

## PRESIDENT'S CABINET MEETING NOTES

**Tuesday, April 28, 2020**

**9:30 a.m.**

**Via Zoom**

**Members present:** Joe Barrientos, Julianne DeGeyter, Greg Dempsey, Betsy Hasegawa, Sayumi Irei, Ty Swenson, Rosie Rimando-Chareunsap, Veronica Wade, Wendy Nagasawa

### ***LAND ACKNOWLEDGEMENT***

Joe Barrientos 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."*

### ***WORKING SESSION FOLLOW-UP TOPICS REVIEW***

**Rosie Rimando-Chareunsap** – topics discussed during the April 21 Cabinet Working Session included: COVID-19, West Seattle Bridge closure, and how can we better utilize off-campus sites. A Transportation Task Force will be formed to work on the challenges due to the West Seattle Bridge closure.

Per the Principles for 2020-2021 Budget Planning, Cabinet is discussing and exploring budget cuts, furloughs, and other personnel decisions such as reviewing top level salary positions before other positions. Also, exploring and confirming decisions across the District.

Rosie shared faculty and staff questions from the Budget Forum held on Tuesday, April 21, via zoom. Cabinet agreed that we need to be strategic and transparent regarding budget. A regular budget update and development of FAQ's were discussed, which can be used as a platform to educate.

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

#### **COVID-19 Updates/Governor's Stay at Home, Stay Healthy Order Thru May 2**

**Julianne DeGeyter** – Julianne advised that quotes are being obtained for Plexiglas partitions between students, faculty, and staff in Student Services.

**Rosie Rimando-Chareunsap** - Malcolm Grothe will convene the workforce deans regarding return to work/school safety planning to ensure that our labs will be ready when we return to campus.

**Sayumi Ireys** – the vice presidents met yesterday and created a proposal to Chancellor Pan regarding fees. Sayumi advised that we are not charging an additional fee because we moved to remote operations.

**Ty Swenson** – the District's new website will be launched on Thursday, May 7. In addition, Live Chat, same technology for all three colleges, is nearing completion with a launch planned in the coming week. Once launched, the students will be advised. Ty will ask Nick Albritton and Vanessa Calonzo to demo Live Chat at an upcoming Cabinet meeting.

The Governor is holding a press conference on Friday, May 1, regarding the extension of the Stay at Home, Stay Healthy Order.

Cabinet discussed holding a mid-quarter Student Forum. Following discussion, the forum is planned on Tuesday, May 26, 3:00-4:30 p.m. via zoom. Wendy Nagasawa was asked to send an invite to Cabinet to hold the date on their calendars.

### **Budget**

**Rosie Rimando-Chareunsap** – Rosie will share with Cabinet her running notes from last year's budget process.

### **Personnel**

Cabinet provided personnel updates.

**Sayumi Ireys** – Rowda Samatar in Title III has accepted a new job at the University of Washington.

**Joe Barrientos** – advised that the Assistant Registrar and Specialist in EOC have been hired in Student Services. Cabinet was asked to introduce new folks at Cabinet meetings, coordinating with Wendy Nagasawa.

**Julienne DeGeyter** – Karen Herndon's last day is Thursday, April 30.

### **Enrollment**

**Greg Dempsey** – Greg reported that winter quarter enrollment ended at 83% of target; spring is at 57% of target. There are 33% fewer students taking classes spring quarter than winter quarter. Due to COVID-19, we are not able to offer face-to-face classes, Aviation, Professional Technical, apprenticeship, but moved a majority of the classes online.

Running Start enrollment remains fairly steady with 458 FTE's winter quarter and 420 FTE's spring quarter. Working with the state regarding Running Start during the summer.

International enrollment was 1,035 FTE's fall quarter and 835 FTE's spring quarter. Fall was a little lower than last year – last year it was around 1,100 FTE's. International is looking at 25% revenue reduction which will be reflected in their budgets.

### **Policy/Procedure Review**

No policy/procedure reviews were reported.

## ***DISCUSSION***

### **Agenda for May 27 South Exempt Team Meeting**

The next South Exempt Team meeting is scheduled on Wednesday, May 27, 2:00-3:30 p.m. via zoom. Cabinet reviewed the agenda from the February 26 meeting. Following discussion, the

May 27 agenda will include: land acknowledgement, introduction of new colleagues and those in new roles, update from the president, vision planning for our future, and shared announcements and book end kudos.

Due to the current pandemic, the following agenda items are on hold:

Cabinet and South Exempt Team Summer Retreats

Annual Committee Assignments -- Wendy Nagasawa was asked to share with Cabinet the list of 2019 annual committees and planning committee chair/co-chairs.

Regarding standing committees, Veronica reminded Cabinet that her participation on Cabinet was on a trial basis until the end of the academic year. Sayumi Irej extended appreciation to Veronica for serving while she was new to the VPI position – Sayumi recommended continuation of an instructional representative to Cabinet. Julianne DeGeyter asked that the new Director of Budget be added to Cabinet. Rosie Rimando-Chareunsap indicated that perhaps the Cabinet working session can include Cabinet, the budget director, and the Instructional representative, and the Regular Cabinet meetings will be the more formal meetings. Further discussion is needed.

### ***SPRING EVENT PLANNING***

District Management Team Meeting – Monday, May 18, 2:30-4:30 p.m., Central BE1110

South Exempt Team Meeting – Wednesday, May 27, 2:00-3:30 p.m., via zoom

### ***ANNOUNCEMENTS***

#### **Chancellor's Cabinet and District Leadership Team Updates**

**Rosie Rimando-Chareunsap** – Rosie advised that on-going thefts have been taking place on campus; therefore, security coverage has been added from 4:30 p.m. to 2:30 a.m. effective today.

Rosie provided an update from yesterday's Chancellor's Executive Cabinet meeting.

Sayumi Irej was advised that when we develop the fall schedule, please be mindful of how we offer classes. There was a discussion to have classes on weekends rather than Fridays, mainly Academic and Professional Technical.

Inasmuch as we have been constantly videoconferencing since early March, research indicates that it is resulting in Zoom fatigue. Chancellor's Cabinet discussed ways to ease some of the stress and would like to ask, where possible, that Zoom or Skype sessions not be scheduled on Fridays. Instead Fridays will be reserved to conduct individual or small group meetings. An email is forthcoming from District Communications.

**Joe Barrientos** – the S&A Fee Allocation needs to be presented to the Board of Trustees on May 14; therefore, the students will present during the May 5 Cabinet Working Session.

## ***INFORMATION ITEM***

### **Next Meeting**

The next meeting is scheduled on Tuesday, May 12, 2020, 9:30 a.m. via Zoom.

## ***DATA AND RESEARCH***

### **Vision Planning for the Future**

**Greg Dempsey** – Greg advised that faculty and staff want to know the direction of the college and how Cabinet prioritizes the on-line environment in budget planning.

The agenda for Vision Planning for our Future included:

- Mission Statement Versus Vision Statement
- Our Current Challenges and Opportunities
- My Vision
- Data Review
- Next Steps

The District's Mission and Vision Statements were shared:

Mission: Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

Vision: Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

The Mission Statement is our intended reality.

Based on our conversations, known challenges and opportunities, each Cabinet member was asked to take 3-5 minutes to write what they think South's vision should be for the next 1-3 years for discussion at next Tuesday's Cabinet Working Session. Collectively as a Cabinet, the draft document will be reviewed by the campus community.

Greg shared internal data as a result of COVID-19 and the West Seattle Bridget closure. He will continue to review data and conversations weekly.

## ***CORE THEMES***

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

The meeting adjourned at 12:15 p.m.

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*Disclaimer: These meeting notes are a reflection of the conversations that took place on the date noted in these minutes. These conversations are documented by information and data that was available at that time, and meeting notes are intended to provide a historical reference and acknowledgment of those conversations. By the time these notes are distributed, it is possible additional information and data have been discussed and further conversations have occurred.*