

## PRESIDENT'S CABINET MEETING NOTES

Tuesday, January 26, 2021

9:30 a.m.

Via Zoom

**Members Present:** Joe Barrientos, Tim Collins, Julienne DeGeyter, Greg Dempsey, Victor Garmiles, Betsy Hasegawa, Sayumi Irei, Rosie Rimando-Chareunsap, Maureen Shadair, Ty Swenson, Vanessa Johnson, Mary Pyper

**Guests:** Erin Barzen, Alyssa Muñoz, Carol Fernandez, Megan Fonda, Joshua Little, Leon Haskins, Kara Schwartz, Julius Lloyd

**Sayumi Irei** facilitated today's meeting.

### ***INTRODUCTION OF NEW COLLEAGUES***

**Erin Barzen** introduced **Alyssa Munoz**, Guided Pathways Program Specialist. Alyssa will split her time between managing Guided Pathways projects and Title III projects. She is a graduate of Seattle University's Student Development Administration (SDA) program and came to South from North Seattle College. Her experience with student focus groups will be invaluable to moving South's student initiatives ahead.

**Rosie Rimando-Chareunsap** introduced **Vanessa Johnson**, Executive Assistant to the President. Vanessa comes to South with strong leadership support and community college experience. During her time at Lower Columbia College, Vanessa managed the University Center and helped author the application to add the first BAS program to the college.

### ***LAND ACKNOWLEDGEMENT***

*Maureen Shadair provided the land acknowledgement: "We at South would like to acknowledge that we are on the traditional land of the First People of Seattle, The Duwamish People, past and present, and honor with gratitude the land itself and the Duwamish Tribe."*

### ***CONSENSUS ITEM***

"Draft" notes from the January 12 Cabinet Meeting were distributed and edited.

### ***DEBRIEFS***

Due to time limitations, a debrief from those attending the Aspen Institute was tabled until 2/9.

### ***STANDING AGENDA ITEMS***

## Budget

**Rosie Rimando-Chareunsap:** Rosie shared that the Chancellor wants a high-level plan across the colleges to address the new CARES funds spending.

Our initial draft spending categories include:

1. Covid-related expenses
2. Student direct aid
3. Restoring Instruction
4. Restoring infrastructure

\$100,000.00 of the new CARES funds will be directed to IT support to students.

### **Victor Garmiles and Julianne Degeyter:**

- A request form for the CARES funds is being finalized and will be sent to VPs for distribution to staff.
- The district withheld 10% of the state appropriation at the beginning of the year and will be releasing 7% soon, keeping 3% withheld for the COLA that the state is taking back. Also, the district will fully release Guided Pathway funds as well.

### CARES Funds Details

- \$2.7-\$2.8M in institutional funds
- \$930K in direct student aid
  - New student funds will NOT be restricted to students who are Title IV eligible
  - Sarah Sabay, Mica Hunter, and Erin Barzen are working with Corinne Soltis on the distribution plan
  - The distribution plan will be presented to Cabinet before engaging College Council and others.

**Sayumi Irei-**Lists of Revenue due to COVID-19 (*Tabled*)

## Covid-19 Updates

**Julianne DeGeyter:** Interest in moving more classes back on campus has been expressed in district level discussions. Cabinet discussed tempering expectations around more face-to-face instruction given the current viral realities and the safety of students and staff. Student Services continue to develop the online Welcome Center to provide exception service to students in remote operations.

## Personnel

**Tim Collins:** Tim thanked everyone for their diligence in getting e-forms submitted before the moratorium. Any emergent e-forms issues can be submitted to Tim for consideration. A reminder that e-forms must be submitted for any staff separations. The job description discussion is postponed until the 2/9 Cabinet meeting.

**Joe Barrientos:** Julius Lloyd will serve as the interim WorkForce Director. Updates will be brought to Cabinet.

## Policy/Procedure Review

**Joe Barrientos:** There is a public hearing later today on two proposed changes to the WAC. One change pertains to Required and Emergency Leaves of Absence, the other addresses the DOE-mandated changes to Title IX at the colleges.

## Enrollment

State Funded Headcount Total            5,874      5,050      -824      -14.0%

## *DATA and RESEARCH TOPIC*

**Greg Dempsey:** Accreditation: Organizing for the Mid-Cycle (summary provided by Greg Dempsey)

Greg shared an overview and pertinent changes and deliverables for the accreditation cycle with Cabinet. Key details from the PowerPoint presentation highlighted below:

### Seven-Year Accreditation Cycle

Process	When	South's Timeline
Mid-Cycle Review	Year 3	Spring 2022
Policies, Regulations and Financial Review (PRFR)	Year 6	Spring 2025
Evaluations of Institutional Effectiveness	Year 7	Spring 2026

### Major Changes to NWCCU Standards:

- Number of standards has been reduced from 5 to 2
  - Standard One: Student Success and Institutional Mission and Effectiveness
  - Standard Two: Governance, Resources, and Capacity
- Number of standard elements has been reduced from 142 to 47
- Core Themes are no longer required
- Increased focus on equity and closure of equity gaps

Although there are now significantly fewer accreditation standards, those that remain are designed to focus on the three most **critical elements** of accreditation:

- Student success
- Institutional mission and effectiveness
- Governance and adequate resources and capacity

### Next steps:

1. It is highly encouraged that each Cabinet member become an expert in accreditation for your area by reading through the current [2020 NWCCU Standards](#).
  - a. As a reminder, the **Year Three: Mid-Cycle Self Evaluation Report**, will take place for us Spring 2022. This is a formative evaluative process focused on **Standard One** of NWCCU's Standards for Accreditation. It is designed to assist institutions in determining if their efforts to promote student learning outcomes and assessment will result in a successful Year Seven Evaluation of Institutional Effectiveness (EIE).

2. We decided that our structure for prepping, coordinating and getting us through the mid-cycle would consist of an **Accreditation Executive Committee**.
  - a. Each Cabinet member will be part of this committee.
  - b. Each Vice President will recommend 1 or 2 representatives that can join and serve on this committee.
  - c. Based on roles, functions and the Standard One elements, Laura Kingston and Katherine Hinkelman will also be members.
  - d. Once the committee membership has been finalized, Greg will calendar standing meetings to start in late Feb or early March that will take us through Fall quarter. At that point, we may need to increase our frequency leading into the visit, however, we will assess at that point.
3. We decided to use the current 2017-2023 district-wide strategic planning metrics ([scorecard](#)) to guide our work and response to how we define and track our progress towards Mission Fulfillment. Greg has asked Kurt to provide an update regarding the updating of the scorecard datasets and finalizing of our partnership metric. Once available, Greg will share with this group and more broadly.
4. Even if the District moves toward single accreditation, South must fulfill our mid-cycle responsibilities

## ***DISCUSSION***

**Sayumi Irei:** Sayumi shared that Instruction is proposing the similar Modes of Instruction for Summer and Fall 2021 (predominantly online).

The principles on which this decision is being made:

1. Focus on anti-racist remote education and proactively redistributing resources to support the work
2. Rapid changes in scientific understanding of COVID-19's behavior and its affects
3. Ongoing and changing West Seattle bridge developments (and hopes)
4. Seemingly frequent changing in Federal regulations
5. Accommodating differing professional & technical degree requirements, such as Aviation program

**Joe Barrientos:** Joe requested Cabinet approval to engage Parchment for transcript processing. The labor time gained will offset the annual transcript fee income.

**ACTION:** Cabinet approved the request to contract with Parchment for transcript processing.

**Julienne DeGeyter:** Julienne informed Cabinet that the District has formed a Parking Task Force.

**Julienne DeGeyter:** Julienne is seeking clarity around the legal requirement for live Lockdown Drills. The Director of Security, Hip Nguyen, recently sent an email to the campus community regarding the Lockdown Drill guideline.

## **BIPOC Council**

Carol Fernandez, Megan Fonda, Joshua Little, Leon Haskins, Kara Schwartz, and Julius Lloyd joined Cabinet for introductions and an update on the future of the BIPOC Council. The goal of the BIPOC Council is to serve the campus in an advisory role.

Future deliverables include:

- BIPOC Quarterly Newsletter highlighting staff and students of color
- Onboarding/Exiting process for BIPOC staff
- Quarterly events (1-2)
- Annual recommendations to Cabinet
- BIPOC community requests

Next Steps

- Finalize by-laws with Cabinet liaison support
- Recruit new BIPOC members
- Create Winter quarter objectives

Future Potential Partnerships with Cabinet

- BIPOC representative/group attend cabinet periodically
- Cabinet supports our BIPOC events (I.e., financial, communication, and attendance/participation)
- Cabinet requests meetings from BIPOC to offer advice on policies and procedures
- BIPOC would reach out to cabinet if BIAS incident occurs, or we have suggestions that impact policies/practices/trainings

***ANNOUNCEMENTS***

Chancellor's Cabinet and District Leadership Team Updates

***WINTER EVENT PLANNING***

South Exempt Meeting – February 10, 2021, 2:00 p.m.

***INFORMATION ITEM***

Next Meeting: Tuesday, February 9, 2021, 9:30 a.m.

***CORE THEMES***

- Student Achievement
- Teaching and Learning
- College Culture and Climate
- Community Engagement and Partnerships

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