



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*



February 17, 2015

1. Bill shared a communication ([attached](#)) from Foothill Transit Government Relations Director David Reyno indicating that their Board will act on an extension through the Spring 2015 Semester for the Class Pass bus pass subsidy provided by Foothill Transit. It is anticipated that the Foothill Transit Board will approve this extension at their February 27th meeting, just in time for Mt. SAC to provide no-cost passes to students who will have begun their classes on February 23rd.
2. Cabinet was joined by Karen Saldana, Director of Safety of Health Benefits, and Risk Management and Jim Alcalá, ASCIP Risk Management Specialist and consultant on the Emergency Response Plan (ERP), who provided an update ([attached](#)) on the implementation of the ERP. To provide high level oversight, an Incident Command Support Executive Team has been formed consisting of the directors of Risk Management, Public Safety, Facilities, Information Technology, and Marketing & Communications. The drill scheduled for March 17th will focus on Emergency Operations Command Center training. Participants will be the top three levels of the Function Chart ([attached](#)). There will be several “table top” scenario run throughs such as earthquakes, fires, and active shooter situations. Cabinet suggested the incorporation of external observers such as LACO Sheriff and/or Red Cross. Cabinet suggested the involvement of Building Marshals and their teams through means such as call-ins. Karen noted that the Incident Command positions ([chart attached](#)) have been largely filled with at least triple redundancy.
3. Karen was joined by KC Kranz, Health/Fitness Supervisor, and Stacey Gutierrez, Manager of Professional Development, who brought a proposal for offerings through the Employee Wellness Program for Spring ([attached](#)). Cabinet approved an Immediate Needs Request ([attached](#)) for \$6,200 to support the program. Ongoing funding for the program is a priority for the New Resource Allocation process which will begin shortly. May is Health & Fitness Month, and the Employee Wellness Committee is planning an employee wellness fair entitled, “Live Well Mt. SAC.” ([See the attached Save the Date flyer.](#)) Included will be a vendor show featuring Kaiser, United Healthcare, Blue Shield and others. In a real coup, the team has secured the [Kaiser Permanente Mobile Health Vehicle](#) to be on site which will bring live scans and testing to the Health Fair.
4. Cabinet was joined by Yen Mai, Director of Marketing and Communication, to continue the discussion of BP and AP 3700—Social Media. Cabinet agreed on edits ([attached](#)) to the version that was developed last year. This Cabinet version will be shared with the Academic Senate which will soon consider recommendations from the Academic Senate Task Force on Social Media.

5. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Emergency Response Plan Implementation (Karen Saldana, 3/24)
 - b. International Student Initiative-Support and Services (**Audrey, 2/24**)
 - c. Classroom Utilization Project (**Mike & Irene, 2/24**)
 - d. Methods to Reduce Student Accounts Receivable Debt (**Mike, 2/24**)
 - e. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 3/24)
 - f. Joining Achieving the Dream (ALL, TBD)
 - g. Dual Enrollment Offerings at Local High Schools (Irene & Audrey, 3/24)