

PRESIDENT'S CABINET MEETING NOTES

May 12, 2020

9:30 a.m.

Via Zoom

Members attending: Joe Barrientos, Greg Dempsey, Julianne DeGeyter, Betsy Hasegawa, Sayumi Irey, Linda Manning, Rosie Rimando-Chareunsap, Ty Swenson, Veronica Wade, Wendy Nagasawa

Guests: Ullis Herrera, Linda Martin, Joy Maldonado, Melody McMillian

INTRODUCTION OF NEW COLLEAGUES

Joe Barrientos – Joe introduced new Student Services staff.

Ullis Herrera, Student Development Specialist in TRIO EOC. Previous experience includes the College Success Foundation and part-time advisor at Seattle Central College. Originally from Eastern Washington, he's been in the Seattle area since 2015. His student services and college prep experience is a perfect fit for the position – he's excited to be at South.

Linda Martin, Assistant Registrar. Linda moved from Mesa, Arizona, and started on April 1. Most recent experience includes working for an HIS, Hispanic Serving Institute, GateWay Community College/NOW (No Opportunity Wasted) and a program called EXCEL, similar to TRIO -- it's a student success program helping scholars navigate college toward degree completion and university transfer serving first generation, low income students and included a large refugee population. She has worked in both community college and university settings: UC Davis, Stanford, Dominican University of California, and the Maricopa County Community Colleges District. She and her kids attended community colleges and four-year institutions – her heart is with community colleges and she loves helping students navigate the system, and see the student's personal growth in self-efficacy, confidence, and empowerment. She is happy to be at South.

Linda Manning – Linda introduced **Joy Maldonado**, HR Business Partner, who started on May 6. Joy has 15 years Human Resources experience as a HR Consultant with the Washington State Department of Transportation/Ferries and HR Generalist with Kent School District. Joy indicated she's glad to be at South and loves to travel.

Cabinet provided self-introductions.

LAND ACKNOWLEDGEMENT

Linda Manning 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

Review “Draft” April 28 Cabinet Meeting Notes

“Draft” notes from the April 28 meeting were distributed, edited, and approved.

Action: The April 28 Cabinet notes will be shared with the South community.

WORKING SESSION FOLLOW-UP TOPICS REVIEW

Rosie Rimando-Chareunsap – Rosie summarized topics discussed at last week’s Cabinet working session:

- Visioning work is essential -- how do we lead the college over the next five-year period.
- Engaged in conversations on how to transform and navigate.
- Discussed pandemic impact.
- Corinne Soltis presented Financial Aid Leveraging, before and after COVID-19.
- The USA S&A Fee Board presented their 2020-2021 allocation – Cabinet approved.
- New enrollment transfer dashboard was presented by Greg Dempsey and Katherine Hinkelman.
- The Academic deans spotlight presentation was enrollment projections.

STANDING AGENDA ITEMS

COVID-19 Updates/Governor’s Stay at Home, Stay Healthy Order Thru May 31

Rosie-Rimando-Chareunsap – the Governor-approved “essential programs” to return to in-person instruction at South include: Central nursing courses taught in Cascade Hall and the apprenticeship programs at Georgetown. **All other instruction and services will continue remote operations and campuses will remain closed to the public.**

Julienne DeGeyter – although essential programs are scheduled to begin effective Monday, May 18, Julienne advised that we will first need to comply with lengthy compliance requirements.

To assist with returning to in-person instruction, three District-wide groups have been formed: Malcolm Grothe/Instruction have developed an Instructional Plan to assure we meet the lengthy compliance requirements; another group is coordinating social distancing in the classroom and clean equipment; and Lincoln Ferris, Interim VPA at Central, and John Lederer, Executive Dean at North, are making sure facilities are in order.

Julienne reported that masks and gloves have been ordered for the sites. A 50-page Infection Control Plan will be posted in every classroom and area where staff work.

Maintaining Public Health Guidelines:

Take your temperature at home

Wear a face mask

Check-in and check-out daily at established locations

Take the required health and safety training

Budget

Rosie Rimando-Chareunsap – per Rosie’s South 2020-2021 Budget Development Update #1 dated May 6, regular budget emails to the campus community will be provided as change or new information is received.

Budget discussions included:

- Cabinet is reviewing College Council anonymous budget feedback on a weekly basis.
- The Finance Office is reviewing the current fiscal year 2019-2020 projections through the end of the academic year.
- This past year, an expert in community college finance conducted an extensive campus-wide review of our 2,200 budget accounts.
- Due to COVID-19, declining enrollment is impacting revenue collection.
- Weekly budget meetings apart from regular Cabinet meetings have been scheduled for planning.
- Looking at the proposed reductions.

Personnel

Julienne DeGeyter – acceptance of the Cashier III position has been received pending the background check.

Linda Manning – Scott Rixon in HR at Central is working on org charts and they should be done by the end of the week. Cabinet was asked to send any updated org charts as soon as possible to Scott Rixon, Joy Maldonado at South, and Rosie Rimando-Chareunsap.

Regarding service awards, Linda advised that South HR is the only campus that coordinates the yearly event. Linda was asked to have Joy connect with North and Central regarding their plans and if their events will be conducted by Zoom. Rosie Rimando-Chareunsap advised that this year’s event will be coordinated by South HR, with support by the President’s Office.

Rosie Rimando-Chareunsap – Julienne DeGeyter will serve as a Cabinet member to co-chair the District Director of HR search (position at South) with Shayne Wong, HR Business Partner at Central, and Ali Faw, Executive Assistant in District HR, will provide staff support.

Cabinet extended congratulations to Linda Manning as she moves on to a new job opportunity.

Enrollment

Greg Dempsey – Greg reported that there has not been a lot of movement. Enrollment is in the 56% range, about 1,700’s FTE’s off our spring quarter target. This is a unique quarter due to COVID-19.

Sayumi Irei – currently, there are 480 quarterly apprenticeship FTE’s in the system for spring quarter reported Sayumi. Additional FTE’s will be forthcoming in spring and summer quarters.

Rosie Rimando-Chareunsap – Rosie asked Institutional Research to provide an analysis where we lost enrollment, program by program, and by race.

Policy/Procedure Review

Rosie Rimando-Chareunsap – as discussed at the Monday, May 11, Chancellor’s Executive Cabinet meeting, the following policies are under review:

- Policy 474, Bereavement Leave for Exempt Employees - language will be expanded to be more inclusive of family members
- Policy 475, Professional Leave for Exempt Employees

UPDATE

Seattle Promise Update

Melody McMillian - Melody provided a quarterly update regarding Seattle Promise and highlights included:

Retention for South – Fall-to-Winter: 83%; Fall-to-Spring: 71%

Anticipating 41 Seattle Promise graduates from South this spring

Incoming class of 2020

1,763 students applied to Seattle Promise

1,615 students also applied to a Seattle College

445 applied to Seattle Promise and South (some students applied to multiple colleges

1,218 students (of the 1,615) have submitted a FAFSA/WASFA (at least 337 of those were submitted to South)

976 students have submitted a fall registration survey (=Readiness Academy)

169 have confirmed South as their intended college (up 22 since May 1)

Melody shared data for three questions from a Student Survey released on April 1: high school you will graduate from in 2020, which area of study interests you most, and what is your confidence level with taking partial or fully-online classes.

Upcoming Dates and Deadlines

Now-May 30: Students can meet Readiness Academy requirement by submitting fall registration survey

May 26-June 6: Advising making course recommendations, Registration registering students

September 15 and 16: Summer Bridge, an extended two-day orientation, learning study skills, and navigating campus. Melody indicated that we will need to be creative on how this will look like at all three colleges. Something for you to think about – we do not need to make the decision right away.

DISCUSSION

Summer Meeting Dates: Cabinet and South Exempt Team

Annual Committee Assignments

Due to COVID-19, the above meetings and tasks are pending.

SPRING EVENT PLANNING

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

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

Following discussion, the agenda for the May 27 South Exempt Team meeting will include: welcome, land acknowledgement, introduction of new colleagues or those in new roles (since February), update from the president, vision planning for the future, and shared announcements and book end kudos. Inasmuch as the meeting will be conducted via Zoom, Cabinet members will be introducing new colleagues. Rosie Rimando-Chareunsap will work with Greg Dempsey regarding vision planning.

Greg Dempsey – Greg advised that a District-wide Employee Climate Survey will be launched on Monday, May 18. South specific questions around vision planning will be imbedded into the survey. The Chancellor's Office will send the link to the survey – the survey will be open through May 29. Rosie Rimando-Chareunsap will send a campus-wide email prior to the launch. Cabinet was asked to encourage faculty and staff to participate.

Ty Swenson – a Mid-Quarter Student Forum is planned on Tuesday, May 26, 3:00-4:30 p.m. via Zoom.

The Transportation Task Force, with a focus on the West Seattle Bridge closure, limited public transit and other challenges, is gathering names of volunteers and making connections with Seattle Department of Transportation, King County Metro, Commute Seattle and other public figures. Meetings will start soon.

ANNOUNCEMENTS

Chancellor's Cabinet and District Leadership Team Updates

Negotiations with the AFT regarding the MOU around the COVID-19 transition (transitioning to online) are continuing reported Rosie Rimando-Chareunsap.

Greg Dempsey – a Student Experience Survey by Hanover will be conducted. Meeting tomorrow to look at adding questions related to COVID-19 and the West Seattle Bridge closure. Analysis will not be available until this summer.

INFORMATION ITEM

Next Meeting

The next meeting is scheduled on Tuesday, May 26, 2020, 9:30 a.m. via Zoom.

CORE THEMES

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

The meeting adjourned at 11:30 a.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.