



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*



October 21, 2014

Mike Gregoryk, Vice President of Administrative Services, is on leave.

1. Cabinet was joined by Uyen Mai, Director of Marketing and Communication; Vic Belinski, Chief Technology Officer, and Eric Turner, Supervisor of Web & Portal Services, to discuss the Web Redesign Project. Cabinet provided input on the process to be used. The [attached first draft of the Web Redesign Project process](#) reflects that input. **Bill will take this report to the next meeting of PAC.**
2. Cabinet discussed the need for a staff position with the title "Business Analyst" to oversee two processes. First, document scanning, storage, and retrieval using [OnBase](#) by Hyland Software (who took over Hershey's Singularity software which we have been using). Second, [Oracle Application Express](#) or "APEX" to develop web-based applications, specifically web-based fillable forms associated with an electronic approval process workflow application. Cabinet agreed that this position would report to Student Services (for the "first phase" work to be done in that area) but would meet regularly with the IT Team. Funding source was approved. Vic will work with Audrey to revise the previous job description ([attached](#)). After the Student Services web-based applications are up and running, it is anticipated that cost savings would allow the Business Analyst position to remain with Student Services and a similar position to be hired to repeat the process for Administrative Services, Human Resources, and Instruction.
3. Audrey and Irene presented the prioritized list of tenure track faculty hires for Fall 2005. After considerable discussion, Cabinet approved the prioritized list and approved hiring the top ten positions as listed below. The complete list is [attached](#).
 1. History
 2. Earth Sciences and Oceanography
 3. Hospitality Management
 4. Mathematics
 5. Air Conditioning & Refrigeration
 6. Kinesiology, CC/Track & Field Asst Coach
 7. Graphic Design & Illustration
 8. Librarian
 9. Fashion Merchandising
 10. English
4. Cabinet discussed lessons learned from a student bus trip during which the bus malfunctioned. Bill had called together Tom Mauch, Gary Nellesen, and Rosa Royce who discussed the event and suggested improvements to avoid such occurrences in the future ([notes attached](#)). Cabinet agreed with the suggestions and authorized appropriate changes to be made in college practices.

5. Audrey reported that AP 4255, Dismissal and Reinstatement, had passed Student Preparation and Success Council ([see attached revision](#)) and will be reviewed by Academic Senate.

6. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 11/18)
 - b. International Student Initiative-Support and Services (**Audrey, 11/4**)
 - c. Adult Ed Partnerships (Irene & Donna, 11/18)
 - d. Classroom Utilization Project (Mike & Irene, 11/18)
 - e. AP 4255, Dismissal and Readmission (Audrey, 12/16)
 - f. Methods to Reduce Student Accounts Receivable Debt (Mike, 11/25)
 - g. AP 3560 - Alcoholic Beverages (Mike, 11/25)
 - h. Wait Lists (Irene, 11/25)
 - i. AP 6250—Budget Management (Mike, 11/25)
 - j. EEO Plan Review (**James, 11/4**)