



President's Cabinet Action Notes

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*



January 14, 2014

1. Cabinet discussed renewal of the MOU with CSEA 262 on classified employees teaching as adjunct. Possible changes will be discussed during current negotiations.
2. Karen Saldana, Director of Safety of Health Benefits, and Risk Management, and KC Krantz, Health/Fitness Supervisor, brought a proposal for offerings through the Employee Wellness Program for spring ([attached](#)). The request will be approved thorough an Immediate Needs Request. Plans continue for the creation of a line item budget for the program in the next funding cycle. Discussion was held about holding another weight loss program. Karen mentioned that the Wellness Committee will be hearing a presentation from this group at its next meeting. The committee will continue to investigate companies in this arena such as [HeathyWage](#).
3. Joining Karen were Mark DiMaggio, Director of Public Safety, and Jim Alcala, ASCIP Risk Management Specialist and consultant on the Implementation Plan ([attached](#)) for our Emergency Response Plan. Cabinet agree to the recommendation to hold drills on March 18th. Both evacuation drills and shelter-in-place drills will be held. Only selected buildings will participate in this round of drills. Cabinet agreed on the importance of training all managers on emergency response. **Bill directed that a mandatory management training on emergency response be held this spring. Mark, Karen and Jim will present a proposal.** Cabinet discussed progress on the Mass Notification System under development. It was agreed that a risk assessment should be done before proceeding.
4. Cabinet reviewed and updated the list of active searches for permanent positions ([attached](#)).
5. Cabinet was joined by Grace Hanson, Director of Disabled Student Programs & Services, who presented AP 3440 Service Animals. With minor adjustments, Cabinet agreed to forward the document ([attached](#)) to President's Advisory Council.
6. Cabinet discussed a request to add "Hosted Events" to the list of categories in AP 6700 Campus Events and Use of Campus Facilities. Below is draft language for such a section. Members of Cabinet will discuss this addition and bring responses to Cabinet.
Hosted Events:
A hosted event is an event that in sponsored or co-sponsored by a Mt. SAC unit which invites off-campus participants to a meeting designed which supports the mission of the college. Examples include Chancellor's Office workshops, Regional Workforce meetings, and State Academic Senate Area Meeting. Such events are to be fully funded either by the external co-sponsor or by the Mt. SAC sponsoring unit. That Mt. SAC unit will be responsible for coordination with Event Services on the details of the event.

7. The Agenda for Board Study Session on Saturday, February 22nd, was discussed. Topics will include Budget, K-12 Partnerships, EEO Plan Revisions, Foundation, and Facilities which will include budgets, timelines, transitions, maps, Bond Series C, and long term plans.
8. Board presentation on the solar project will be discussed at Cabinet week after next.
9. Cabinet discussed the Governor's proposal for 2014-15 for \$100 million to close access/achievement gaps for underrepresented students. Cabinet saw needs to expand several areas: Bridge, Tutoring, Assessment Pre-Test Orientation and Preparation, Learning Assessment for Multiple Low Assessment Placements, Early Alert, High School Outreach, Faculty Professional Development, and Augmentation of Title V Grant Projects. This discussion will continue at the next Cabinet meeting.
10. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 3/18)
 - b. Emergency Response System (Mark DiMaggio & Karen Saldana, 2/25)
 - c. International Student Initiative (**Audrey & Irene, 1/21**)
 - d. Adult Ed Partnerships (**Irene & Donna, 1/21**)
 - e. Executive Information System (Vic, Daniel & Irene, 2/11)
 - f. New Reading Competency Assessment (**Audrey, 1/21**)
 - g. Social Media Guidelines/Ad Taxi Campaign (**CB Brown, 1/21**)
 - h. Student Payment Plan Options (Mike, 1/28)
 - i. Presidents' Sustainability Commitment (Bill, Mike, Irene, 1/28)
 - j. Student Internship Administrative Support (**Irene, 1/21**)
 - k. Shift Differential Process (James & Mike, 3/18)
 - l. Board Presentation on Solar Project (Mike & Gary, 1/28)
 - m. Projects for Funding on Student Achievement Gaps (**All, 1/21**)