



## President's Cabinet

### Action Notes

August 27, 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 was joined by Karen Saldana, Director of Safety, Health Benefits, and Risk Management; Gary Nellesen, Director of Facilities Planning and Management; and Mark DiMaggio, Director of Public Safety, to discuss progress on our Emergency Response System.
  - The first issue was augmenting our emergency communication system. We currently use email, phone, and text messaging to reach students and staff—augmented by on-campus radios operated by selected personnel. It is this on-campus notification system that requires improvement to meet our plan goals. In response to a [Request for Proposals](#) earlier this year, proposals from several firms were reviewed. One of the proposals was both complete and cost effective. The solution would involve a stand-alone voice announcement system using our fiber network. Coverage, as shown on the [attached map](#), would reach almost all the areas which are normally populated. The cost of just over \$1 M would be supported by our Measure RR bonds. A second phase which would include text communication over this system is beyond current resources but could be implemented in the future if funds are available. Cabinet authorized proceeding with the voice announcement solution.
  - The second issue is identifying staff to carry out the various functions of the Incident Command Team ([see attached list from the 6/25/13 Cabinet](#)) in our [Emergency Response and Evacuation Plan](#). There is also a need to train these individuals. Cabinet agreed that several campus personnel are needed for each duty given that not everyone is available 24/7 in an emergency. Our team recommended professional expert Jim Alcalá who also works at a consultant for Alliance of Schools for Cooperative Insurance Programs (ACIP). Cabinet agreed with the recommendation.
2. James reported that the search for the Director of Human Resources Operations and Employee Services was not successful. After discussion of alternatives, Cabinet agreed that the position would not be reopened until next spring. In the meantime, James will handle workload through a potential combination of out-of-class work, professional experts, and contracted consultants.
3. James updated Cabinet on his meetings with department managers regarding the Classification Study. The Senior Interpreter classification was also discussed. James will present further information for Cabinet's review at our next meeting.
4. An Immediate Needs Request for integration of PeopleAdmin with Banner ([attached](#)) was not approved as it did not meet the immediate needs criteria of causing a program to fail if not funded.

5. On the matter of options to provide space for testing services, Audrey and Irene presented an analysis of options ([attached](#)) prepared by Grace Hanson, Director of Disabled Student Programs & Services, and Bailey Smith, Director of the Learning Assistance Center. On the academic side, there is need for space for make-up testing as well as exam proctoring for students taking distance education courses. On the student services side, there is a need for more space for placement testing and for specialized space to accommodate individual tests in an environment that meets accommodations needed for students with disabilities. After discussing the problem and alternatives, Cabinet gave the following direction.
  - Room 3411 in Building 26D (the old MARC lab) will be reestablished as classroom space, two or three rooms depending on need and feasibility. Irene will work with Gary to see that the plans for this remodel meet instructional needs.
  - Two rooms on the ground floor of Building 26D, possibly G210 and G220, or on the second floor of Building 26A (Parking Lot G level), will be remodeled as the Campus Testing Center. Irene and Audrey will work with Gary to assure that their joint needs are met. Cabinet noted that current plans include an expansion of classroom space, adding four Humanities classrooms in approximately two years.
  - Upon the move of Radio and TV to Building 13, the space vacated, particularly the radio station space in the 180 wing of Building 6, will be remodeled as individual testing rooms for DSPS. Audrey will work with Gary to see that the needs of DSPS are met.
6. Cabinet was joined by attorney [David Casnocha](#), Mt. SAC's bond counsel, for an extended discussion of permissible uses of bond monies.
7. 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, 10/1)
  - f. Process and Forms for Substitutes for Those on Extended Leaves (**Mike & Rosa, 9/3**)
  - g. Update on International Student Initiative (Hiring Language Academy Coordinator: Audrey & Irene, 9/10)
  - h. Enrollment Reporting (All, 9/17)
  - i. Adult Ed Partnerships (Irene, 9/24)