**President's Cabinet
Action Notes
September 3, 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 discussed the systems in place to assure that employee evaluations are done in a timely fashion based on specific written criteria (Accreditation Standard IIIA.1.b). Currently, email notifications are sent by HR personnel when an evaluation is required. Cabinet recommended that four areas of improvement be pursued. First, posting a searchable list on the web of due dates for employee evaluations. Second, presenting a periodic report to Cabinet on the status of the timeliness of evaluations. Third, adding an automated email notification system to managers using data in Banner. Fourth, creating Administrative Procedures that clarify the various evaluation processes. James will pursue these elements of a timely evaluation system. Timing is a challenge as this brief summary shows:

   - Forms for faculty evaluation are posted on the HR website (link). Timelines are specified in the contract. Evaluation is continual for probationary faculty (18.H.2) and is a three year process for regular faculty (18.I.1). Evaluation is yearly for department chairs (18.J.1). Adjunct without rehire rights are evaluated in their first semester, in year four, when their assignment changes, and when "a pattern of student complaints becomes evident" (18.K.4.b). Adjunct with rehire rights are evaluated just in year 1 (18.K.4.a).

   - The form for classified evaluations for CSEA 262 members is posted on the HR website (link). Evaluations occur after a six month probationary period (16.06) and then are annual (16.01).

   - No form for classified evaluations for CSEA 651 members is in the bargaining agreement. Past practice has been to use the form in the CSEA 262 contract. No mention of process or timing for evaluation is included in the bargaining agreement section on Evaluation (XII.B).

   - No specific procedure or forms describe the evaluation of Confidential Employees although past practice has been to use the process and forms in the CSEA 262 bargaining agreement. However, BP 7240 states, "The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the College President/CEO. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments." No such AP exists.

   - Administrative Employee Evaluation Procedures are posted on the college website (link) as is the Administrative Employee Evaluation Form (link). Administrators are evaluated at the end of their first year and every two years thereafter. This procedure specifically does not apply to the evaluation of Vice Presidents.

   - No procedure or forms exist for the evaluation of Vice Presidents.

   - The College President undergoes an evaluation as specified in BP 2435 and AP 2435.

   As a reflection of the significance of the issue of the timeliness of employee evaluation, the attached report shows that I am quite tardy in evaluating those who report directly to the President/CEO.

2. Cabinet discussed the Enrolment Analysis Report which is distributed daily just prior to and in the early days of each term. An example is attached. Actually, two such reports can be accessed through Banner. One compares enrollment data to a *comparable date* the previous year and the other compares current data to that on the *census date* for that term. Discussion focused on the utility of this report and on other information that might be useful. This conversation will be continued when the first draft of a new tool, an executive information system of reports, is available. Cabinet also discussed the practice of reporting enrollment information to the Board of Trustees at the first meeting of each semester. Cabinet agreed that the timing of this report did not allow for the sharing of useful information. It was agreed that a status report on enrollment would be provided electronically to Board members in lieu of an in-person Board report.

3. As a follow up to the above discussion, Cabinet revisited the list of reports to the Board for 2013-14 (attached). Clearly, if we make too many reports or reports that are overly lengthy or detailed, the reporting process is not effective or useful for the Board. Cabinet will revisit this topic next week and consider three strategies. 1) Some topics should be agendized as discussion items including mandated reporting such as Distance Education, the Scorecard, and the Annual Foundation Report. 2) Some items should be communicated in writing to the Board in the President/CEO's regular Board Reports. 3) Longer items, such as facility plans, should be discussed and the annual Board Study Session. 4) VP's should review presentation materials with their staff to assure that the length and detail are appropriate.

4. Regarding the Koff Study, James presented a report on job specifications that his records indicated were without final disposition, including some range placements. Cabinet agreed with the recommendations submitted. The two classified positions will move forward and be included in the October 4th dissemination. The management positions which involve range changes will be submitted to the Board of Trustees when the negotiated range changes for the classified positions go to the Board.

5. 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, 10/15)
   f. Process and Forms for Substitutes for Those on Extended Leaves (Mike & Rosa, 9/17)
   g. Update on International Student Initiative (**Audrey & Irene, 9/10**)
   h. Enrollment Reporting (All, 9/17)
   i. Adult Ed Partnerships (Irene, 9/24)
   j. Processes to Support Timely Employee Evaluations (James, 10/1)
   k. Executive Information System (Vic & Mike, 10/1)
   l. Revising the Board Information Report process (**All, 9/10**)