebecca Hansen

The nomination period will be extended until May 12. The college presidents will send a notice of the extension to employees at their college to encourage more nominations.

The next Executive Cabinet meeting is on May 8 at Seattle Central College.