



## President's Cabinet

### Action Notes

August 20, 2013

Bill Scroggins, President/CEO  
Irene Malmgren, VP of Instruction  
Audrey Yamagata-Noji, VP of Student Services  
Mike Gregoryk, VP of Administrative Services  
James Czaja, VP of Human Resources

1. Cabinet reviewed the latest "First Monday" newsletter from state Chancellor Brice Harris ([attached](#)).
  - The potential withdrawal of the accreditation of City College of San Francisco continues to be an issue, and Cabinet reviewed recent developments. The message sent by Chancellor Harris to those at City College is [attached](#).
  - The possibility of bachelor's degrees being offered by California community colleges is being explored by a task force put together by Chancellor Harris ([attached](#)). Frequently discussed is the possibility of our offering a bachelor's degree in Nursing.
2. Cabinet welcomed Karen Saldana, Director of Safety, Health Benefits and Risk Management, and K.C. Kranz, Health/Fitness Supervisor. Their recommendation for the Employee Wellness Program for Fall 2013 ([attached](#)) was approved by Cabinet. This schedule is similar to the offerings in Spring 2013. The \$4,252.82 will be funded by the President's Office budget. The [Immediate Needs Request is attached](#). There is also a need for some equipment replacement. Inclusion of expanded employee services through our Health Center is still under discussion, and a proposal will be provided to Cabinet in September. Development is also proceeding on educational offerings to employees such as nutrition and healthy cooking classes. An exercise-though-walking program has been investigated, and lower cost options are needed. The Employee Wellness Program work group is putting together a proposal to become a permanent committee, co-chaired by Karen and Lorraine Jones, Director of Employee Services. Karen and K.C. also shared the survey results of participants in the Top Loser Program conducted last spring. Overall, the participants were very pleased, and the survey provided valuable suggestions for future improvements.
3. Cabinet approved two Immediate Needs Requests.
  - Our CISCO network infrastructure is outdated and failing. Replacement equipment has not been produced by the company for more than seven years. We have been able to replace failing devices with extra new equipment purchased in 2006 and kept for that purpose. However, recent extensive equipment failures have caused us to use the last of our replacement devices. So \$117,189 was approved to replace three CISCO chassis with HP hardware units, six of which are needed to match capacity needs. The Immediate Needs Request is [attached](#) as is a [memo](#) explaining future needs for CISCO replacement to be phased in.
  - Cabinet approved \$84,000 in one-time funds and \$18,540 in on-going funds to replace the KSAK transmitter and antenna. The Immediate Needs Request is [attached](#) as is a [memo](#) from Bill Eastham providing more background and rationale.

4. Cabinet discussed the updated timeline for Phase I of the Classification Study ([attached](#)).
  - Managers will review the job descriptions from 8/23 to 9/6. James will be meeting with each team (Instruction, Administrative, and Student Services) to give direction on this review. An agenda for the meeting is [attached](#).
  - Resulting job specifications will be sent to union leaders and employees on October 4<sup>th</sup>. Written comments will be due by November 15<sup>th</sup>. Final job specifications will be sent to Cabinet on December 20<sup>th</sup> to be approved by January 31<sup>st</sup>.
  - CSEA 262 and 651 leadership have made a request to negotiate the classification/compensation process. Cabinet is open to changes which would need to be formalized in writing. James will work with the unions to have this discussion.
  
5. Cabinet reviewed the final proposed 2013-14 Adopted Budget and approved the presentation to the Board of Trustees on September 11<sup>th</sup>. [The attached Budget and Actuals Comparison History](#) reflects the major elements of the budget.
  
6. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 9/17)
  - b. Employee Wellness Program (Karen Saldana, 9/24)
  - c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 10/15)
  - d. Chamber of Commerce Training Partnership (Irene & Donna, 9/24)
  - e. Emergency Response System Mark DiMaggio & Karen Saldana, **8/27**)
  - f. Process and Forms for Substitutes for Those on Extended Leaves (Mike & Rosa, 9/3)
  - g. Options to Provide DSPS Accommodation Testing (**Audrey, 8/27**)
  - h. Update on International Student Initiative (**Hiring Language Academy Coordinator: Audrey & Irene, 8/27**)
  - i. AP 6530/4350/7400—College Vehicles/Transportation (**Mike, 8/27**)
  - j. Lease/Lease-Back & Bond Expenditures (Mike, Rosa Royce & Gary Nellesen, 9/10)